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Form **990-EZ****Short Form****Return of Organization Exempt From Income Tax**

OMB No. 1545-1150

2013**Open to Public Inspection**Department of the Treasury
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter Social Security numbers on this form as it may be made public.

▶ Information about Form 990-EZ and its instructions is at www.irs.gov/form990.**A** For the 2013 calendar year, or tax year beginning

, 2013, and ending

, 20

B Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Terminated
☐ Amended return
☐ Application pending

C Name of organization

Florida Society Sons of the American Revolution

Number and street (or P.O. box, if mail is not delivered to street address)

Room/suite

1702 SW Nantucket Ave

City or town, state or province, country, and ZIP or foreign postal code

Port St. Lucie, Florida 34953-2425

D Employer identification number

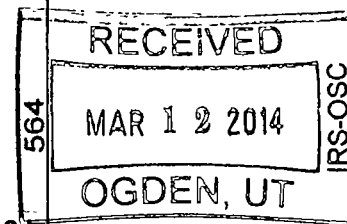
59-3532127

E Telephone number

772-336-0926

F Group Exemption Number ▶**G** Accounting Method: ☒ Cash ☐ Accrual Other (specify) ▶**I** Website: ▶**J** Tax-exempt status (check only one) — ☒ 501(c)(3) ☐ 501(c) () ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527**H** Check ☒ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).**K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other**L** Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)Check if the organization used Schedule O to respond to any question in this Part I ☒

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	1,450.00
	2	Program service revenue including government fees and contracts	2	
	3	Membership dues and assessments	3	89,113.00
	4	Investment income	4	3,382.25
	5a	Gross amount from sale of assets other than inventory	5a	
	5b	Less: cost or other basis and sales expenses	5b	
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	
	c	Less: direct expenses from gaming and fundraising events	6c	
	d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	
	7a	Gross sales of inventory, less returns and allowances	7a	
	7b	Less: cost of goods sold	7b	
	7c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c	
	8	Other revenue (describe in Schedule O)	8	13,432.72
	9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶	9	107,377.97
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	16,994.77
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	
	13	Professional fees and other payments to independent contractors	13	
	14	Occupancy, rent, utilities, and maintenance	14	6,000.00
	15	Printing, publications, postage, and shipping	15	7,042.00
	16	Other expenses (describe in Schedule O)	16	73,137.68
	17	Total expenses. Add lines 10 through 16 ▶	17	103,174.66
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	4,203.31
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	93425.35
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	0
	21	Net assets or fund balances at end of year. Combine lines 18 through 20 ▶	21	97628.66



For Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 10642I

Form **990-EZ** (2013)

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Part II **Balance Sheets** (see the instructions for Part II)
Check if the organization used Schedule O to respond to any question in this Part II ☐

Check if the organization used Schedule O to respond to any question in this Part II ☐

		(A) Beginning of year	(B) End of year
22	Cash, savings, and investments	86,973.01	22 97,568.96
23	Land and buildings		23
24	Other assets (describe in Schedule O)		24 59.70
25	Total assets	86,973.01	25 97,568.96
26	Total liabilities (describe in Schedule O)	6,425.34	26 0
27	Net assets or fund balances (line 27 of column (B) must agree with line 21)	93,425.35	27 97,628.66

Part III	Statement of Program Service Accomplishments (see the instructions for Part III)	Expenses
	Check if the organization used Schedule O to respond to any question in this Part III <input checked="" type="checkbox"/>	(Required for section 501(c)(3) organizations)

Check if the organization used Schedule O to respond to any question in this Part III ☒ (Required for section

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts; optional for others.)

28	Florida Patriot Magazine- Quarterly publication to educate and inform our members (1874) and the general public about the participants and events in the History of the American Revolution, founding of the United States and the activities of the Florida Society (Grants \$) If this amount includes foreign grants, check here ▶ <input type="checkbox"/>	28a	6,809.68
29	Youth Programs- to honor and reward elementary, middle and high school students for their educational and citizenship efforts, in historical research and community involvement, through essay, poster and oration contests, Good Citizenship program., History Fair, JROTC, BSA and Florida Society Children of the Am. Rev. (Grants \$) If this amount includes foreign grants, check here ▶ <input type="checkbox"/>	29a	10,875.51
30	To educate and promote to the general public through historical events, lectures, veteran's affairs and civic participation, the Last Naval Battle of the Am. Revolution. The Battle of Pensacola, color guards, food and clothing drives, the honoring of police, fire and EMS personnel, CAAH, NSSAR Lib. and Acts of Heroism. (Grants \$) If this amount includes foreign grants, check here ▶ <input type="checkbox"/>	30a	3,353.42
31	Other program services (describe in Schedule O) (Grants \$) If this amount includes foreign grants, check here ▶ <input type="checkbox"/>	31a	1,361.49
32	Total program service expenses (add lines 28a through 31a) ▶	32	21,792.89

Part IV	List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated—see the instructions for Part IV) Check if the organization used Schedule O to respond to any question in this Part IV	<input type="checkbox"/>
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Check if the organization used Schedule O to respond to any question in this Part IV ☐

[illegible]

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V ☒

	Yes	No
33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O	33	<input checked="" type="checkbox"/>
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)	34	<input checked="" type="checkbox"/>
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?	35a	<input checked="" type="checkbox"/>
b If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O	35b	<input checked="" type="checkbox"/>
c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III	35c	<input checked="" type="checkbox"/>
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N	36	<input checked="" type="checkbox"/>
37a Enter amount of political expenditures, direct or indirect, as described in the instructions ► 37a	37a	
b Did the organization file Form 1120-POL for this year?	37b	<input checked="" type="checkbox"/>
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a	<input checked="" type="checkbox"/>
b If "Yes," complete Schedule L, Part II and enter the total amount involved	38b	
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9	39a	
b Gross receipts, included on line 9, for public use of club facilities	39b	
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ► ; section 4912 ► ; section 4955 ►		
b Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b	<input checked="" type="checkbox"/>
c Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ►		
d Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization ►		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e	<input checked="" type="checkbox"/>
41 List the states with which a copy of this return is filed ►		
42a The organization's books are in care of ► Telephone no. ►		
Located at ► ZIP + 4 ►		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: ►	42b	<input checked="" type="checkbox"/>
See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts		
c At any time during the calendar year, did the organization maintain an office outside the U.S.? If "Yes," enter the name of the foreign country: ►	42c	<input checked="" type="checkbox"/>
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here and enter the amount of tax-exempt interest received or accrued during the tax year ► 43		<input type="checkbox"/>
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a	<input checked="" type="checkbox"/>
b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b	<input checked="" type="checkbox"/>
c Did the organization receive any payments for indoor tanning services during the year?	44c	<input checked="" type="checkbox"/>
d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d	<input checked="" type="checkbox"/>
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a	<input checked="" type="checkbox"/>
45b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)	45b	<input checked="" type="checkbox"/>

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

	Yes	No
46		<input checked="" type="checkbox"/>

Part VI Section 501(c)(3) organizations only

All section 501(c)(3) organizations must answer questions 47–49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II

	Yes	No
47		<input checked="" type="checkbox"/>

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

48		<input checked="" type="checkbox"/>
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49a Did the organization make any transfers to an exempt non-charitable related organization?

49a		<input checked="" type="checkbox"/>
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b If "Yes," was the related organization a section 527 organization?

49b		<input checked="" type="checkbox"/>
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50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
none				

f Total number of other employees paid over \$100,000 ▶

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
none		

d Total number of other independent contractors each receiving over \$100,000 ▶

52 Did the organization complete Schedule A? **Note.** All section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A

▶ ☒ Yes ☐ No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer

Date

Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name

Preparer's signature

Date

Check ☐ if self-employed

PTIN

Firm's name ▶

Firm's EIN ▶

Firm's address ▶

Phone no. ▶

May the IRS discuss this return with the preparer shown above? See instructions

▶ ☐ Yes ☐ No

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2013

**Open to Public
Inspection**

Name of the organization

Florida Society Sons of the American Revolution

Employer identification number

59-3532127

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 ☐ A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E.)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 ☒ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 10 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 11 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box that describes the type of supporting organization and complete lines 11e through 11h.
- a ☐ Type I b ☐ Type II c ☐ Type III—Functionally integrated d ☐ Type III—Non-functionally integrated
- e ☐ By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**.
- f If the organization received a written determination from the IRS that it is a Type I, Type II, or Type III supporting organization, check this box ☐
- g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?

- (i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization?
- (ii) A family member of a person described in (i) above?
- (iii) A 35% controlled entity of a person described in (i) or (ii) above?

	Yes	No
11g(i)		
11g(ii)		
11g(iii)		

h Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–9 above or IRC section (see instructions))	(iv) Is the organization in col. (i) listed in your governing document?		(v) Did you notify the organization in col. (i) of your support?		(vi) Is the organization in col. (i) organized in the U.S.?		(vii) Amount of monetary support
			Yes	No	Yes	No	Yes	No	
(A)									
(B)									
(C)									
(D)									
(E)									
Total									

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2009	(b) 2010	(c) 2011	(d) 2012	(e) 2013	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2009	(b) 2010	(c) 2011	(d) 2012	(e) 2013	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2013 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2012 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test—2013. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 33 1/3% support test—2012. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
17a 10%-facts-and-circumstances test—2013. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 10%-facts-and-circumstances test—2012. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions <input type="checkbox"/>		

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II.
If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2009	(b) 2010	(c) 2011	(d) 2012	(e) 2013	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	72,118	78,419	82,425	84,229	89,113	406,304
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5	72,118	78,419	82,425	84,229	89,113	406,304
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b	0	0	0	0	0	0
8 Public support. (Subtract line 7c from line 6.)						406,304

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2009	(b) 2010	(c) 2011	(d) 2012	(e) 2013	(f) Total
9 Amounts from line 6	72,118	78,419	82,425	84,229	89,113	406,304
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	655	687	555	533	492	2922
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975	446	687	555	2032	1709	5429
c Add lines 10a and 10b	1101	1374	1110	2565	2201	8351
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)	73,219	79,793	83,535	86,794	91,314	414,644
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2013 (line 8, column (f) divided by line 13, column (f))	15	97.99 %
16 Public support percentage from 2012 Schedule A, Part III, line 15	16	98.27 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2013 (line 10c, column (f) divided by line 13, column (f))	17	2.01 %
18 Investment income percentage from 2012 Schedule A, Part III, line 17	18	1.72 %
19a 33 1/3% support tests—2013. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here . The organization qualifies as a publicly supported organization <input checked="" type="checkbox"/>		
b 33 1/3% support tests—2012. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here . The organization qualifies as a publicly supported organization <input type="checkbox"/>		
20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions <input type="checkbox"/>		

Part IV **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; and Part III, line 12. Also complete this part for any additional information. (See instructions).

Area for supplemental information with horizontal dashed lines.

SCHEDULE O
(Form 990 or 990-EZ)Department of the Treasury
Internal Revenue Service**Supplemental Information to Form 990 or 990-EZ**Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2013**Open to Public
Inspection**

Name of the organization

Florida Society Sons of the American Revolution

Employer identification number

59-3532127

Line 4. Interest Income	Operating Trust Distribution	2890.55	
	Pepco stock Dividend	432.00	
	Interest	59.70	3382.25
Line 8. Other Revenue	Hospitality Income	229.67	
	Other Income	82.00	
	BOM Revenue	12,668.05	
	50/50 income	229.00	
	Last Naval Battles Medals	224.00	13,432.72
Line 10. Grants	Knight Essay Contest	850.00	
	Am. History Teacher Contest	500.00	
	Eagle Scout Scholarship Essay	2,056.53	
	JROTC Contest Committee	1,200.00	
	Patriotic Education	475.00	
	Rumbaugh Oration Committee	3,373.52	
	FSCAR Annual Donation	1,200.00	
	Center for Advancing America's Heritage	1,000.00	
	NSSAR Library	200.00	
	Last Naval Battle	870.42	
	Endowment Trust Donation	1,874.00	
	FLSSAR Ladies Auxillary Donation	1,500.00	
	Support the Troops	1,283.00	16,994.77
Line 15. Publications and postage	Florida Patriot Magazine	6,809.68	
	Postage	32.40	
	Proceedings Publication	200.19	7,042.21
Line 16. Other Expenses Officers	President	4,676.80	
	Senior Vice President	150.00	

Name of the organization

Employer identification number

Florida Society Sons of the American Revolution

59-3532127

Line 16. Cont.	Secretary	1,309.06	
	Treasurer	150.11	
	Registrar	473.24	6,759.69
Other Expenses Cont.	Internet	161.49	
	New Chapter Development	456.67	
	BOM Expenses	13,761.68	
	Bank Charges and Expenses	672.09	
	Misc Expense	980.75	
	Returned Checks	47.00	16,079.68
Society and Chapter Awards	Chapter Challenge	14.45	
	Medals and Awards	2,264.00	
	Patriot Medal	394.86	
	Newsletter and Periodicals	600.00	
	Publicity Committee	600.00	3,873.31
Dues	National Dues NSSAR	45,775.00	
	Dues Refunds	50.00	
	Reinstatements	600.00	46,425.00
Total Other Expenses			73,137.68

Line 20/26. 6452.34 Transfer to Money Market Account, and included in total assets. Line 24 is interest for 2013 notified after January 1, 14

Line 31. Other Program Services	Web Expenses	161.49	
	Publicity and Newsletter contests	1,200.00	1,361.49

TAX YEAR 2013

WELLS FARGO BANK, N.A.
800-CALL-WELLS (800-225-5935)
P.O. BOX 3908 287
PORTLAND, OR 97208

E.I.N. 94-1347393

033257 1 AV 0.360 1516405



THE FLORIDA SONS OF THE AMERICAN REV
1702 SW NANTUCKET AVE
PORT SAINT LUCIE FL 34953-2425

PH

FOR TAX YEAR

2013

TAXPAYER ID NUMBER

59-3532127

2013 - 1099-INT, INTEREST INCOME

ACCOUNT NUMBER

SAVINGS INT	2101 002000053821823	
BOX 1	INTEREST INCOME	38.32
TIME ACCT INT	3201 000009931851001	
BOX 1	INTEREST INCOME	21.38
TOTAL INTEREST		59.70

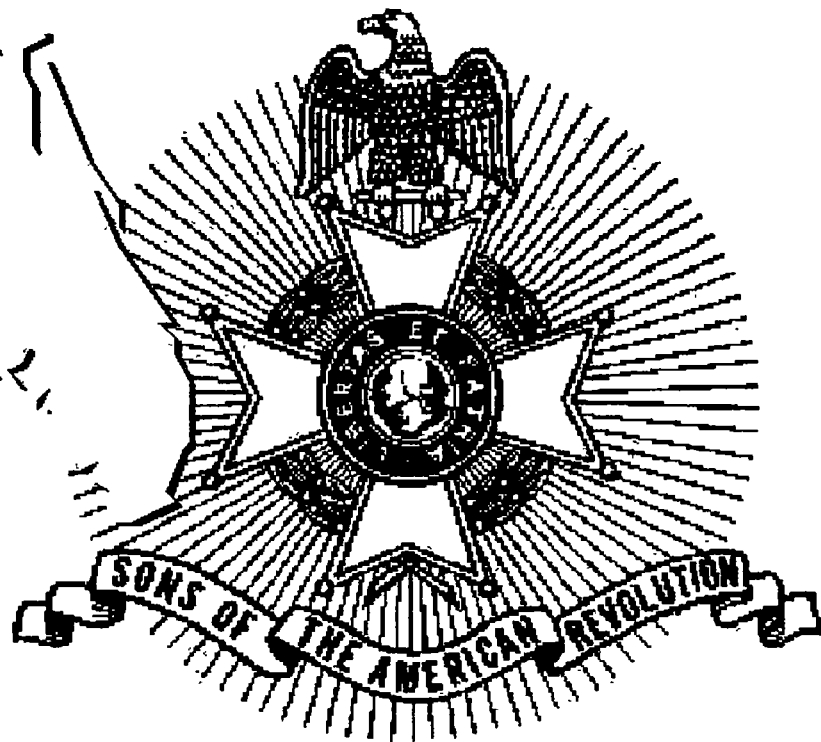
DC9211UTBF 033257 NNNNNNNNNN NNN NNN 001 001 287 066515 107662984

1099-INT	1099-DIV	1099-ORD	1099-MISC	1099-B	*Form 1099-ORD. This may not be the correct figure to report on your income tax return. See instructions on back.			
<p>This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.</p>					1099-INT, Interest Income, OMB No. 1545-0112	1099-A, Acquisition or Abandonment of Secured Property, OMB 1545-0877	1099-E, Student Loan Interest Statement, OMB No. 1545-1576	
					1099-DIV, Dividends and Distributions, OMB No. 1545-0110	1099-B, Proceeds from Broker and Barter Exchange Transactions, OMB 1545-0715	1099-S, Proceeds from Real Estate Transactions, OMB No. 1545-0997	
					1099-ORD, Original Issue Discount, OMB No. 1545-0117	1099-C, Cancellation of Debt, OMB No. 1545-1424	1098, Mortgage Interest Statement, OMB No. 1545-0901	
					1099-MISC, Miscellaneous Income, OMB No. 1545-0115			
<p>1099-A This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if taxable income results from this transaction and the IRS determines it has not been reported.</p>								
<p>1099-C This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if the IRS determines that an underpayment of tax results because you overstated a deduction for student loan interest.</p>								
<p>1099-E This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if the IRS determines that an underpayment of tax results because you overstated a deduction for student loan interest.</p>								
<p>1099-S This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this item is required to be reported and the IRS determines that it has not been reported.</p>								
					1098 - MORTGAGE			
					<p>*Caution: The amount shown may not be fully deductible by you. Limits based on the loan amount and the cost and value of the secured property may apply. Also, you may only deduct interest to the extent it was incurred by you, actually paid by you, and not reimbursed by another person.</p>			
					<p>The information next to boxes 1, 2, 3, and 4 is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if the IRS determines that an underpayment of tax results because you overstated a deduction for this mortgage interest or for these points or because you did not report this refund of interest on your return.</p>			

PLEASE SEE REVERSE SIDE FOR INSTRUCTIONS

**THE FLORIDA SOCIETY
OF THE
SONS OF THE AMERICAN
REVOLUTION**

**The
Florida
Society**



**Governing Documents
MAY 2013**

PREFACE

The first edition of the FLSSAR Handbook was published 2006. Subsequent editions were issued as policies were updated. Eventually, the size of the Handbook grew so that it was divided into three volumes.

Governing Documents, are issued annually after the Annual Meeting if changes to the Articles of Incorporation or Bylaws are approved.

This volume could not have been realized without the assistance of the FLSSAR Charter and Bylaws Committee under whose purview the FLSSAR Articles of Incorporation (Charter) and Bylaws fall.

The contents of these Governing Documents have been reviewed by the FLSSAR Executive Committee and are approved as official policy of the Florida Society Sons of the American Revolution.

Changes or updates to the Articles of Incorporation and Bylaws found in this volume must be processed in accordance with the amendment process outlined in those documents.

Dan Hooper, CHAIRMAN	Clearwater Chapter
Vic McMurry, CHAIRMAN	Saramana Chapter
Randy Moody	Caloosa Chapter
Steve Williams	Brevard Chapter
Hall Riediger	St. Lucie River Chapter
Ted Duay	Ft. Lauderdale Chapter

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State of Florida

Department of State



I, Richard (Dick) Stone, Secretary of State of the State of Florida,

Do Hereby Certify That the following is a true and correct copy of

*Certificate of Incorporation
of*

THE FLORIDA SOCIETY OF THE SONS OF THE
AMERICAN REVOLUTION, INC.

a corporation not for profit organized and existing under the Laws of the

State of Florida, filed on the 9th day of March,

A.D., 19 72, as shown by the records of this office.



*Given under my hand and the Great Seal of the
State of Florida, at Tallahassee, the Capital,
this the 9th day of March,
A.D. 1972.*

Richard (Dick) Stone
Secretary of State

ARTICLES OF INCORPORATION
OF
THE FLORIDA SOCIETY
OF THE
SONS OF THE AMERICAN REVOLUTION, INC.

We, the undersigned, hereby associate ourselves together for the purpose of forming a corporation not for profit under the laws of the State of Florida under and pursuant to the following articles of incorporation:

ARTICLE I. - NAME

The name of the corporation shall be:

THE FLORIDA SOCIETY
OF THE
SONS OF THE AMERICAN REVOLUTION, INC.

488 9 8 03
DEPARTMENT OF
TALLAHASSEE, FL

The corporation is a chartered entity of The National Society of the Sons of the American Revolution, a corporation by special act of the Congress of the United States, June 9, 1906 (Public Law No. 214, 34 Stat. Chapt. 3065, page 227), as amended.

ARTICLE II. - OBJECTS

(A) The objects of this corporation are declared to be patriotic, historical, and educational, and shall include those intended or designed to perpetuate the memory of those patriots who, by their services or sacrifices during the war of the American Revolution, achieved the independence of the American people; to unite and promote fellowship among their descendants; to inspire them and the community at large with a more profound reverence for the principles of the government founded by our forefathers; to encourage historical research in relation to the American Revolution; to acquire and preserve the records of the individual services of the patriots of the war, as well as documents, relics, and landmarks; to mark the scenes of the Revolution by appropriate memorials; to celebrate the anniversaries of the prominent events of the war and of the Revolutionary period; to foster true patriotism; to maintain and extend the institutions of American freedom, and to carry out the purposes expressed in the preamble of the Constitution of our country and the injunctions of Washington in his farewell address to the American people.

(B) The corporation also shall have and may exercise all the powers conferred by the Laws of the State of Florida relating to corporations not for profit, it being expressly provided that the enumeration of the objects, powers or purposes hereinabove specified shall not be held to limit or restrict in any manner the objects, powers and purposes of the corporation, and none of the clauses contained in this Article shall be in anywise limited or restricted by reference to the terms of any other clauses, objects, powers or purposes set forth in this Article, or any other Article hereof, but that the objects, powers and purposes specified in each of the clauses of this Article shall be regarded as independent and cumulative purposes, powers and objects.

ARTICLE III. - ELIGIBILITY FOR MEMBERSHIP

Any man shall be eligible to membership in this corporation who, being of the age of eighteen years or over, and a citizen of good repute in the community, is the lineal descendant of an ancestor who was at all times unfailing in loyalty to, and rendered active service in the cause of American Independence, either as an officer, soldier, seaman, marine, militiaman, or minuteman, in the armed forces of the Continental Congress, or of anyone of the several Colonies or States; or as a Signer of the Declaration of Independence, or as a member of a Committee of Safety or Correspondence; or as a member of any Continental, Provincial, or Colonial Congress or Legislature; or as a recognized patriot who performed actual service by overt acts of resistance to the authority of Great Britain; provided, however, that no person advocating the overthrow of the Government of the United States by use of force or violence shall be eligible for membership in the corporation.

ARTICLE IV. - TERM

This corporation shall have perpetual existence.

ARTICLE V.

The names and residences of the subscribers are as follows:

Carl K. Hoffmann, 745 Majorca, Coral Gables, Florida 33134;

Clarence Sheftall, Jr., 7270 San Carlos Road,
Jacksonville, Florida 32217;

Richard H. Thompson, Jr., 1311 Brightwaters Boulevard,
St. Petersburg, Florida 33704

ARTICLE VI. - OFFICERS AND MANAGENT

(A) The affairs of this corporation shall be managed by a Board of Management selected in such manner as the By-Laws of this corporation shall provide.

(B) The officers of the corporation who shall administer its affairs and carryon its regular business subject and pursuant to the authority of the Board of Management shall include a:

- President
- Senior Vice President
- One or more Regional Vice Presidents
- Secretary
- Treasurer
- Recording Secretary
- Registrar
- Chancellor
- Chaplain
- Genealogist
- Historian,

and such other and additional offices as shall be established from time to time by action of the Board of Management, all to be elected from among the membership in such manner as the By-Laws of the corporation shall provide.

(C) Except as herein otherwise specifically provided, the decision of the Board of Management in all corporation matters shall be final, subject only to appeal to the membership at the annual meeting. The Board of Management shall have control over all officers and committees, and for good cause may declare any office vacant.

ARTICLE VII. - ANNUAL MEETING

The annual meeting of the corporation for the election of officers and for the transaction of business shall be held during the month of April or the month of May, the date and place of the meeting to be selected by the President of the corporation upon the advice of the Board of Management.

ARTICLE VIII. - BY-LAWS

The corporation shall adopt By-Laws not inconsistent with these Articles of Incorporation, nor with the Constitution and By-Laws of The National Society of the Sons of the American Revolution, and embodying additional provisions for the government of this corporation. By-Laws shall include provisions whereby they may be repealed or amended from time to time.

ARTICLE IX. - AMENDMENTS

These Articles of Incorporation may be amended by a 2/3rds vote of the members present and voting at any annual meeting of the corporation provided the proposed amendment has been submitted-in writing to the Board of Management at a regular meeting thereof at least 45 days prior to the annual meeting. The Board of Management shall make its report approving or disapproving the proposed amendment at the annual meeting. The President shall cause notice of any proposed amendment which is favorably recommended by the Board of Management to be mailed to all Chapter Presidents and Secretaries at least 30 days prior to the annual meeting.

ARTICLE X.

The post office address of the corporation and of its Resident Agent in the State of Florida, Richard H. Thompson, Jr., shall be 1311 Brightwaters Boulevard, St. Petersburg, Florida, 33704. The Board of Management may from time to time move the office to any other address in the State of Florida and may change the Resident Agent giving due notice thereof as provided by the statutes of the State of Florida.

ARTICLE XI.

The names and post office addresses of the members of the first Board of Management, who , subject to the provisions of the By-Laws and these Articles of Incorporation, shall hold office until the first annual meeting of the members of the corporation or until their successors are elected and have qualified, are as follows:

Carl K. Hoffmann, 745 Majorca, Coral Gables, Florida 33134;

Clarence Sheftall, Jr., 7270 San Carlos Road,
Jacksonville, Florida 32217;

Richard; H. Thompson, Jr., 1311 Brightwaters Boulevard,
St. Petersburg, Florida 33704

IN WITNESS WHEREOF, we, the undersigned subscribing incorporators, have hereunto set our hands and seals for the purpose of forming this corporation not for profit under the laws of the State of Florida, and we hereby made, subscribe, acknowledge and file in the office of the Secretary of State of the State of Florida these Articles of Incorporation, and certify that the facts herein stated are true.

Carl K. Hoffmann
Carl K. Hoffmann

Clarence Sheftall, Jr.
Clarence Sheftall, Jr.

Richard H. Thompson, Jr.
Richard H. Thompson, Jr.

STATE OF FLORIDA

COUNTY OF DADE

Personally appeared before me, the undersigned Notary Public in and for the County and State aforesaid, Carl K. Hoffmann known to me to be one of the incorporators described in the foregoing Articles of Incorporation, and a natural person competent to contract and he acknowledged to me his free and voluntary execution of the same.

Witness my hand and official seal this 16th day of February, 1972.

Notary Public, State of Florida

Antoinette A. Ashley
Florida

My

Commission Expires

(Notary Seal)

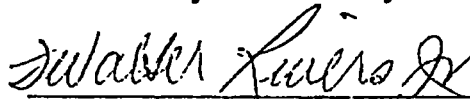
Notary Public State of Florida at Large
My Commission Expires April 27, 1973
By and Thru Fred W. Diestelhorst

STATE OF FLORIDA

COUNTY OF DUVAL

Personally appeared before me, the undersigned Notary Public in and for the County and State aforesaid, Clarence Sheftall, Jr. known to me to be one of the incorporators described in the foregoing Articles of Incorporation, and a natural person competent to contract and he acknowledged to me his free and voluntary execution of the same.

Witness my hand and official seal this 19th day of February, 1972.



Notary Public, State of Florida
My Commission Expires:

Notary Public, State of Florida at Large
My Commission Expires April 17, 1975

Issued By American Free & Cassidy Co.

(Notary Seal)

STATE OF FLORIDA

COUNTY OF HILLSBOROUGH

Personally appeared before me, the undersigned Notary Public in and for the County and State aforesaid, Richard H. Thompson, Jr. known to me to be one of the incorporators described in the foregoing Articles of Incorporation, and a natural person competent to contract and he acknowledged to me his free and voluntary execution of the same.

Witness my hand and official seal this 11th day of February, 1972.



Notary Public, State of Florida
My Commission Expires:

Notary Public State of Florida at Large
My Commission Expires Aug. 8, 1975.

(Notary Seal)

**BYLAWS
OF THE FLORIDA SOCIETY
SONS OF THE AMERICAN REVOLUTION**



ARTICLE I THE SOCIETY

Section 1 Objectives

The Florida Society of the Sons of the American Revolution, hereinafter referred to as the FLSSAR, is a chartered entity of the National Society of the Sons of the American Revolution, hereinafter referred to as the NSSAR. The FLSSAR is a not-for-profit 501 c. (3) corporation organized and existing under the laws of the State of Florida under the terms of a Certificate of Incorporation issued on March 9, 1972 by the Secretary of State of the State of Florida.

Section 2 Chapters and Regions

The FLSSAR is organized into chapters, to each of which the FLSSAR has issued a charter that assigns to it the exclusive local jurisdiction over a designated territory. The state is also divided into geographic regions, the boundaries of which are designated by the BOM, and usually so drawn that each encompasses several chapters. Each Region is represented by a Regional Vice President.

Section 3 Members

The FLSSAR is made up of members in good standing of the NSSAR, each of whom shall have been admitted to membership in the FLSSAR, and each of whom is a member in good standing of the FLSSAR. A Member in Good Standing is a person who has been admitted to membership in the NSSAR and the FLSSAR, who is not now in arrears in payment of his dues, and whose membership is not now suspended or terminated under the provisions of Section 3 of Bylaw 17 of the NSSAR.

- a. Normally members of the FLSSAR will hold memberships in one of the FLSSAR Chapters.
- b. Members may request and be designated as Members at Large. These members may attend BOM meetings but may not vote as members of the BOM unless they qualify for membership under the provisions of ARTICLE II, Section 1, of these Bylaws. Members at Large shall pay an additional fee in the amount of the FLSSAR current dues. This is in addition to regular NSSAR and FLSSAR yearly dues.

Section 4 Annual Meeting

The FLSSAR shall hold an Annual Meeting each year on a date in the month of April or May to be designated by the President, and at a place to be selected by him. In no event shall the date of the Annual Meeting be later than fifteen days prior to the opening date of the Annual Congress of the NSSAR. A quorum of an Annual Meeting of the FLSSAR shall consist of twenty members in good standing. During the Annual Meeting, the President and/or the members of the BOM shall nominate and the BOM shall elect a Nominating Committee composed of five members who shall have not served on a prior Nominating Committee of the FLSSA during the preceding two years and whose term of office shall continue until the adjournment of the next Annual Meeting of the FLSSAR.

Section 5 Special Meeting

Requested by the President

The President may call Special Meetings of the BOM. Notice of all meetings of the BOM except that which may follow the Annual shall be communicated to all members of the BOM at least 30 days prior the date set for such meeting. The President shall designate the date and place of the meeting for all Special BOM Meetings. See Article II – Section 3 – 2nd

Paragraph In By-Laws

A Quorum of a Special Meeting of the FLSSAR shall consists of twenty (20) members in good standing. See Article I – Section 5 – in By-Laws below. A Quorum for the transaction of Business and a majority vote of those in attendance at any meeting will be required for the BOM to take action except as otherwise provided.

Requested by the Members of the Board of Management

A Special Meeting of the FLSSAR shall be called by the President with not less than ten days prior notice to all members of the FLSSAR upon the request, by mail or e-mail, of at least three-fourths of the members of the BOM.

A quorum of a Special Meeting of the FLSSAR shall consist of twenty members in good standing. A Quorum for the transaction of business and a majority vote of those in attendance at any meeting will be required for the BOM to take action except as otherwise provided.

Section 6 Ladies Auxiliary (LAFLSSAR)

Women who are related to an SAR of the FLSSAR shall be assisted by the FLSSAR to establish and join a separate, autonomous organization to be known as the LADIES AUXILIARY, FLORIDA SOCIETY, SONS OF THE AMERICAN REVOLUTION (LAFLSSAR), which shall organize and operate under its own Bylaws and Charter with its stated purpose to assist, support, and further the objectives of the FLSSAR. No member, or members, of the LAFLSSAR shall have any authority to speak for the FLSSAR, nor to obligate the FLSSAR in any way unless specifically authorized by the FLSSAR, by the BOM, or Annual Meeting of the members.

ARTICLE II THE BOARD OF MANAGEMENT

Section 1 Membership

The membership of the BOM shall include only persons who are members in good standing of the FLSSAR, and who are listed in at least one of the following categories:

- a. Persons who are lifetime members of the BOM by virtue of being a past President of the FLSSAR, a recipient of the Patriot Medal, or an incumbent or past elected officer of the NSSAR;
- b. Persons who are members of the BOM by virtue of being, and while being, an elected officer of the FLSSAR; appointed incumbent FLSSAR Committee Chairman; an incumbent National Trustee from Florida; an incumbent Chapter President; and the most recent Past President of a chapter, i.e., the person who preceded an incumbent Chapter President in office; if a chapter has no recent Past President it shall name another of its members to serve on the BOM;
- c. Persons who have been appointed by chapters having more than forty members on the basis of one additional member of the BOM for each forty chapter members or fraction thereof more than the first forty, the term of office of such additional members of the BOM to be coterminous with that of the Chapter President incumbent at the time of their appointment to the BOM.

A member of the BOM who is unable to attend a meeting may name, in writing, another member of the FLSSAR to attend and act in his stead; provided, however, that no person may have more than one vote. Members of the FLSSAR who are not members of the BOM may attend and participate in debate but may not vote. Visiting dignitaries, especially those from other State Societies or from the National Society, may attend and may be invited to address the meeting but may not participate in debate or vote.

Section 2 Powers

The BOM shall have the following powers and duties:

- a. Exercise management and control over the affairs of the FLSSAR;
- b. Create and staff additional offices and committees as needed;
- c. Approve, and authorize adjustments in, the FLSSAR budget;
- d. Admit new chapters;
- e. Fix fees from applicants, dues from members, and raise funds by other means to meet the financial needs of the FLSSAR;
- f. Fill vacancies which may occur in any office, to serve until the next Annual Meeting of the FLSSAR except as otherwise provided in ARTICLE IV, Section 2, of these bylaws;

- g. Sign contracts for the purchase of services and materials, and to establish policies and procedures regarding reimbursement for expenses incurred in carrying on the business of the FLSSAR; and
- h. Adopt and enforce rules and procedures which shall not be inconsistent with the Articles of Incorporation of the FLSSAR, these bylaws, or the Constitution and Bylaws of the NSSAR.

Section 3 Meetings

The BOM shall hold at least two regular meetings in the one year time period commencing at the end of the Annual Meeting. One meeting will occur on the day before the date fixed for the opening of the Annual Meeting of the State Society, to be known as the Spring Meeting. The number of, and dates for, additional meetings to be held in the subsequent one year time period will be determined by the BOM at the meeting held closest to November 1.

A meeting may also be held immediately after the adjournment of the Annual Meeting if so announced by the President-elect. Notice of all meetings of the BOM, except that which may follow the Annual Meeting, shall be communicated to all members of the BOM at least 30 days prior the date set for such meeting.

Section 4 Quorum

A Quorum of a Regular Meeting of the FLSSAR BOM shall consist of at least fifteen (15) members of the BOM. A quorum for the transaction of business and a majority vote of those in attendance at any meeting will be required for the BOM to take action, except as otherwise provided in ARTICLE VIII, Section 3, of these bylaws.

ARTICLE III OFFICERS

Section 1 Titles

The officers of the FLSSAR, who shall be members in good standing, who shall be elected at the Annual Meeting, and who shall serve upon their installation and until their successors assume office, shall be a President, Senior Vice-President, Regional Vice-President for each Region as from time to time may be established, Secretary, Treasurer, Recording Secretary, Registrar, Chancellor, Chaplain, Genealogist, Editor, Webmaster, Historian, Member-at-Large of the Executive Committee, and Sergeant-at-Arms. A Parliamentarian shall be appointed by the incumbent president.

Section 2 Nomination and Election of Officers

A. Nominations

(1) Nominating Committee

- (a) Election of Members. During the Annual, the President and/or the members of the BOM shall nominate and the BOM shall elect, a Nominating Committee composed of five members who shall have not served on a prior Nominating

Committee of the FLSSAR during the preceding two years, and whose term of office shall continue until the adjournment of the next Annual Meeting of the FLSSAR. Prior to the call for nominations, the Secretary shall inform the BOM of the names of persons who served on a Nominating Committee during either of the prior two years. Each member of the BOM shall vote for five of the persons nominated, on ballot forms provided by the Secretary. In the case of a tie vote that would prevent the naming of five clear winners, a runoff election shall be held between those unsuccessful candidates who, had they received one more vote on the first ballot, would have been a clear winner. If the committee is elected by acclamation, voting will not be necessary. The members of the Nominating Committee shall elect their own chairman.

- (b) Duties. The Committee shall canvass the FLSSAR to solicit suggestions as to the members who are qualified and willing to serve in, and shall name at least one candidate for, each office that is to be filled by election by the FLSSAR at its next Annual Meeting. The Chairman, or other committee member designated by him, shall announce at least 60 days prior to the Annual Meeting, the names of the persons chosen by the Committee to be the nominees for the respective offices, and shall thereupon deliver a copy of the committee report to the Secretary who shall publish it in such a manner and at such time as to assure that every member of the FLSSAR is given at least thirty days advance information as to the names of persons whom the Committee will nominate for the respective offices for the following year. At the next Annual Meeting of the FLSSAR the Chairman, or other committee member designated by him, shall place in nomination the names of the respective candidates proposed by the Committee to be officers of the FLSSAR for the following year, and he shall thereupon deliver a copy of the committee report to the Recording Secretary.

(2) Nominations from the Floor.

Any member of the FLSSAR is entitled to nominate from the floor of any Annual Meeting, or any meeting of the BOM, any other member of the FLSSAR for any office of the Society that is to be filled by election by either of these bodies.

B. Qualifications of Nominees

The Nominating Committee, or FLSSAR member who makes a nomination for an elective office of the FLSSAR, shall have ascertained before making a nomination that the person to be nominated is a member in good standing and has stated in writing that he is willing to serve in that office. Furthermore, each nominee, for the office of President and Senior Vice President, shall indicate their willingness and advise the Nominating Committee of any hindrance that might prevent them from attending all BOM meetings during the term of their elected office and to physically reside in the State of Florida for no less than six months during each year the office is held.

C. Election

Elections will be held at the Annual Meeting. Election for an office for which only

one person has been nominated shall be by voice vote upon a motion to elect by acclamation. Election for an office for which there are two or more candidates, shall be by secret ballot, supervised by Tellers appointed by the President. Election shall be by majority vote of those present and voting. If after one balloting no candidate has a majority, all candidates but the two who received the greatest plurality shall be dropped and a vote taken for the two remaining candidates, with the candidate receiving a majority being declared the winner. If there is a tie vote, balloting shall continue until a winner is determined. The results of each balloting shall be communicated by the Tellers to the President who shall announce the vote count and the name of the winner when one is obtained.

Section 3 Additional Offices

The FLSSAR at any Annual Meeting, or at the BOM at any regular or special meeting, may create additional offices as in their judgment may be required, and may designate the person or persons to occupy the same until the next Annual Meeting of the FLSSAR.

Section 4 National Trustee and Alternate

The BOM shall annually select individuals for nomination for National Trustee and Alternate National Trustee in accordance with the requirements of the bylaws of the NSSAR, and ARTICLE III, Section 2, of these bylaws.

Section 5 NSSAR Vice President General South Atlantic District Nominee

Once each four year period, the FLSSAR shall nominate a qualified member of the FLSSAR to the Annual South Atlantic District Meeting to be the nominee to the NSSAR for Vice President General of the South Atlantic District. Qualifications required for nomination to this office are that the individual is a member in good standing of the FLSSAR and NSSAR. Any qualified member of the FLSSAR may seek the nomination for NSSAR Vice President General South Atlantic District in accordance with the bylaws of the NSSAR and Article III, Section 2, of these bylaws. Election to the office of NSSAR Vice President General South Atlantic District shall be made by the delegates at the National Congress.

Section 6 Holding Multiple Offices

Any member except the President may be elected to, and concurrently hold, more than one, but not more than two, of the offices listed in Section 1 of this ARTICLE.

Section 7 Endorsement of Candidates for National Office

Candidates who have declared for election to General Offices in the National Society may appear before the Board of Management for the purpose of seeking the endorsement of the Florida Society.

Section 8 Vacancies

If any elected officer shall be unable to serve his full term because of a death, resignation, or disability or other cause, there shall be an appointment by the President for the unexpired

portion of the term, subject to confirmation by the Executive Committee (by phone conversation, e-mail or letter, with formal confirmation at the next scheduled BOM per Article II - Section 2.F)

ARTICLE IV DUTIES OF OFFICERS

Section 1 President

The President shall preside at meetings of the FLSSAR and of the Board of Management. He shall also perform such duties as ordinarily pertain to that office, including, without limitation, the submission of timely and pertinent information respecting the affairs of the FLSSAR to the membership thereof in whatever manner and at whatever intervals he shall deem appropriate. The President may authorize and award certificates for service to the FLSSAR to FLSSAR members, nonmembers, organizations or activities. He should attend the NSSAR Annual Congress and Leadership Meetings, the Annual Meeting of the the South Atlantic District, Commemorative Ceremonies, such as Revolutionary War Battles and he should attend as many of the Society's Chapter meetings as possible during his term of office.

Section 2 Senior Vice President

If the President is absent, the Senior Vice-President shall preside at meetings of the FLSSAR and of the BOM. He shall succeed to the President's office in the case of resignation, death, or disability of the President, and he shall perform such duties as ordinarily pertain to that office and are assigned to him by the President or by the BOM.

Section 3 Regional Vice President.

The Executive Committee, with the advice and consent of the BOM, shall determine the number of Regional Vice-Presidents necessary for the proper and efficient functioning of the FLSSAR and shall determine the boundaries of the various regions within which the Regional Vice-Presidents shall function. Each Regional Vice-President shall render assistance to the chapters within his region, survey and suggest locations for new chapters, promote membership in the FLSSAR, perform such other duties as requested by the President and/or the BOM, and shall visit each chapter in his region at least once each year.

Section 4 Secretary

The Secretary shall conduct membership and correspondence functions and shall perform such duties as ordinarily pertain to the office of Secretary. Maintenance of files herein described should include provisions for a back-up process, such as a Cloud back-up service. The Secretary shall:

- a. Maintain the file of Approved SAR Record Copies; and, when received from the NSSAR, obtain the signature of the President on, and himself sign, the Certificate of Membership and forward it on to the new member's Chapter;
- b. Prepare and send all reports required by the NSSAR, including the annual reports

together with the annual dues when due;

- c. Maintain files of annual chapter reports of membership; and maintain lists of present and former elected officers, members of the BOM, members of committees, and recipients of medals and awards;
- d. Maintain records of membership including mailing addresses, on a current basis; and prepare, or cause to be prepared, mailing lists, or address labels as needed for the dispatch of correspondence, minutes of meetings, notices, and THE FLORIDA PATRIOT magazine;
- e. Prepare and dispatch meeting notices, newsletters, and reports to members, compose and dispatch special correspondence for the FLSSAR or the BOM; and send copies of resolutions or news releases to the media, public officials, or other outside persons or agencies;
- f. Order, and maintain stocks of stationery and other consumables; purchase stamps and arrange bulk mailing permits for correspondence, and THE FLORIDA PATRIOT magazine; and submit vouchers for payment of expenses incurred thereby;
- g. Sign documents for official certification; sign checks as authorized; arrange for bonding of officers as directed by the BOM; and maintain the archives of original records of the FLSSAR; including all corporate resolutions that are currently valid.
- h. Record and distribute to the members of the Executive Committee the minutes of all Executive Committee meetings in a timely manner.

Section 5 Recording Secretary

The Recording Secretary shall record, or cause to be recorded, and shall preserve, the minutes of the BOM and of annual Meetings of the FLSSAR. He shall send copies of the minutes of meetings to the Secretary for reproduction and distribution, shall record the additions and corrections made and the date of their final approval, and forward the corrected and approved original of such minutes to the Secretary for preservation in the archives of the Society, and for the preparation and dissemination of copies to the membership

Section 6 Treasurer

The Treasurer shall serve as the principal financial officer of the FLSSAR, He shall;

- a. serve as Chairman of the Finance Committee; establish procedures to assure that expenditures conform to approved budget allocations, that they are vouchered, and that they are proper expenses of the FLSSAR; and shall receive, maintain custody of all accounting records, make all disbursements and report periodically on the status and trends of, all funds of the FLSSAR except the Endowment Trust Fund and the Operating Budget Trust Fund.
- b. reimburse officers and members upon submission of vouchers for travel or other

expenses incurred as a consequence of requested or special duties as approved or directed by the BOM or as required by these bylaws.

- c. disburse funds as vouchered by the Editor or the Secretary for services or materials received by the FLSSAR under contract as authorized by these bylaws;
- d. prepare tax exemption forms or other forms, returns and reports required by Federal, State, or local laws;
- e. maintain current signature cards for depositories as necessary.
- f. establish and monitor procedures for annual reporting of the inventory, sales, and replenishment of medals, jewelry, insignia, and other non-consumable items purchased from NSSAR for resale to chapters or members;
- g. maintain a record of the name, location, and custodian of, and custody receipts for, items of furniture, office equipment , flags, amplifying and/or recording equipment, and other such property items owned by the FLSSAR.

Section 7 Registrar

The Registrar shall review and approve when proper, all applications and proofs of eligibility for membership, and forward to the NSSAR with admission fees as required for final approval.

Section 8 Chancellor

The Chancellor shall be the legal advisor to the officers and BOM on matters affecting or pertaining to the FLSSAR.

Section 9 Chaplain

The Chaplain, if present, shall open and close all meetings of the FLSSAR with the usual and proper services for such occasions.

Section 10 Genealogist

The Genealogist shall assist chapter genealogists in preparing prospects for membership in the FLSSAR. He shall write and publish such materials as will in his opinion be helpful in meeting the requirements for membership in the Society. He shall assist the Registrar when called upon to do so.

Section 11 Historian

The Historian shall maintain a running history of the FLSSAR and do such historical research as may be assigned to him from time to time by the President or by the BOM.

Section 12 Sergeant-at-Arms

The Sergeant-at-Arms shall assist in preserving order as the President may direct. He shall handle the physical arrangements within the meeting hall, including seeing that the furnishing, sound amplifier, lighting, flags, decorations, regalia, and the like, are present, adequate, and in proper order. He shall maintain custody of the paraphernalia belonging to the FLSSAR other than office equipment and supplies used by the Secretary, and shall maintain them in a proper state of repair, deliver them to, and install them in, the meeting place as necessary for the conduct of meetings of the FLSSAR or of the BOM.

Section 13 Editor

The Editor is to prepare a publication Quarterly unless otherwise ordered by the Board of Managers and to distribute it to all Regular and Emeritus Members of the state Society in such manner and style as appropriate to the office

Section 14 Webmaster

The Webmaster shall maintain and update the web site of the FLSSAR.

Section 15 Member-at-Large Executive Committee

The Member-at-Large is elected annually and serves as a member of the Executive Committee. The Member-at-Large (MAL) represents the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure.

ARTICLE V COMMITTEES

Section 1 Executive Committee

There shall be an Executive Committee which shall consist of the following members: The President., who shall serve as Chairman; The Senior Vice-President, who shall serve as Vice- Chairman; The Immediate Past President of the FLSSAR; The Secretary, who shall serve as Secretary of the Committee; The Treasurer, who shall serve as the fiscal advisor; and A Member-at-Large, who shall be elected by the FLSSAR at its Annual Meeting.

Three members shall constitute a quorum. The Executive committee shall have the power to conduct its business by mail, email, by electronic means, or telephone in lieu of convening in formal session; provided, however, that each member of the Committee shall confirm by e-mail or hardcopy letter to the Secretary, each vote he has given by telephone. A report shall be made by the Chairman and/or Secretary at each meeting of the BOM detailing all actions taken by the Executive Committee since its last report to the BOM. During intervals between meetings of the BOM, the members of the Committee shall have the duty to meet on call of the Chairman and to act for the Board of Management ad interim on any matter that the Chairman deems to be of such urgency and importance that the action must be taken before the next regularly-scheduled meeting of the BOM. The committee shall also serve as a council to advise the President on planning and operational matters about which he deems the counsel of the Committee to be needed or helpful. The Committee shall also serve as a council to advise the President and the National Trustee on National NSSAR issues that the FLSSAR members have interest in to present to the National Trustee meetings.

Section 2 Audit Committee

The President shall appoint an Audit Committee of not less than three nor more than five members of the FLSSAR, which committee shall conduct, or cause to be conducted, annually, an audit or financial review of the financial books and records of the FLSSAR for the preceding fiscal year. The report of such audit shall be presented to the BOM for approval at its meeting which is to be held on the day before the date fixed for the opening of the Annual Meeting of the FLSSAR.

Section 3 Patriot Medal Committee

The President shall appoint, and name the Chairman of, the Patriot Medal Committee, to consist of five members of the FLSSAR, each of whom has previously been awarded the Patriot Medal. The term of office of the members of the Committee shall be coterminous with that of the President who appoints them. This statutory committee shall have the exclusive power and duty to act for the FLSSAR to designate the recipients of the FLSSAR to whom the Patriot Medal will be awarded by the FLSSAR. Presentation of the Patriot Medal shall be made at the final session of the Annual Meeting of the FLSSAR, by the Chairman of the Committee or by another person designated by him to do so.

Nominations of persons to be considered by the Committee for the Patriot Medal may be made by any member of the FLSSAR. Such nomination should include a statement detailing the qualifications of the nominee for such consideration, and must be sent to the Chairman of the Committee at or before January 31st of each year.

It is the duty of this Committee to assure that the medal is properly engraved and a framed certificate attesting to the award are on hand at or before the scheduled time of the presentation ceremony. The Chairman of the Committee shall furnish annually to the Secretary a list of persons to whom the Patriot Medal has been awarded by this committee so that the annals of the FLSSAR may record the names of all holders of the Patriot Medal as being life members of the BOM.

Section 4 Medals and Awards Committee

The President shall appoint, and name the Chairman of, the Medals and Awards Committee, to consist of five members of the FLSSAR whose term of office shall be coterminous with that of the President who appoints them. This statutory committee shall have the exclusive power and duty to act for the FLSSAR to:

- a. Designate the persons, groups, or organizations to whom medals (other than the Patriot Medal), plaques, prizes, decorations, trophies, certificates, gifts, honoraria, or other awards, except as provided for in these bylaws are to be given by, and in the name of, the FLSSAR.
- b. Arrange for medals, plaques, and the like to be suitably engraved; for certificates and the like to be suitably inscribed and signed as determined by the Chairman and the maker of the request; and for the items that are to be awarded to be on hand at or before the scheduled time of the presentation ceremony. The Chairman or person making any requests for plaques and / or certificates shall decide when framing is necessary.

- c. Designate the person who will present the medal or award and inform the President of the name of the presenter;
- d. Furnish to the Secretary, at the time of the Annual Meeting, a list of all medals and awards that have been given out by this committee during the year of its tenure, so that the names of all holders thereof may be permanently recorded in the annals of the FLSSAR;
- e. Provide advice and guidance to the Chapters regarding medals and awards proposed to be given by the Chapters and request that all chapters report all medals and awards presented during the past year to the Chairman of the Committee and to the Secretary.

Nominations of persons to be considered by this committee for awards may be made to the committee by any member of the FLSSAR; such a nomination should include a statement detailing the qualifications of the nominee for such consideration, and should be sent to the Chairman of the committee.

Section 5 Finance Committee

The Finance Committee shall consist of the Treasurer, who shall be the Chairman, and two other members who shall be appointed by the President, and whose term of office shall be conterminous with that of the President who appoints them. This standing committee shall exercise management supervision over all FLSSAR finances except those of the Endowment Trust Fund and the Operating Budget Trust Fund.

Section 6 Other Committees

Other committees, not listed in these bylaws, may become necessary or useful; or the need to modify the duties of, or eliminate, an existing committee may arise. In such case, the desired change shall be proposed for consideration by the President, the BOM, or any member of the FLSSAR, as appropriate. A proposal for a new committee or for the modification of an existing committee shall include a proposed draft of a new or revised charter that states the name, duties, structure, powers, method of appointment and term of office of its members, and shall propose whether it shall be given the status statutory, standing, or special.

Committees are described as follows:

- a. A Statutory Committee has the following characteristics:
 - (1) Statutory Committee are established by, and its charter is set forth in, the By-Laws. (see Article VIII – Section 3 below.)
 - (2) Statutory Committees perform functions and has powers as stated in the By-Laws.
 - (3) Statutory Committees remain in existence permanently, from year to year.
 - (4) Members of Statutory Committees are appointed by the officer identified in their Bylaw and their terms are concurrent with that of the appointing officer unless otherwise stated in the Bylaws.

- b. A Standing Committee has the following characteristics:
- (1) Standing Committees are established, chartered, and empowered by action of the Board of Management.
 - (2) Standing Committees charters may be amended or revoked by action of the Board of Management.
 - (3) Standing Committees perform functions. They remain in existence as long as their charters remain in effect
 - (4) Standing Committees charters designate the class of business for which the Standing Committees charters have cognizance, and they grant authority to conduct business.
 - (5) Members of Standing Committees are appointed by the officer identified in their charters. Members of Standing Committees serve for a term as stated in their charters.
- c. A Special Committee (sometimes called ad hoc committee) has the following characteristics:
- (1) A Special or Ad Hoc Committee is established, structured, chartered, and empowered by action of the President or of the Board of Management
 - (2) A Special or Ad Hoc Committee performs the task or tasks specified in that action;
 - (3) A Special or Ad Hoc Committee remains in existence, and its members continue to serve, until the tasks shall have been completed, a report submitted and accepted, and the committee is discharged.

Changes may be made to Special or Ad Hoc Committee assignments by the empowering authority.

Special or Ad Hoc Committees may be transformed into Standing Committees by the Board of Management.

ARTICLE VI FINANCIAL MATTERS

Section 1 Reimbursements

No officer shall receive any compensation from the FLSSAR solely by virtue of his office except as authorized by the BOM. The BOM shall have the authority to approve, either by general resolution or by specific action, the payment of expenses reasonably incurred by any officer or member in the performance of requested or special duties. Such reimbursement may include, without limitation, such items as postage, stationary, automobile or other travel expenses, meals, lodging, telephone calls, etc. Any such reimbursement shall be only on the basis of a proper voucher or expense account itemizing such expenses. Any expenditures not conforming to these bylaws will be considered and treated as personal expenses of the person so making the expenditure.

Section 2 Expenses of the Secretary

The Secretary may be granted an allowance, in an amount approved by the BOM, to cover the expenses of his office, including, but not limited to, the following:

- a. Rental of office space and office machines;
- b. Telephone, postage, stationery, and other consumables;
- c. Clerical and professional services as may be required from time to time to handle the office details in order that the affairs of the FLSSAR may be conducted in an efficient manner, such services to be procured under contract from firms or from persons acting as independent contractors, such contracts to state in detail the nature, extent, and cost, of the services to be provided; provided, however, that each contract shall be approved in advance by the BOM together with a grant of authority to the Secretary to act as the agent of the FLSSAR in signing and enforcing the contract.

Section 3 Fidelity Bond

The BOM shall maintain in effect a fidelity bond providing coverage in favor of the FLSSAR in such amount as shall be deemed to be reasonable and prudent in order to protect the FLSSAR from pecuniary loss. The persons or officers to be named in such insurance coverage shall be those as determined from time to time by the BOM or by the Executive Committee.

Section 4 Fiscal Year

The fiscal year of the FLSSAR shall be the calendar year.

Section 5 Budget

The Finance Committee shall prepare an annual budget in which are listed the categories and accounts of anticipated income and the funding authorized for the various items of expected expenses, and shall submit it to the BOM at the meeting closest to, but not after, December 31st of each year. The annual budget shall represent the expected income and outlays for the twelve-month period beginning on January 1 following its approval by the BOM. The Finance Committee shall have the power to effect transfers between, or adjustments in, amounts allocated in the budget by the BOM to the respective budget categories or line items; provided, however, that the amounts involved in such changes do not exceed ten per cent of the amount originally approved by the BOM for any line item that will be affected by the change. The Committee shall have the duty to obtain approval of the Executive Committee before effecting changes of more than ten percent but not more than twenty five per cent, and of the BOM for changes greater than twenty five per cent, of the original allocation for any line item that would be affected by the change.

Section 6 Emeritus Program

The Emeritus Program of the FLSSAR recognizes compatriots for long membership and financial support to the Society and also provides relief to certain compatriots in need or distress.

- a. Emeritus I. All FLSSAR members who have paid dues to the NSSAR for fifty years shall be Emeritus Members of the NSSAR in accordance with the NSSAR Bylaws. All FLSSAR Members who are Emeritus Members of the NSSAR may request to

become exempt from NSSAR dues in accordance with NSSAR Bylaws. Those Exempt from National dues are Emeritus I Members. The FLSSAR may request Emeritus I Status for any FLSSAR Member who is an Emeritus Member of the NSSAR.

- b. Emeritus II. All FLSSAR Members who have paid dues to the NSSAR for forty years shall be Emeritus members of the FLSSAR and their respective FLSSAR Chapters. All Emeritus Members of the FLSSAR may request to become exempt from FLSSAR and Chapter dues. The member, or his Chapter, shall request exemption from dues based on his Emeritus Status. The Chapter shall approve exemption from dues based on his Emeritus Status. The Chapter shall approve exemption from Chapter dues and the request will be forwarded to the FLSSAR Executive Committee which shall approve exemption of state dues for the FLSSAR. Those Emeritus members of the FLSSAR approved to be exempt from further State and Chapter dues are Emeritus II members.
- c. Emeritus III. At times a member of the FLSSAR may become in need or distress. A Chapter may forgive the dues of a compatriot and request the FLSSAR to forgive dues. This is a temporary measure and such relief is for one year only. The FLSSAR Executive Committee approves the relief from dues for the FLSSAR. Those granted this relief from dues are designated Emeritus III members. Emeritus III status must be requested on a yearly basis. Names of Emeritus III members will be kept confidential.

Section 7 Dissolution

Upon Dissolution of the Florida Society, and after payment of just debts and liabilities, all remaining assets shall be distributed to organizations enjoying an exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended or successor provisions, with preference given to the National Society of the Sons of the American Revolution.

ARTICLE VII CHAPTERS

- 1. STATUS: The Chapter is the principal subordinate element of the FLSSAR. It constitutes and shall serve as the primary link between the individual members of the Chapter and the FLSSAR and NSSAR.
- 2. PURPOSE: The Chapter shall endeavor to promote the purposes of the FLSSAR, growth for FLSSAR's membership, and public awareness and support for its objectives, and shall do so in a manner that will reflect credit upon it.
- 3. FORMATION: A minimum of ten members resident in the territory encompassed thereby shall be necessary for the formation and issuance of a charter to a local Chapter. An application for the formation of a new Chapter shall be submitted to the BOM; if the application is approved the BOM shall direct the preparation of a charter and shall arrange for it to be presented with a proper ceremony.
- 4. OPERATION: The Chapter shall adopt its own bylaws, elect its own officers,

and regulate its own procedures and activities, subject to such rules and regulations as may be issued from time to time by the National and/ or the Florida Society and to the constitution and bylaws of the NSSAR and the Articles of Incorporation and bylaws of the FLSSAR.

ARTICLE VIII MISCELLANEOUS

Section 1 Resolutions

No resolution purporting to commit the FLSSAR to a position, cause, or course of action may be adopted at any meeting of the FLSSAR unless such matter shall have been considered and approved by the BOM prior to presentation thereof at an Annual Meeting.

Section 2 Authority to Speak for the FLSSAR

No member of the FLSSAR shall have the authority to speak for or represent the FLSSAR in any matter unless specifically authorized in advance either by action of the FLSSAR at an Annual Meeting or by the BOM. This provision shall not prohibit nor shall it ever be construed in a manner that would prohibit, hamper, impair, or interfere with the performance of the official duties of his office by any duly elected officer of any Chapter or of the FLSSAR.

Section 3 Amendments

These bylaws may be amended by a two-thirds vote of the members present and voting at an Annual Meeting of the FLSSAR, subject to the following:

- a. The text of any proposed amendments shall be submitted to the Bylaws Committee by November 1st, which committee shall make its recommendations to the BOM at the regular BOM meeting closest to, but not after, the date 60 days prior to the Annual meeting.
- b. The text of the proposed amendment(s) must be provided to the members of the of the Board of Management (BOM) at east thirty (30) days prior to the Annual or Special Meeting. The members of the BOM may be notified by U.S. Postal service mail or by electronic mail at least thirty (30) days prior to the Annual or Special Meeting. The required thirty (30) day notice period shall be computed from the date of the postmark or date of the electronic mail. Official notice to the members of the BOM may be published in The Florida Patriot, provided The Florida Patriot is placed in the U.S. Postal Service mail no less than the thirty (30) days prior to the date of the Annual or Special Meeting. The proposed amendment(s) will then be voted on by ballot at the Annual Meeting.
- c. The text of the proposed amendment(s) may be modified by a majority of the members present and voting without giving previous notice provided, however, that such modification(s) do not increase the scope or purpose of the amendment(s) or introduce additional changes beyond those changes for which previous notice was given.

Section 4 Rules of Order

At all meetings of the FLSSAR, the BOM, or any committee of either, any questions not covered by the Articles of Incorporation or by these bylaws, and which pertain to organization, procedure, or conduct of such meeting, shall be resolved by reference to the then-current edition of Robert's Rules of Order.

REVISION HISTORY

Date	Description
May 4, 2013	Rebase-lined existing edition of the Governing Documents.

Introduction

Standing Rules and Procedures Manual

Approved January 12, 2013

The governing documents of the Florida Society of the Sons of the American Revolution include the following in order of priority:

1. FLSSAR Articles of Incorporation, Inc.
2. Bylaws
3. Standing Rules
4. Procedures

The bylaws are superior to this manual which includes standing rules and procedures. In the event that a provision of one document is in conflict with the provision of another document, the provision of the superior document will prevail.

1. The FLSSAR Articles of Incorporation and the By-Laws are the defining documents for the Florida Society of the Sons of the American Revolution (FLSSAR) and take precedence over all other Standing Rules and Procedures of the FLSSAR. The By-Laws cannot be suspended and cannot be changed unless the procedures as outlined in Article VIII, Section 3 are followed.
2. The Standing Rules are the next highest level of documentation of FLSSAR operations. The Standing Rules are generally established to facilitate the conduct of FLSSAR business, and to describe duties and responsibilities of officers and committees. The Standing Rules may be suspended or amended as follows:
 - a) The Standing Rules may be suspended for the duration of the current meeting by a simple majority of members voting at a regular, annual, or special Board of Management meeting.
 - b) The Standing Rules may be amended by a simple majority of members voting at a regular, annual, or special Board of Management meeting.
3. The Procedures are the lowest level of documentation for FLSSAR operations. The Procedures are generally established to provide continuity in the conduct of FLSSAR business. The Procedures may be suspended for the duration of the current meeting or amended by a simple majority vote of the Board of Management.

Policy Development

Written standing rules and procedures are tools to help provide good leadership. They can only be as effective as the users. When written standing rules and procedures are prudently drafted and properly implemented, they contribute significantly to the efficiency of the Executive Board and the Board of Management. Many routine decisions can be incorporated into written standing rules and procedures, thereby freeing time for more important matters.

Written policy clarifies the will of the Board of Management. Written policy establishes a legal record. Unwritten policies are not accurately remembered for the record. The most hazardous situations are:

- A. The Board of Management and/or the Executive Committee forgetting what the standing rules and procedures are.
- B. Ignoring procedures and standing rules in a crisis.

Well-written standing rules tell **how** the bylaws of the FLSSAR will be implemented.

Well-written procedures tell **how, by whom, where, and when** things are to be done.

Creating, Revising, and Deleting Standing Rules and Procedures

Standing rules and procedures are created, revised, or deleted through recommendations from the Executive Committee and voted on by the Board of Management.

Article VIII, Section 3 of the FLSSAR By-Laws, sets out the guidelines for adopting and amending the bylaws.

Motions that create or revise the standing rules and procedures shall indicate in the motion the exact language of the new or revised standing rule or procedure. The date of approval or revision will be indicated on the item. The item will be assigned an appropriate series number. Standing rules will be numbered consecutively starting at 100 and then 101 and so on. Procedures will be numbered consecutively starting at 500 and then 501 and so on.

The name of the standing rule or procedure will be added to the appropriate table of contents. The item will then be placed in proper sequence.

When standing rules and procedures are deleted, the word "deleted" will be added to the front of the name of the item in the appropriate table of contents. The year of the deletion will also be added to the listing in the table of contents. The number used for the deleted item will not be used for items created at a later date.

The reason for the deletion and the date of the deletion will be indicated. The standing rule or procedure will then be placed in the section labeled "Deleted Standing Rules and Procedures."

New Standing Rules may be added or existing Standing Rules amended by a simple majority of the members present and voting at a Regular, Annual, or Special Meeting of the FLSSAR.

New Procedures may be added or existing Procedures amended by a simple majority of the members present and voting at a Regular, Annual, or Special Meeting of the FLSSAR.

Standing Rules

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100 – Membership

Regular Members

The SAR is a "lineage" society. This means that each member has traced their family tree back to a point of having an ancestor who supported the cause of American Independence during the years 1774-1783.

An applicant for membership shall be sponsored by two members in good standing and he shall make oath that the statements in his application are true to the best of his knowledge and belief. If the application be approved by a State Society, an Officer of that Society shall send such application, together with the admission fee, to the Genealogist General, who shall examine the claims of the applicant for eligibility. No applicant shall be admitted to membership until the Genealogist General approves the application.

A Regular Member is age 18 or older who pays annual dues. Only regular members may vote and hold office in the SAR and receive the Patriot Magazine for free.

Dual Members

DUAL MEMBERSHIP One membership in Another State and One in Florida

A compatriot may establish membership in more than one state society by applying to the additional state society for dual membership. He must be a full, dues-paying active member in his home state in order to hold a dual membership in other state societies, but will continue to pay his national, state and chapter dues in his home state. He will pay the state and chapter dues only as a dual member in other states, and will not be reported to the National Society as a member on their rosters. He is eligible to be a delegate from his dual state or home state, but not both societies.

A member in good standing may transfer to any other state society, subject to the acceptance of that body.

Transfer forms are available from state societies, National Headquarters, or the NSSAR web site. The Transfer form is sent to National Headquarters for registration once it is signed by the secretary of the state society of current affiliation and the secretary of the state society to which transfer is desired.

Application for Dual Membership: A member whose primary membership is in one state, and his current dues have been paid, and wishes to apply for dual membership in the Florida Society shall complete the upper half of form and send to the Treasurer of the Chapter with whom he will affiliate in Florida with a check for State dues, and the prevailing Chapter dues. The chapter secretary sends the form and two checks to the FLSSAR Secretary. Refer to the NSSAR website for current forms and fee schedules.

Thereafter, the member must pay his National, State, and Chapter dues in his primary state; in Florida he must pay his dual membership State dues and Chapter dues.

Chapter Dual Membership Request -- Two Chapters Inside Florida

The FLSSAR does not have an official form that is used for chapter level dual membership inside Florida. The request is made in the form of a letter/memo to the secondary chapter. Dual membership is encouraged, for it provides a member with great fellowship with additional members in the FLSSAR. However, the Dual member inside Florida is not a full member of that chapter and may not hold office or vote on matters affecting the chapter in which he holds a Dual membership.

A sample letter/memo is available on the FLSSAR web site or from the FLSSAR Secretary. It includes the necessary information about the member in order to satisfy his request.

The Procedure Manual user must be reminded that this is used only for chapter level dual memberships inside Florida.

Junior Members

A Junior member is defined as a male under the age of eighteen (18) who files the appropriate lineage and who has met the membership requirements of the Sons of the American Revolution and is required to pay annual dues. A Junior Member cannot vote or receive *The SAR Magazine* until he attains the age of eighteen years. The FLSSAR may send the Florida Patriot magazine to junior members age 16 and over.

Active Duty Members

FLSSAR members who are engaged in active duty service to the United States Military shall be exempt from paying State dues.

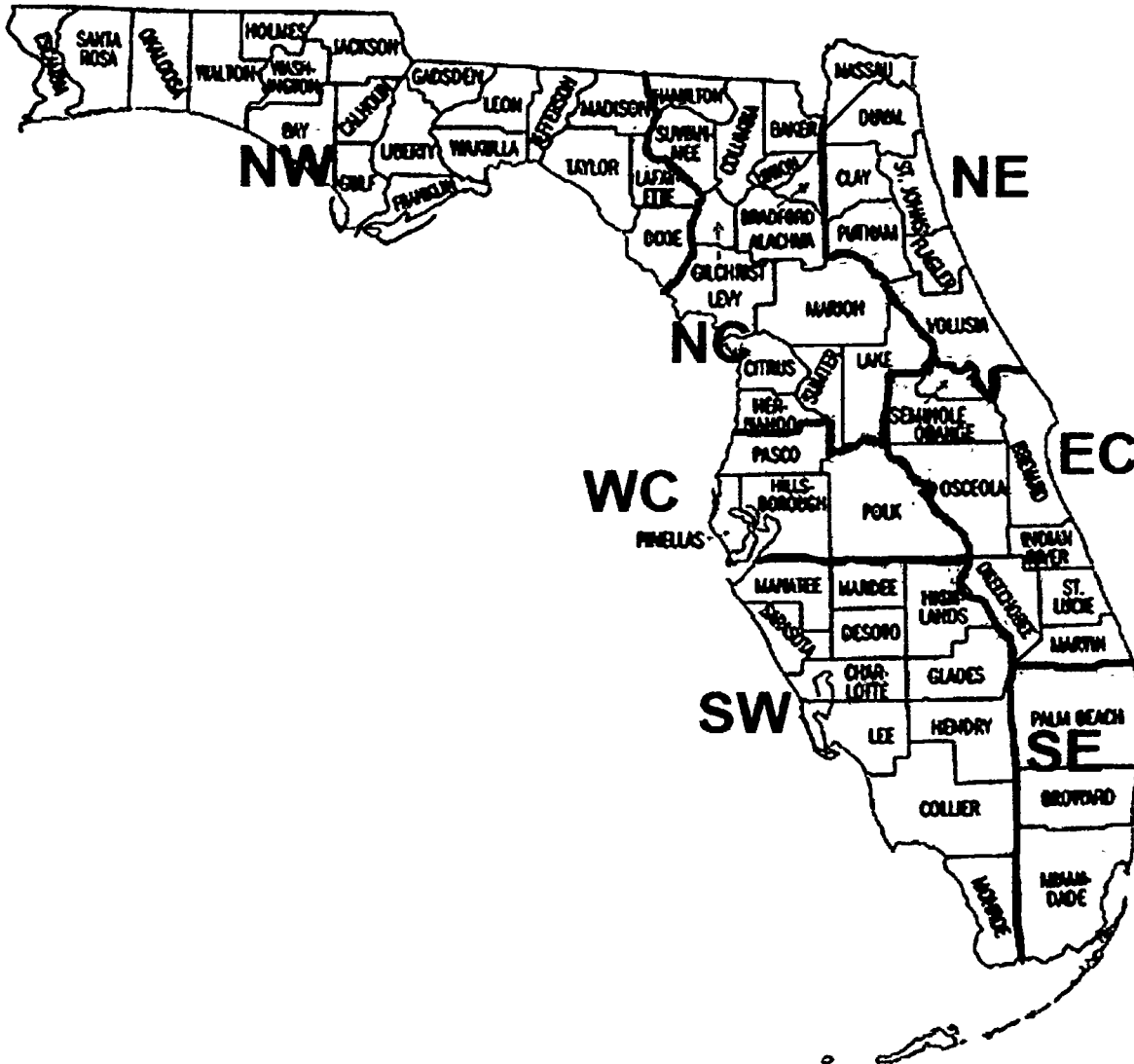
Life

Life Membership in the National Society is available to be purchased from NSSAR at a rate that depends on your age. See the NSSAR Handbook or NSSAR web site for details.

101 – Regions and Chapters

The FLSSAR is organized into chapters, to each of which the FLSSAR has issued a charter that assigns to it the exclusive local jurisdiction over a designated territory. The state is also divided into geographic regions, the boundaries of which are designated by the BOM, and usually so drawn that each encompasses several chapters. Each Region is represented by a Regional Vice President.

FLSSAR Regions



FLSSAR Regions and Counties

NW Region

Bay
Calhoun
Dixie
Escambia
Franklin
Gadsden
Gulf
Holmes
Jackson
Jefferson
Lafayette
Leon
Liberty
Madison
Okaloosa
Santa Rosa
Taylor
Wakulla
Walton
Washington

NC Region

Alachua
Baker
Bradford
Citrus
Columbia
Gilchrist
Hamilton
Hernando
Lake
Levy
Marion
Sumter
Suwannee
Union

SE Region

Broward
Dade
Palm Beach

NE Region

Clay
Duval
Flagler
Nassau
Putnam
St. Johns
Volusia

EC Region

Brevard
Indian River
Martin
Okeechobee
Orange
Osceola
Seminole
St. Lucie

WC Region

Hillsborough
Pasco
Pinellas
Polk

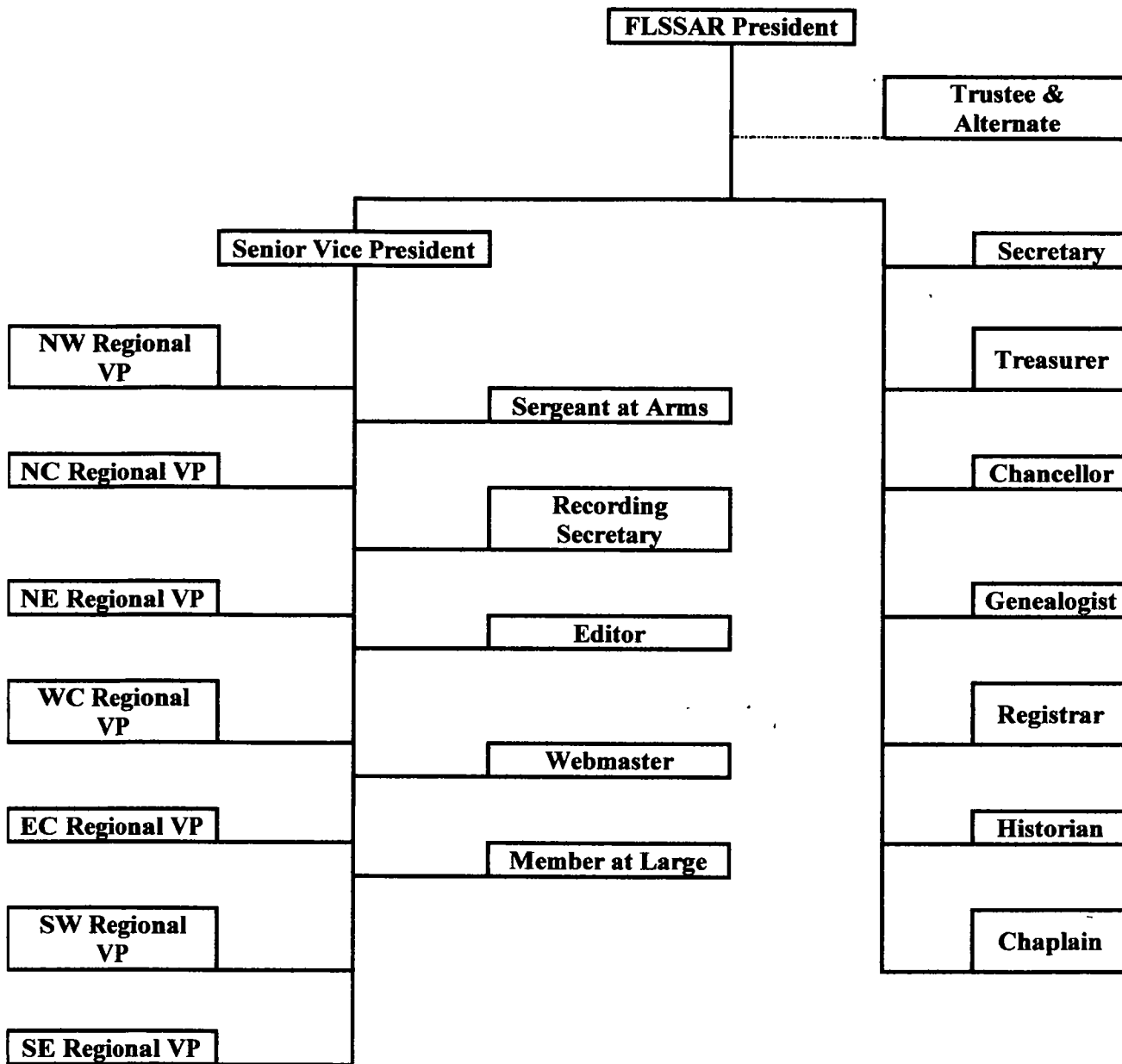
SW Region

Charlotte
Collier
De Soto
Glades
Hardee
Hendry
Highlands
Lee
Manatee
Monroe
Sarasota

FLSSAR Chapters (County/Region)

- | | | | | | |
|----|-----------------|-----------------|----|------------------|-------------------|
| 1 | Aaron Snowden | (Santa Rosa/NW) | 18 | Maj. John Devane | (Hillsborough/WC) |
| 2 | Brevard | (Brevard/EC) | 19 | Miami | (Dade/SE) |
| 3 | Caloosa | (Lee/SW) | 20 | Naples | (Collier/SW) |
| 4 | Central Florida | (Orange/EC) | 21 | Ocala | (Marion/NC) |
| 5 | Charlotte | (Charlotte/SW) | 22 | Palm Beach | (Palm Beach/SE) |
| 6 | Clearwater | (Pinellas/WC) | 23 | Panama City | (Bay/NW) |
| 7 | Daytona | (Volusia/NE) | 24 | Pensacola | (Escambia/NW) |
| 8 | Deland | (Volusia/NE) | 25 | Saramana | (Sarasota/SW) |
| 9 | Emerald Coast | (Okaloosa/NW) | 26 | St. Augustine | (St Johns/NE) |
| 10 | Flagler | (Flagler/NE) | 27 | St. Lucie River | (St Lucie/EC) |
| 11 | Ft. Lauderdale | (Broward/SE) | 28 | St. Petersburg | (Pinellas/WC) |
| 12 | Gainesville | (Alachua/NC) | 29 | Tallahassee | (Leon/NW) |
| 13 | Highland | (Highlands/SW) | 30 | Tampa | (Hillsborough/WC) |
| 14 | Jacksonville | (Duval/NE) | 31 | Treasure Coast | (Indian River/EC) |
| 15 | Lake City | (Columbia/NC) | 32 | William Dunaway | (Jackson/NW) |
| 16 | Lakeland | (Polk/WC) | 33 | Withlacoochee | (Citrus/NC) |
| 17 | Lake-Sumter | (Lake/NC) | | | |

102 – BOM Organization Chart



This diagram of the FLSSAR Board of Management is not intended to depict either line or staff reporting or to suggest that there is a specific reporting protocol to follow. It is merely a pictorial view of the BOM that is listed in verbiage form. The graphic is an attempt to show the special working arrangements between the Senior and Regional Vice Presidents. It is not suggesting that Presidential and Regional Vice Presidential communications go through the Senior Vice President. It merely suggests that there are a number of activities and committees in which the Senior Vice President and Regional Vice Presidents collaborate to serve. In these instances, the Senior Vice President takes the lead and serves as chairman.

OFFICE	OFFICE
President	Genealogist
Senior Vice President	Registrar
VP Northwest Region (Aaron Snowden, Emerald Coast, Panama City, Pensacola, Tallahassee, and William Dunaway)	Historian
VP North Central Region (Gainesville, Lake City, Lake-Sumter, Ocala, and Withlacoochee)	Chaplain
VP Northeast Region (Daytona-Ormond, Deland, Flagler, Jacksonville, and St. Augustine)	National Trustee
VP East Central Region (Brevard, Central Florida, St. Lucie River, and Treasure Coast)	Alternate National Trustee
VP West Central Region (Clearwater, Major John DeVane, Lakeland, St. Petersburg, and Tampa)	Sergeant-At-Arms
VP Southeast Region (Ft. Lauderdale, Miami, and Palm Beach)	Recording Secretary
VP Southwest Region (Caloosa, Charlotte, Highlands, Naples, and Saramana)	Editor "Florida Patriot"
Secretary	Webmaster
Treasurer	Member at Large
Chancellor	Parliamentarian

103 – President

- 1) The President will preside over meetings of the Florida State Society and the Board of Management.
- 2) The President shall indicate his willingness to attend all BOM meetings, District Meetings and all NSSAR meetings during the term of his elected office and advise the Nominating Committee of any hindrance that might prevent him from attending all BOM meetings and all NSSAR meetings during the term of his elected office and to physically reside in the State of Florida for no less than six months during each year the office is held.
- 3) He shall also perform such duties as ordinarily pertain to that office, including, without limitation, the submission of timely and pertinent information respecting the affairs of the FLSSAR to the membership thereof in whatever manner and at whatever intervals he shall deem appropriate.
- 4) Communicates to the general membership and to the National Society timely and pertinent information respecting the affairs of the State Society and may, where appropriate, delegate the communication to another member of the Board of Management which in most cases will be the FLSSAR Secretary & Treasurer. The President is the normal spokesperson for the Florida Society.
- 5) Provides general direction to all FLSSAR Committees that will comprise members from the Board of Management or from the general membership.
- 6) During his term in office, the President as often as practical, will visit the Chapters of the FLSSAR during their respective regular schedule meetings.
- 7) During his term in office, the President as often as practical will sponsor, support, encourage and/or participate in joint activities of the Daughters and Children of the American Revolution.
- 8) The President will determine the location of the scheduled Board of Management meetings as well as the Spring Annual Meeting. He will also determine the meeting locations of any unscheduled planning meetings or Society "brain storming" meetings and may request assistance from the Society's Regional Vice Presidents in obtaining information about the facilities for meetings in their respective jurisdictions.
- 9) The President may authorize and award certificates for service to the FLSSAR to FLSSAR members, nonmembers, organizations or activities.
- 10) He should also attend NSSAR and South Atlantic District meetings, Commemorative Ceremonies, such as Revolutionary War Battles and he should attend as many of the Society's Chapter meetings as possible during his term of office.

104 – Senior Vice President

- 1) The Senior Vice President, in the absence of the President, shall preside at meetings of the Florida State Society and of the Board of Management.
- 2) The Senior Vice President, shall indicate his willingness to attend all BOM meetings and all NSSAR meetings during the term of his elected office and advise the Nominating Committee of any hindrance that might prevent him from attending all BOM meetings and all NSSAR meetings during the term of his elected office and to physically reside in the State of Florida for no less than six months during each year the office is held.
- 3) He shall succeed to the Office of President in case of the resignation, death, or disability of the President, and he shall perform such other duties as ordinarily pertain to that office, that are not contain herein, and as are assigned to him by the President or by the Board of Management.
- 4) He will preside over and provide leadership to the Regional Vice Presidents in association with the execution their responsibilities.
- 5) He will coordinate the activities of the Regional Vice President's and will assist the President in evaluating the success of the FLSSAR's planned activities.
- 6) As the officer responsible for the creation and maintenance of the FLSSAR short and long range plans he may present programs and projects when appropriate, to the Board of Management for funding and approval.

105 – Regional Vice President

The Executive Committee, with the advice and consent of the BOM, shall determine the number of Regional Vice-Presidents necessary for the proper and efficient functioning of the FLSSAR and shall determine the boundaries of the various regions within which the Regional Vice-Presidents shall function.

A. Duties: General Responsibilities

The duties of the Regional Vice Presidents (RVP's) are as follows.

The RVP will:

1. Provide assistance as needed to each Chapter within his region.
2. Determine the need for new Chapters within the Region and work with the New Chapter Development Committee to establish its/their boundaries.
3. Promote membership in SAR within the region.
4. Visit each Chapter at least once a year.
5. Perform other duties as requested by the President, the Senior Vice President, and the Board of Management.
6. Provide for communication from FLSSAR to the Chapters and voice Chapter concerns to the Executive Committee and the Board of Management.
7. Submit Quarterly reports to the BOM describing RVP visitations and service to Chapters – as well as information about chapter activities.

B. Support: Materials Provided the RVP's

Upon election to office at the Annual Meeting of the State Society, the State Secretary will provide each RVP with computer links (or physical copies) to obtain current copies of the following materials:

1. The current FLSSAR Bylaws
2. The current roster of the State Officers (with full addresses & email)
3. The current listing of FLSSAR Committee Charters
4. Current Committee Chairs (with full addresses & email)
5. A map of Florida showing both Regions and Chapters
6. A current roster of all Chapter Officers (with addresses & email)
7. A supply of up-to-date FLSSAR letterhead and envelopes or templates.

C. Specific Duties I: Assistance to Chapters and Compatriots

1. The Regional Vice President will provide effective communication between Chapters and the State Society.
2. Articulate Chapter questions and concerns to the State Society and provide timely responses to the Chapters.
3. Report relevant national, state, and regional news to the Chapters.

D. Specific Duties II: Materials Furnished Chapters

The RVP shall ensure that each Chapter in his region (i.e., specifically, the president and/or the secretary) has a physical copy or computer link to the following:

1. The FLSSAR Bylaws
2. The FLSSAR Committee Charters
3. Rosters of state Officers and Committee Chairmen including their full addresses.
4. Guidelines for Endowment Trust Fund disbursements that include:
 - a. Authorized reimbursements
 - b. Limitations on dollar amounts
 - c. A copy of the application with specific instructions and rules for submission
5. The criteria and protocol for all NSSAR medals, awards and certificates made by Chapters, including Chapter responsibilities for reporting awards.
6. The procedures for reporting deaths of Chapter Compatriots to the State Secretary.

E. Specific Duties III: Personal Involvement in Chapter Activities

The Regional Vice President must show an interest in, and be personally involved with, Chapter activities.

Note the following areas:

1. Chapter visitations: One annual visit is required; two visits are recommended.

106 – Secretary

The Secretary shall conduct membership and correspondence functions as listed herein, and shall perform such duties as ordinarily pertain to the office of Secretary. Maintenance of files herein described should include provisions for a back-up process, such as a Cloud back-up service. The Secretary shall:

- a. Maintain the file of digital duplicate applications; and, when received from the NSSAR, obtain the signature of the President on, and himself sign, the Certificate of Membership and forward it on to the new member's Chapter;
- b. Prepare and send all reports required by the NSSAR, including the annual reports together with the annual dues when due;
- c. Maintain files of annual chapter reports of membership; and maintain lists of present and former elected officers, members of the BOM, members of committees, and recipients of medals and awards;
- d. Maintain records of membership including mailing addresses, email addresses, on a current basis; and prepare, or cause to be prepared, mailing lists, email lists, or address labels as needed for the dispatch of correspondence, minutes of meetings, notices, and THE FLORIDA PATRIOT magazine;
- e. Prepare and dispatch meeting notices, newsletters, and reports to members, compose and dispatch special correspondence for the FLSSAR or the BOM; and send copies of resolutions or news releases to the media, public officials, or other outside persons or agencies;
- f. Order, and maintain stocks of stationery and other consumables; purchase stamps and arrange bulk mailing permits for correspondence, and THE FLORIDA PATRIOT magazine; and submit vouchers for payment of expenses incurred thereby;
- g. Sign documents for official certification; sign checks as authorized; arrange for bonding of officers as directed by the BOM; and maintain the archives of original records of the FLSSAR; including all corporate resolutions that are currently valid.
- h. Record and distribute to the members of the Executive Committee the minutes of all Executive Committee meetings in a timely manner.
- i. Maintain and/or develop procedures on the various functions of his office, so that the Society will have minimum disruption in business when new Secretaries are elected to this office.
- j. Will provide each RVP with a computer link (or physical copy) to current copies of the following materials:
 1. The current FLSSAR Bylaws
 2. The current roster of the State Officers (with full addresses & emails)
 3. The current listing of FLSSAR Committee Charters
 4. Current Committee Chairs (with full addresses & emails)
 5. A map of Florida showing both Regions and listing Chapters
 6. A current roster of all Chapter Officers (with addresses & emails)
 7. A supply of up-to-date FLSSAR letterhead and envelopes or templates.

- k. Make timely report to the NSSAR of the Death of Compatriots from FLSSAR.

107 – Treasurer

The Treasurer shall serve as the principal financial officer of the FLSSAR, He shall;

1. Serve as Chairman of the Finance Committee; establish procedures to assure that expenditures conform to approved budget allocations, that they are vouchered, and that they are proper expenses of the FLSSAR; and shall receive, maintain custody of all accounting records, make all disbursements and report periodically on the status and trends of, all funds of the FLSSAR except the Endowment Trust Fund and the Operating Budget Trust Fund.
2. Reimburse approved expenses upon submission of properly documented vouchers.
3. Disburse funds as vouchered by the Editor or the Secretary for services or materials received by the FLSSAR under contract as authorized by these bylaws;
4. Prepare tax exemption forms or other forms, returns and reports required by Federal, State, or local laws;
5. Maintain current signature cards for depositories as necessary.
6. Establish and monitor procedures for annual reporting of the inventory, sales, and replenishment of medals, jewelry, insignia, and other non-consumable items purchased from NSSAR for resale to chapters or members;
7. Maintain a record of the name, location, and custodian of, and custody receipts for, items of furniture, office equipment, flags, amplifying and/or recording equipment, and other such property items owned by the FLSSAR including inventory of library books and documents.
8. Maintain and/or develop other procedures pertaining to this office which have not been identified herein, in order to minimize the disruption of business when a new Treasurer is elected to this office.

108 – Chancellor

1. The Chancellor shall be the legal advisor to the officers and the Board of Management on matters affecting or pertaining to the FLSSAR.
2. The Chancellor shall be a member of the Florida Bar in good standing or was in good standing at the time of his retirement and shall render an opinion on such questions of law or involving the Constitution and Bylaws of the Florida Society or of the National Society, as may be referred to him by any officer of the Florida Society, by any chapter of the Florida Society or by the Chairman of any Trust Fund of the Florida Society.
3. The Chancellor shall review resolutions and Constitution or Bylaw changes in accordance with such policies and guidelines as the Florida Society may establish.

109 – Genealogist

1. The Genealogist shall assist each chapter genealogist or other members in preparing prospects for membership in the FLSSAR.
2. He shall write and publish such materials as will in his opinion be helpful in meeting the requirements for membership in the Society.
3. He shall assist the Registrar when called upon to do so.

110 – Registrar

1. The Registrar shall examine all applications for membership and if found acceptable approve them and submit them to National Headquarters for final approval and registration. The registrar upon successful application examination shall also maintain a tickler copy until the application is approved by National Headquarters and forward a duplicate signature copy of all applications to be retained for the records of this Society by the Secretary. The Secretary shall keep a Register of the names and dates of election, transfer, resignation and death of all active members.
2. The registrar deposits locally all FLSSAR application related fees and dues using account deposit slips provided by the FLSSAR Treasurer. The Registrar forwards all NSSAR related application fees and dues by attaching the checks, in a sealed envelope, to the NSSAR application transmittal form submitted with the applications. The registrar does not have FLSSAR check writing/cashing authority.

111 – Historian

The Historian shall maintain a running history of the FLSSAR and do such historical research as may be assigned to him from time to time by the President or by the Board of Management including but not limited to the archival of digital FLSSAR material and records. Maintenance of files herein described should include provisions for a back-up process, such as a Cloud back-up service.

The Historian shall have the care and custody of all digital historical papers, manuscripts and documents belonging to and pertaining to the Society, and shall keep a correct list of the same including, but not limited to, collecting digital copies of *The Patriot*, minutes of the state meetings, and all other material related to the activities and events of the Society. He shall endeavor to be present at all exercises of the Society, and call attention to, and give information regarding, points of historic interest. He shall keep records of his historical and commemorative meetings, and shall supervise the preparation and distribution of any historical publications of this Society. He shall prepare a summary of activities for presentation at the annual State Convention.

Important state archival material should be forwarded to the FLSSAR Historian when no longer in current use (preferably in a digital format) for filing in established digital archives. Archival material that is of importance to future members, researchers, applicants and historians should

be preserved in a digital format for future use. Information that may be beneficial to our posterity is:

Rosters, Officer Directories (with photos if possible), Minutes of Meetings with enclosures, Annual and Special Reports, Scrapbooks and Special Programs, Committee Lists, Stationery, Important Correspondence.

It should be general procedure for state officers to turn over previous year's important papers to successor, e.g., Applications, state copies. Be certain that state and national numbers, chapter and date of certification are copied in from original.

Please keep in mind that Archival is a task mostly performed by museums and their basements are full. If an item cannot be displayed or converted to a digital format by scanning or other means it should probably be discarded.

Chapter records have no place in the FLSSAR History files. That is why each Chapter should have a Historian.

112 – Chaplain

1. The chaplain shall open and close meetings of the Society with the usual and proper services for such occasions.
2. He should in all cases, when notified of such, send letters or cards of condolence to the family upon the death of a member.
3. Make timely report to the NSSAR Chaplain General of the Death of Compatriots from FLSSAR.
4. The Chaplain shall plan and conduct a Memorial Service for compatriots who died during the previous calendar year, at the Annual Meeting.

113 – National Trustee

The National Trustee shall:

1. Attend and represent the Florida Society at three regular National Board of Trustees meetings normally held in the Spring and Fall near the National Society Headquarters in Louisville, Kentucky and at the Annual National Congress.
2. Attends all district meetings during their term of office.
3. Report the actions of the National Society's Board of Trustees to the Florida Society Board of Governors at their Board of Management meetings and Annual Meeting.
4. Bring issues of importance to the Florida Society before the National Society Board of Trustees for their deliberations.
5. Work closely with the State President to maintain harmony between the State Society and the National Society.

6. A Trustee is expected to assume all duties and responsibilities of the office which requires considerable time and interest. The capabilities of a nominee and his availability to serve should be the prime factors in his election.
7. A Trustee is junior in rank to national officers, and senior to state President/officers at the national level. There is no expense allowance for Trustees. A National Trustee represents his state society at the national level, but his representation should be with the advice and consent of the state president and the state society. It is normal procedure, but not required, that the immediate Former State President serve as National Trustee, and that the office is frequently rotated.
8. For further description of duties refer to the NSSAR Handbook, Volume 2.

114 – Alternate Trustee

The Alternate Trustee shall:

1. In the absence of the National Trustee, perform the duties of the National Trustee. Please note: While not required, it is highly recommended that the Alternate National Trustee attend all National Society Board of Trustees' Meetings and District Meetings as well as the Florida Society Board of Managers' meetings.
2. Work with the National Trustee and State President to maintain and harmony between the Florida State Society and the National Society.
3. Assume the duties of the National Trustee in the event of death, disablement, or unwillingness to serve, on the part of the National Trustee.
4. No compatriot should accept the office of Alternate Trustee unless he is willing to actively assume all of the responsibilities and duties thereof. If he does not have the time, resources and interest to devote to the office, he should decline, and another nominee should be elected. The capabilities of a nominee should be the prime factor in his election.

115 – Sergeant at Arms

1. The Sergeant-at-Arms shall assist in preserving order as the President may direct.
2. He may handle the physical arrangement within the meeting hall, including seeing that the furnishings, sound amplifier, light, flags, decorations, regalia, and the like, are present, adequate, and in proper order.
3. He shall maintain custody of the paraphernalia belonging to the FLSSAR other than office equipment and supplies used by the Secretary, and shall maintain them in a proper state of repair, deliver them to, and install them in the meeting place as necessary for the conduct of meetings of the FLSSAR or of the board of Management.
4. He may assist in the distribution of materials during a meeting.

116 – Recording Secretary

1. The Recording Secretary shall record, or cause to be recorded, and shall preserve the minutes of the Board of Managers, and of Annual Meetings of the State Society which will include the Medals and awards issued at the state level.
2. He shall send copies of minutes of the meetings to the Secretary for reproduction and distribution, shall record the additions and corrections made and the dates of their approval, and shall forward the corrected and approved originals of such minutes to the Secretary for preservation in the archives of the Society, and for the preparation and dissemination of copies to the membership.
3. He shall forward a copy of the minutes to the Editor for inclusion in the Patriot magazine.

117 – Editor

1. The Editor is to prepare a publication quarterly unless otherwise ordered by the Board of Managers and to distribute it to all Regular and Emeritus members of the State Society in such a manner and style as appropriate to the office.
2. The publication should inform the members about recent happenings and present planned activities and programs of the FLSSAR and the NSSAR, of the Chapters, and of members of the Society.
3. Where appropriate, to disseminate official information, such as minutes of meetings, notices and agenda for future meetings, financial and other reports, proposed FLSSAR By-laws amendments, and other announcements.
4. The publication should provide a vehicle for officers of the FLSSAR to share and exchange views and information with the general membership.
5. The editor shall have the power and duty to act as agent of the FLSSAR to execute and administer contracts with firms or individuals acting as independent contractors to provide services and materials for the preparation, printing and deliver to the mails, of the newsletter, subject to the limitations that the aggregate amounts of such contracts shall not exceed the funding authorized to the newsletter by the current approved budget.
6. The Editor should have previous newsletter publishing experience.

118 – Webmaster

The webmaster shall maintain and update the web page of the FLSSAR. The webpage will be an electronic method of communicating with the membership.

The Webmaster shall have the following duties and responsibilities:

1. Shall maintain and regularly update the FLSSAR website with information including, but not limited to, contact information for State Officers, a calendar of events and other items as directed by the State President.
2. Shall forward feedback and contact information received from the website to the State President.
3. Shall have computer skills necessary to accomplish the above duties.

119 – Member at Large Executive Committee

The Member-at-Large is elected annually and serves as a member of the Executive Committee.

The Member at Large (MAL) represents the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure.

The MAL conducts projects to further the goals of the FLSSAR or to develop services for the membership. The MAL could serve as chair of any ad hoc committee formed to develop these projects.

The MAL contacts the chapter presidents asking for information they want addressed, listens to the membership, and communicate their issues, needs and interests to the Executive Committee.

1. Identify potential problems and opportunities.
2. Work effectively toward common goals as a team member.
3. Set objectives and develop action plans for selected and/or assigned projects.

Duties of the Member-at-Large:

1. Serves as a member of the Executive Committee
2. Attends all Executive Committee meetings
3. Attends all meetings of the organization
4. Meets deadlines
5. Coordinates relationships with chapter liaisons
 - a. Initiates contacts with chapter members
 - b. Personally Invites chapter Presidents/officers to BOM meetings

Expectations of the Member-at-Large:

1. Shares information and ideas from chapters with the Executive Committee
2. Assists Executive Committee as requested.

120 – Deputy / Assistant Officer Positions

In addition to the aforementioned elected Officers of the Society, the President may appoint a Deputy / Assistant Secretary, a Deputy / Assistant Treasurer and such additional Deputy / Assistant Officers as deemed desirable.

The Appointment of a Deputy / Assistant Officer is subject to confirmation by the Executive Committee (by phone conversation, email or letter), with formal confirmation by the Board of Management at the next scheduled meeting.

Each Deputy / Assistant Officer so appointed shall assist the Officer to whom he is assistant in the performance of such Officer's duties, shall have and exercise the requisite powers, shall have such further powers and duties as may at any time be prescribed for him by the Board or by the Officer to whom he is Deputy/Assistant, and in the absence or disability of the Officer to whom he is assistant shall have and exercise such Officer's powers and duties.

121 – Vice-President General South Atlantic District

Once each four year period, the FLSSAR shall nominate a qualified member of the FLSSAR to the Annual South Atlantic District Meeting to be the nominee to the NSSAR for Vice President General of the South Atlantic District. Qualifications required for nomination to this office are that the individual is a member in good standing of the FLSSAR and NSSAR. Any qualified member of the FLSSAR may seek the nomination for NSSAR Vice President General South Atlantic District in accordance with the bylaws of the NSSAR and these bylaws. Election to the office of NSSAR Vice President General South Atlantic District shall be made by the delegates at the National Congress.

No compatriot should accept the office unless he is willing to assume all the inherent responsibilities and duties. The office requires considerable time, effort, traveling and expense. The interest of the Society must take precedent over the personal aspirations of any member. The prime factor in selection of a nominee should be his SAR experience, knowledge, ability and previous performance. There is no budgeted expense allowance for the VPG.

Vice Presidents General should confine their duties to their district, except when requested by the President General, and concentrate on state and district concerns.

Exceptions are:

- The VPG is concurrently a National Society chairman of a committee and required to coordinate a national program with all of the states.
- The VPG is under special instructions from the President General or Executive Committee.

Please see the NSSAR Handbook for the duties of the Vice President General.

122 – Fund Management

FLSSAR Endowment Trust Fund:

Established as a permanent instrument for gifts and contributions to the FLSSAR for patriotic, historical, and educational and charitable purposes.

Tax deductible contributions may be sent to the FLSSAR Treasurer by individuals, chapters, etc. for transmittal to the Board of Trustees of the Florida Society Endowment Trust Fund. \$1.00 is contributed from the State dues each year for this fund, paid after the Annual Report is submitted to National.

The Endowment Trust Fund was established by the Florida Society of the Sons of the American Revolution Inc. in 1972.

The Trust is governed by the elected Trustees in compliance with its legal documents.

Operating Budget Trust Fund

Established as a permanent instrument for gifts and contributions to the FLSSAR for budgetary purposes.

The Operating Budget Trust Fund was established by the Florida Society of the Sons of the American Revolution Inc. in 1991.

The Trust is governed by the elected Trustees in compliance with its legal documents.

123 – Resolutions

No resolution purporting to commit the FLSSAR to a position, cause, or course of action may be adopted at any meeting of the FLSSAR unless such matter shall have been considered and approved by the BOM prior to presentation thereof at an Annual Meeting.

1. All Resolutions must be presented to the Executive Committee prior to the BOM/Annual Meeting.
 - a. It must be presented in written form and can only be changed by amendment.
 - b. The Chancellor shall review the Resolution to assure that it is in proper form.
 - c. If acceptable, the Resolution will be published in the Proceedings for the Meeting.
 - d. Under NEW BUSINESS, the Resolution will be presented to the membership.
 - e. The Secretary will read the Resolution to the Membership.
 - f. After discussion, if it is to be amended; the Executive Committee will reconsider the Resolution and Amendments for consideration at the next scheduled meeting.
 - g. If no amendments are added, the membership will vote on the Resolution.
 - h. If affirmed by the membership, the Resolution will be printed in its entirety in the final version of the Proceedings.
2. If there is need for an emergency Resolution, it still must be presented in writing to the Executive Committee at the Meeting.

- a. The Chancellor shall review the Resolution to assure that it is in proper form.
- b. The author shall provide copies of the Resolution to the members in attendance.
- c. If acceptable the Resolution, under NEW BUSINESS, the Resolution will be presented to the membership.
- d. The Secretary will read the Resolution to the Membership.
- e. After discussion, if it is to be amended; the Executive Committee will reconsider the Resolution and Amendments for consideration at the next scheduled meeting.
- f. If no amendments are added, the membership will vote on the Resolution.
- g. If affirmed by the membership, the Resolution will be printed in its entirety in the final version of the Proceedings.

124 – Expenditures and Contracts

- a. No member or officer shall commit FLSSAR, Inc. funds for any project, contract or agreement without prior approval of the Executive Committee at a regular or called meeting
- b. Before payment by the Treasurer, all major invoices (over \$1,000.00) are required to have signature approval, by the President, or the Senior Vice-President in the absence or disability of the President. Email approval to the Treasurer is acceptable.
- c. All contracts or agreements made on behalf of the FLSSAR, Inc. must be signed by the President and the Secretary and copy of the signed contract shall be kept in the files of the Secretary.
- d. The Chairman of any affected committee that may need a binding contract signed shall forward same to Secretary for signatures required.

125 – Web Site

The FLSSAR Webmaster is not the sole owner of the FLSSAR website or the material contained on it. This means that no copyright is allowed unless it is specifying original articles, poems, graphics or materials. In addition to the FLSSAR webmaster, at least one other member of the Florida Society should have the information and codes necessary to access the FLSSAR website in the case of emergency.

The FLSSAR website should, at a minimum, contain the following elements:

- a. Officer's Page
- b. Member's section
- c. Committee section
- d. Calendar of events
- e. Online Newsletter
- f. Chapter or State Society Activities/Photos
- g. Meeting Information/Facts
- h. Application Worksheet
- i. Links to NSSAR/NSDAR/NSCAR

The FLSSAR website should be easily navigated, uncluttered, targeted to its audience, have an attractive and professional look, and provide current and timely information.

The FLSSAR website should promote the SAR in a positive manner. The following things should be avoided at all times:

- a. Anything that could potentially violate the Society's 501(C)(3) tax-exempt status. These kinds of activities would include endorsing a specific political candidate for office, endorsing a specific political party, or promoting commercial activities or linking to commercial websites.
- b. Displaying any personal information about a Compatriot that could potentially lead to identity theft without his written permission.
- c. Displaying the names, photographs, or addresses of anyone under the age of 18 without the specific written consent of the parent or legal guardian.
- d. Criticizing SAR, allied organizations, or individuals.
- e. Doing anything that violates the standards of good taste.

Any Chapter may continue to have their web presence within the FLSSAR website or, if they desire to create their own website, they will be assisted as needed by the "Technology Advisory Committee."

Procedures

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500 - Rules of Protocol

FLSSAR Rules of Protocol

NSSAR/FLSSAR RULES OF PROTOCOL

General

The observance of established rules of protocol will increase the prestige and dignity of SAR functions. The basic principles of protocol are to observe rules of ranking of office, practice courtesy and sound judgment. The first two principles are addressed specifically, but sound judgment permeates throughout.

SAR Pledges

Pledge of Allegiance

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands; one Nation under God, indivisible, with Liberty and Justice for all.

Pledge to the SAR

We, the descendants of the heroes of the American Revolution, who by their sacrifices established the United States of America, reaffirm our faith in the principles of Liberty and our Constitutional Republic, and solemnly pledge ourselves to defend them against every foe.

SAR Recessional

Until we meet again, let us remember our obligations to our forefathers who gave us our Constitution, the Bill of Rights, an independent Supreme Court, and a Nation of Free Men.

Ranking of Officers

The President General is the ranking officer of the National Society and should be regarded as the guest of honor at all SAR functions. The State Society President is the highest-ranking officer in his state society and should receive such recognition. In his state he outranks a Vice President General. The Chapter President is the ranking officer in his chapter and the ranking principle applies at chapter functions.

In the sequence of seniority, the National Society is first; the State Society is second, followed by the Chapter.

The ranking of National Society officers is as follows: President General, Vice President General South Atlantic District, Secretary General, Treasurer General, Chancellor General, Genealogist General, Registrar General, Historian General, Librarian General, Surgeon General, and Chaplain General.

The ranking of State officers is as follows: President, President Elect (Only at the Installation Banquet), Senior Vice President, Vice Presidents, Secretary, Treasurer, Chancellor, Genealogist, Registrar, Historian, Chaplain, National Trustee, Alternate National Trustee, Sergeant at Arms, Recording Secretary, Editor, Webmaster, Member at Large Executive Committee, former National officers, and former State officers. The ranking of State officers may be used as a guide for Chapters.

Ranking of Officers at Florida Society Functions:

When National Society officers and State Presidents and/or officers of other organizations are present at SAR functions, the office held and the organizational date of the respective society may determine their ranking.

- State Society President
- President General
- Governor of State, or his Representative
- United States Senator
- United States Congressman
- Mayor of City
- Former Presidents General
- National SAR Officers in order of seniority
- Visiting State Society Presidents
- Active Florida Society Officers
- Former National Society Officers
- National Presidents of other organizations
- State Presidents of other societies

Seating Arrangements at Florida Society Functions:

At Florida Society functions, the State Society President, as the presiding officer occupies the center place. The highest-ranking officer present is on his right, the next ranking is on his left, following the precedence as already given.

At luncheons and banquets, the number of people attending should determine the size of the head table in a reasonable ratio to the assemblage. If ladies are to be included at the head table, the ladies and gentlemen should be alternate in seating. If possible a lady should not be seated in the last chair at either end of the table. Reserved front table(s) can be reserved for spouses of persons at the head table and other personages as required.

Greetings and Recognition

The highest ranking guest should be introduced for any greeting with others in order of precedence. It is wise to limit the number of greetings. It is unfair to the speaker and to the audience to have lengthy and numerous greetings. In many cases a quick recognition will suffice.

When introducing the head table or other special reserved tables, an announcement should be made to withhold applause until all are introduced.

Dress Code

BOM business and committee meeting may be business casual to informal dress.

Informal banquet dress includes the Bravo Uniform, business suit or sport coat/blazer. The SAR rosette should be worn with the Bravo Uniform, a business suit or sport coat/blazer. The SAR blazer patch is worn only on a Bravo Uniform.

On informal occasions when business suits or blazers are worn, Society officers may wish to wear neck ribbons to indicate past or present office. SAR custom has been to wear full size medals with Bravo uniform and business suits at SAR meetings. Other decorations should be avoided on such informal occasions.

Our standard Board of Management Banquet is classified as informal.

The Florida Society formal occasion is our annual meeting, where we have our Installation Ceremony for Officers. The invitation and/or program will specify the dress, i.e., "black tie", "white tie", or "black tie or white tie". In the latter case, when either is acceptable, officers especially are encouraged to wear white tie dress. In addition, the invitation may specify, "with decorations", or, "with miniature medals", and members may wear the insignia, including the broad sash and miniature medals. The rosette is not worn with formal dress. Custom suggests that a white dinner jacket may be worn between Memorial Day and Labor Day (in most parts of the U.S.).

Military or civilian period clothing is appropriate for both informal and formal banquets.

Wearing Medals:

The NSSAR Color Guard in July 2011 voted to allow the State Color Guard Commander to have the authority to allow or disallow the wearing of medals by Color Guard members in his Brigade. The Color Guard Commander in charge makes the final decision on the permission to wear medals on the Color Guard uniform during SAR internal events such as chapter, state and national meetings where the general public is not present. Therefore the Color Guard Commander makes that decision for all state meetings where the general public is not present. His decision for the color guard will also be in effect for other compatriots in uniform at all state meetings. Color Guard Commander Phillip H. Tarpley in August 2011 with the members support ruled FLSSAR Color Guardsmen could wear their medals (no miniature's) if desired under guidelines set forth by NSSAR policy. The members are to follow NSSAR protocol for placement of medals.

Requests for Visits By The President General

Please refer to NSSAR Official Handbook Volume II: History, Organization and Protocol and follow the section "Requests for visits by the President General."

Requests for visits by the President General should be made:

- a. As soon as possible after his election. His schedule is normally set by September. It might be a good idea to your invitation ready and submit it at the Annual Congress usually at the State Presidents Breakfast.
- b. A letter of invitation should be sent to the President General with a copy to the Executive Director.
- c. The President General will attempt to visit each of the Districts of the National Society during his term of office. Vice Presidents General of the contiguous districts should confer to coordinate the invitations to the President General to allow the best coverage and to minimize travel duplications.

The President General and his wife, if she accompanies him, are always guest of the inviting State Society or Chapter, which will arrange for hotel and other accommodations that should be the expense of the host organization. Meals are also the responsibility of the host.

Requests for Visits by the State President

Requests for visits by the FLSSAR President should be made as soon as possible after he has been installed into office. This permits him to arrange his visits so that several visits may be made in succession. There is a standing objective by the FLSSAR Presidents to visit all

the chapters in the Florida Society during his year in office. Regional Vice Presidents should assist with the coordination of these visits.

United States Flag Protocol

For Flag Protocol, please refer to the document on the Sons of Liberty Florida Brigade.

501 – Annual Meeting

This is usually a two-day affair:

Friday is for Registration, Executive Committee Meeting, Regional Vice President's Meeting, Board of Management Meetings, Social Hour, Color Guard Presentation, Dinner and Awards Banquet.

Saturday is set aside for the Memorial Service, the youth recognition luncheon for Oratory, Essay, Eagle Scout and ROTC representatives, in addition to the Annual meeting.

Saturday evening is the Social Hour, Color Guard Presentation, Annual banquet followed by Patriot Medal presentations and Installation of Officers. Patriot Medals are the only awards presented at the Annual Banquet.

The President General and Vice President General South Atlantic District are normally invited and are requested to address the membership at the Annual Banquet.

Each attending member is presented with The Florida Society's Proceedings Book which includes; Officer's Reports, Chapter Reports, and Reports on Membership and Budget.

502 – Registration and Hospitality Room

Overview

The Regional Vice Presidents are assigned as of 2012 on a rotating basis the responsibility to oversee the chapters of his region in a joint effort to function as a welcoming committee. The first duty is check in the registered members, all guests, and un-registered members who may attend. The registration spreadsheet must be e-mailed by the FLSSAR Meeting Arrangements – BOM Committee on Wednesday night to the RVP, Secretary, and Treasurer. Hard copies of the spreadsheets are to be provided to the RVP on Friday morning including all checks received to date. The registration table, therefore, will have the final registration spreadsheet(s) list(s) of those registered, their guests, meals selected and if money is owed, collect and record same on the spreadsheet including check numbers or note cash payment. When all registered members, special guests, etc., of the BOM are accounted for, the attendance spreadsheet(s) and all funds must be delivered in person to the State Treasurer.

A. Regular or Special BOM Weekend

1. The registration desk personnel have the responsibility of providing the BOM Proceedings (Blue Book), meal tickets, table sign-up sheets, meeting schedule, and any other informational items.
2. The opening hour for the Friday check-in is 10:30AM unless otherwise scheduled.

3. Be it understood that some hotels only permit foodstuffs to be provided by the hotel. Therefore, any reference to FLSSAR chapters bringing food to the BOM events is understood to be meant for those hotels that allow such outside food to be provided. References to a Hospitality Room are applicable if the BOM event contract makes a provision for such a room. Typically, such contract provisions are done at an added expense. It is recommended that Donations will be required of those consuming the food to help offset the expense.
4. If permitted by the hotel, we recommend that the chapter members and member's wives assisting the RVP on Friday of a BOM should only have finger foods that each chapter in the region can donate. Recommended items include crackers, cheese, chips, pretzels, nuts, and cookies. We do not recommend purchasing packaged luncheon meat and cheese, etc., to set out for making sandwiches, if reimbursement from FLSSAR is expected. FLSSAR will not accept the invoice for such items. Members and chapters for the Hospitality room often donate sandwich platters. The chapters may also donate a mix of soft drinks, juice, and two to three cases of bottled water. If a sufficient amount is not donated the RVP may authorize purchase of same including regular and decaf coffee, etc., and be reimbursed by FLSSAR along with any non-food supplies invoiced. **Liquor, beer and wine is not to be provided by FLSSAR** but may be brought to the hospitality room by members for themselves or to share. The RVP should make sure the **donation box** with sign above it stating **(food and drinks are not free)** is on the food table where it is easily viewed.
5. The Hospitality room should close at 3 PM for the BOM meeting and open only after the evening banquet and close no later than 11 PM unless otherwise scheduled.
6. On Saturday morning, the RVP can decide if a need for regular and decaf coffee and juice should to be served as well as breakfast items such as Danish, donuts or bagels that are left over from Friday. If not, the none food supplies are packed in supplied FLSSAR containers and the RVP responsible for next BOM takes charge of the containers and provides personnel that will store the same in a proper and safe storage area. **Food supplies** including sodas are not to be stored because of the heat in Florida and time between meetings. Offer these items to the members from the chapters that donated them first.
7. RVP in charge of the current BOM should make sure all FLSSAR items are in containers and ready to be transferred to the next RVP and removed by Saturday morning.

B. BOM and Annual Meeting weekend.

1. Same requirements apply as stated in (A) above except as stated in (B) 2 and 3 below.
 - (a) If members are only registered to attend Saturday's BOM and Annual meeting events, the RVP is to provide early registration personnel at 8:30 AM and deliver the 2nd spreadsheet with those names and funds collected to Treasurer when completed.
2. On Saturday morning, sufficient regular and decaf coffee, juice and breakfast finger food such as Danish, donuts, croissants and mini bagels with cream cheese should be provided by 8:30 AM.
3. Food safety must be observed when placing perishable items on food table. Arrange to have bowls or trays of ice for sitting containers of perishable items on. Do not put out all perishable items out at once. If available, use a refrigerator to store perishables and

beverages. Most beverages can be placed in a container of ice if supplied by the hotel instead of the refrigerator during the day.

4. Hospitality room on Saturdays of Annual Meetings should be open longer during the day as wives, members and guests may wish to visit and socialize while meetings are not scheduled. It should close at 4 PM and open only after the evening banquet and closed no later than 11 PM.
5. RVP in charge of the current BOM should make sure all SAR items are in containers and ready to be transferred to the next RVP and removed by Sunday morning.
6. When we hold meetings at a hotel that restricts FLSSAR from bringing in our own hospitality food and beverages, the Florida Society will purchase from the hotel hot and cold beverages as well as snack foods as needed. Donations will be required of those consuming the food to help offset the expense.

Deleted Standing Rules and Procedures