

RESPONSIBILITIES
of
STATE SOCIETY OFFICERS



to the
GENERAL SOCIETY OF COLONIAL WARS
Revised 1997

PURPOSE

The Preamble of the Articles of Incorporation of the General Society reads:

"WHEREAS, It is desirable that there should be adequate celebrations commemorative of the events of Colonial History which took place within the period beginning with the settlement of Jamestown, Va., May 13, 1607, and preceding the battle of Lexington, April 19, 1775;

THEREFORE, The Society of Colonial Wars is instituted to perpetuate the memory of those events, and of the men who, in military, naval, and civil positions of high trust and responsibility, by their acts or counsel, assisted in the establishment, defense, and preservation of the American Colonies, and who were in truth founders of this Nation. To this end, it seeks to collect and preserve manuscripts, rolls, relics, and records; to hold suitable commemorations, and to erect memorials relating to the American Colonial period; to inspire in its members the fraternal and patriotic spirit of their forefathers, and to inspire in the community respect and reverence for those whose public services made our freedom and unity possible. "



*The Great Seal
Of the
General Society of Colonial Wars*



HOWARD KENT SOPER
SECRETARY GENERAL

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April 2, 1997

The Hon. Halcott Mebane Turner
Governor General
General Society of Colonial Wars
1420 North Charles Street
Baltimore, Maryland 21201

Your Excellency:

Toward the end of his term in office as Governor General, the Hon. Thomas Kennedy Helm, Jr. conceived the idea of preparing a booklet on the Responsibility of State Society Officers to the General Society of Colonial Wars. In particular, clarification was needed as to the General Society requirement of the offices of the DEPUTY GOVERNOR GENERAL, GOVERNOR, SECRETARY, TREASURER, HISTORIAN, and REGISTRAR (or GENEALOGIST). Governor General Helm then had between five hundred to seven hundred copies printed, all of which have been distributed between the summer of 1993 and this date.

We are now reprinting approximately one thousand copies as revised, so distribution may continue without delay.

Sincerely,

Howard Kent Soper



T. KENNEDY HELM, JR.

Of Kentucky

Governor General

1990 – 1993

**RESPONSIBILITY OF STATE SOCIETY OFFICERS
to the
GENERAL SOCIETY OF COLONIAL WARS**

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Badge

Introduction

The sole purpose of this publication is to furnish guidance to State Society Officers with respect to their responsibilities to the General Society of Colonial Wars.

Neither the Articles of Incorporation nor the Bylaws of the General Society prescribe what State Society Officers there shall be, except the Deputy Governor General and the Governor.

The duties of State Society Officers within their State Societies are governed by the Bylaws or customs of their individual State Societies. If a State Society does not have Bylaws it should adopt them, and make copies available to all its officers when they assume office. The General Officers have received a surprising number of inquiries from State Officers concerning their duties to their own Society. This is not within the province of the General Society.

It is assumed that each State Society has at least a Deputy Governor General, Governor, Secretary, Treasurer, Registrar or Genealogist, and Historian. In the event a Society does not have one or more of these Officers, it should assign responsibility to another Officer. (See heading "Governor"). All members of a State Society are also members of the General Society, so it is imperative that State Societies keep the General Society informed in a timely manner of the various matters referred to herein.

This publication should be furnished to, and referred to by, each State Society Officer whose responsibilities are set forth herein.

THE YEARBOOK -AN IMPORTANT TOOL

The General Society publishes a Yearbook annually, as soon as possible following the annual meetings of the General Society, which are usually, but not always, held in May. Every State Officer with responsibility to the General Society should have a copy of the current edition, because it contains highly useful information, and may serve to answer many questions. Copies are normally furnished to the State Officers listed in the Annual Reports received from the State Societies (with additional copies to each State Secretary). Additional copies may be obtained from the Secretary General, who is listed in the Yearbook.

The Yearbook includes:

1. The names, addresses and telephone numbers of General Officers, Honorary Governors General, Life Members of the General Council, and names and addresses of the Chairmen and members of the Committees of the general Society.
2. The names, addresses and telephone numbers of each State Society's Deputy Governor General, Governor, Secretary and Treasurer, based on the most recent information received prior to publication.
3. A list of attenders at the most recent General Society meeting.
4. Minutes of the most recent General Society meeting.
5. Minutes of the most recent Executive Committee meeting.

DEPUTY GOVERNOR GENERAL

ARTICLE VI of the Bylaws of the General Society provides:

OFFICERS: The officers of the General Society of Colonial Wars shall be: * * * a Deputy Governor General for each State Society * *

Each State Society may appoint its Deputy Governor General in such manner as it may determine, subject to confirmation as hereinafter provided. The appointment shall be presented for confirmation to the ensuing General Assembly by the delegates from the State Society or by letter to the Secretary General. If no designation of a Deputy Governor General be made at a meeting of the General Assembly, or if a vacancy occur in the office of Deputy Governor General, the office may be filled by appointment by the State Society as hereinafter provided. On filing with the Secretary General of the notice of appointment, it shall become operative if and when approved by the Governor General and the Secretary General. Deputy Governors General shall hold office until the next ensuing meeting of the General Assembly. The Governor of the Council of any State Society may appoint a proxy for its Deputy Governor General who is unable to attend a meeting of the General Council. Such proxy shall have all the powers of the Deputy Governor General of such State for the purposes of such General Council Meeting.

It is important to note that under this Bylaw:

1. Deputy Governors General are elected for three year terms coincident with the terms of other General Officers, beginning with a triennial General Assembly.

2. They are GENERAL OFFICERS of the Society, unlike all other officers elected by State Societies. Accordingly, present and past Deputy Governors General are entitled to wear the sash with white tie and tails.

The most important responsibility of a Deputy Governor General is to attend meetings of the General Council, of which he is a member, and General Assemblies. He makes a brief report for his State Society at each meeting of the General Society. It is recommended that this report avoid listing meetings, Courts and social affairs of his Society, but present information as to activities and projects which relate to the purposes of the Society and might be appropriate for other State Societies to adopt

Suggested topics to be covered by the Deputy Governor General's report, of interest to other State Societies as well as the General Society, are:

- a. Whether the Society is qualified as an exempt organization under Sec.501(c)(3) of the Internal Revenue Code.
- b. The amount of annual dues, and the initiation fees for various classes of membership.
- c. Activities, projects or programs engaged in for carrying out the purposes for which our Society was founded.
- d. Degree of participation with other hereditary patriotic organizations in projects or social affairs.
- e. Gain or loss in membership, and steps taken to increase membership.

A suggested form for the Deputy Governor General's written report is attached in reduced size as Appendix "A". It is

expected that the Secretary General will mail full sized copies to each Deputy Governor General in advance of each annual General Society meeting. These should be filed with the Secretary General before or at the meeting, and only significant items of general interest to other State societies should be mentioned in the brief oral report at the annual meeting.

The Deputy Governor General acts as a liaison between the General Society and his State Society, and should ensure that his Society files all reports with the General Society in a timely manner. He should also report all actions taken by the General Society, to his State Society.

GOVERNOR

Most of the duties of the Governor of a State Society deal with the internal affairs of his Society. However, as provided in Article VI of the General Society Bylaws, quoted above, he has the duty of appointing a proxy for the Deputy Governor General in the event that Officer is unable to attend a General Society meeting, and to advise the Secretary General of the appointment.

Approximately 45 days prior to each General Assembly (triennial), the Governor should advise the Secretary General of the names of the five delegates and the alternates for his Society "chosen by its [the State Society's] Council, or in such manner as may be prescribed by the respective State Societies". (General Society Bylaws, Article VII)

In the event the State Society does not have all the Officer positions listed in the Introduction to this publication, the Governor should delegate the responsibilities listed herein to another member of his Society, and insure that his appointee knows and performs his responsibility.

The Governor or another State Society Officer will receive several important communications from the General Society during the year. It is the Governor's responsibility to see that these are answered by the appropriate State Officer in a timely manner, or to do so himself. They are:

1. In January, a request from the Historian General for information as to the deaths of Warriors during the past year, which he should refer to the State Society Historian or other appropriate officer for prompt response. (See "Historian").

2. In January, a letter from the Chairman of the Committee on Grants and Contributions (whose name and address is in the Yearbook), requesting applications for Matching Grants. This should be referred to the Councilor or other body of the State Society for award of grants which may qualify under the Matching Grant Program.
3. In April, submission of applications for Matching Grants to the Chairman of the (General Society) Committee on Grants and Contributions (whose name and address are in the Yearbook). This is necessary in order that the Matching Grant Program formula can be applied, and the amounts of the Matching Grants to the State Society can be approved at the General Society meeting of that year.

Also in April, advise the Secretary General of any proxy appointed for the Deputy Governor General if that Officer will be unable to attend the General Society meeting that year.

SECRETARY

By February 15 each year, file with the Secretary General (whose name and address is in the Yearbook) an ANNUAL REPORT, on a form furnished by the Secretary General. **THIS IS THE MOST IMPORTANT COMMUNICATION DUE THE GENERAL SOCIETY.** It contains three parts:

1. Names, addresses and telephone numbers of the State's Deputy Governor General, Governor, Treasurer, and Secretary, as of the end of the previous year. This is useful information, not only for the Officers of the General Society, but frequently for other State Societies. The "Report of Change of Officers" referred to later, should not be filed with the Annual Report, unless there has been a change in State Officers since the end of the preceding year, and before the filing of the Annual Report.
2. Changes in the number of members of the State Society during the past year. The year-end total is particularly important, since it should be the same as the number of members for whom annual dues are paid to the General Society. Hence, it should be confirmed with the Treasurer of the State Society
3. (a) Names of members lost through death or resignation; (b) changes of address of members within the State; and (c) new addresses of members who have moved to points outside the State. The General Society maintains a mailing list of all Warriors for the purpose of sending the Gazette and other communications. Names and addresses of new members are added to the list by the Registrar General after applications are approved, but the General Society has no way of knowing who has been dropped from a State Society's membership, or when addresses are

changed, unless the State Secretary advises it. Where a Warrior has moved out of State, his new address is important, as the State to which he has moved may want to encourage him to become a member of its Society. THE GENERAL SOCIETY, WITH MORE THAN 4,000 MEMBERS, MUST RELY ON STATE SECRETARIES TO KEEP THE MAILING LIST CURRENT.

ONLY after a change of any State Society Officer from one listed in the Annual Report, the Secretary should send the Secretary General a "REPORT OF CHANGE OF OFFICERS" form, supplied by the Secretary General. These changes could result from an election (elections are held at different times of the year by different State Societies), or from deaths or resignations. It is necessary for purposes of communications from the General Society, but, as noted, should NOT be filed with the Annual Report unless there has been a change from the year-end information given in the Annual Report. (To illustrate: If elections are held in January, the report of any change which occurs after the listing in the year-end Annual Report, may be filed with the Annual Report).

Before or immediately after each Court, patriotic gathering or notable event, the Secretary should furnish information about the Court to the Editor of the Gazette, (whose name and address appears in the Gazette and the Yearbook), so his Society's activity can be reported. "Who, what, when and where" are good guidelines for this report, but a copy of the invitation or announcement sent to the members may be sufficient for this purpose. Any (preferably black and white glossy) photographs taken at the activity are welcome contributions to the Gazette. A description of the photo, together with the names of those appearing in it (left to right), should be on the back of the photo.

If the State Society publishes a newsletter, pamphlet, essay, or other document which may be of interest to other State Societies, copies should be sent to the Editor of the Gazette, and if of historic interest, to the General Society's collection at: Library of Special Collections, Langsdale Library, University of Baltimore, 1420 Maryland Ave., Baltimore, MD 21201-5779.

The Secretary should maintain a supply of order forms for Certificates of Membership, so they will be available when requested by their members. These order forms are obtained from the General Society Collection, and should be completed, certified by the Secretary, and mailed to the Registrar General, with a check (in the current amount of \$50.00, payable to the "General Society of Colonial Wars"), obtained from the State Treasurer. (See "Treasurer").

The Secretary should also maintain a supply of Nomination forms and the Instructions therefor, for nominations for Samuel Victor Constant Fellowship Awards. These are available upon request directed to the Treasurer General, and when completed should be sent to him accompanied by a check in the amount of not less than \$500.

TREASURER

Dues to the General Society, at the rate of \$10.00 per member, are payable by the State Societies to the Treasurer General (whose name and address appears in the Yearbook) on January 1. However, the Treasurer of the State Society may want to delay this payment to February 15;, so that the total number of members for whom dues are paid can be conformed to the year-end membership shown on the Annual Report filed by the Secretary of the State Society. (See heading "Secretary"). A surprising number of State Societies have paid dues for a different number of members (usually less) than the number reported by their Secretaries. General Society Bylaws make no distinction between classes of members (such as annual, life, honorary, emeritus, nonresident, or delinquent), and dues are payable for all members.

It is customary for State Treasurers to maintain an inventory of the official four-in-hand neckties, bow ties, and rosettes. These are furnished to the State Treasurer, upon payment to the General Society of Colonial Wars, c/o the Librarian, Society of Colonial Wars Collection, Langsdale Library, University of Baltimore, 1420 Maryland Avenue, Baltimore, MD 21201-5779.

Other paraphernalia is supplied directly by the General Society Collection. Available items and prices are listed in the Gazette, published quarterly.

In the event a Warrior wants to order an official "Certificate of Membership", the check therefor (in the amount shown in the latest Gazette, currently \$50.00) should be enclosed with the order submitted by the Secretary of the State Society to the General Society Collection. (See "Secretary")

HISTORIAN

By April 1 each year, the Historian should send to the Historian General (whose name and address is in the Yearbook) a list of deceased members who have rendered important service to their State Society or the General Society. This should cover those who have died in the past year, and include any available obituaries, press clippings, photographs and other matters of interest. To the extent he considers appropriate, the Historian may include deaths since the end of the preceding year, but duplication in subsequent reports should be avoided.

REGISTRAR (OR GENEALOGIST)

The State Registrar (if any; if none, the Genealogist) should maintain a supply of the forms furnished by the Registrar General: "Application for Membership" (long form); "Application for Membership" (short form), and "Supplemental Line of Descent". The current charge for these forms is 50 cents for a set of two. When a Warrior or prospective Warrior has completed the appropriate form, in duplicate originals, the State Registrar:

- (1) reviews the form for compliance with the requirements as to proof of descent;
- (2) inserts the date of the candidate's approval by the Council of the State Society;
- (3) enters a tentative State Society membership number (to become final upon approval by the Registrar General);
- (4) signs the forms; and
- (5) submits one of the originals to the Registrar General (whose name and address appears in the Yearbook).

When the application has been approved by the Registrar General, he assigns a General Society number to the new member, and notifies the State Registrar. The Registrar General includes a bill for the (currently) \$10.00 filing fee, which is payable to the "General Society of Colonial Wars".

Each State Registrar should maintain an original of all applications which have been approved by the Registrar General, upon which he inserts the General Society number of the member together with the supporting documents so Warriors or prospective Warriors can copy them. It is important that ALL such documents be maintained in one safe place, rather than each successive Registrar keeping only the applications received while he was in office.

One original of each approved application is retained by the Registrar General, and microfilm copies of all but the most recent are maintained at the General Society of Colonial Wars collection at the Langsdale Library, University of Baltimore, 1420 Maryland Avenue, Baltimore, MD 21201-5779.

APPENDIX A

(NOTE: This is a form in 8 1/2 x 11 size, is furnished by the Secretary General, to be filed by the Deputy Governor General of each State society before or at the annual meeting of the General society. Not all matters covered by the written report should be given in the oral report, since the available time for State Society oral reports is limited to five minutes. Only those matters of particular or novel interest to other Societies should be reported orally.)

REPORT

1. State Society: _____
Date: _____
2. Deputy Governor General: _____
3. Number of Life Members: _____
Number of Annual Members: _____
Members in other classes: _____
(describe other classes): _____
TOTAL MEMBERS _____
4. Successful steps taken to increase membership:

5. Fees and charges:

Initiation: \$ _____

(includes: _____)

Life Membership: \$ _____

Annual Membership: \$ _____

Other: _____

(class: _____)

6. Approximate value of State Society Investments: \$ _____

Approximate annual income from investments: _____

7. Our Society [*is*] [*is not*] recognized by the Internal Revenue Service as an exempt organization under Sec. 501(c)(3) of the Internal Revenue Code.

8. Social gatherings are sometimes held in conjunction with other patriotic hereditary organizations, such as:

9. State Society publications within past year: (Describe)

a. Newsletter: Title: _____

Dates: _____

Distribution: _____

b. _____

c. _____

10. Activities to promote purposes of Society of Colonial Wars, as established by Articles of Incorporation:

a. _____

b. _____

c. _____

11. Color Guard, if one:

a. Insignia? _____

b. Uniforms? _____

c. Activities: _____

12. Additional information which may be helpful to other State Societies:

13. Recommendations to the General Society:

14. Are you willing to have a copy of this Report furnished to other State Societies?

Yes _____ No _____.