

Sons of the American Revolution



PROCEDURES MANUAL FOR NESSAR COMMITTEES

This Manual outlines the structure of our State Committees of the Nebraska Society and provides a source of information on the general duties, specific responsibilities, and organization of each committee for the benefit of newly appointed committee chairmen, members belonging to or contemplating membership on a committee, and others with an interest for any reason in any given committee. Each committee description includes its general duties and itemizes many of the specific responsibilities of the committee. This Manual will be archived on the State Society Web site for your use and may be downloaded.

Generally, every committee of the State Society shall have at least three members. Committee chairmen are assigned by the Nebraska Society President. Of the other two committee members minimally required to constitute a committee, they are determined by the committee chairman with the approval of the Nebraska Society President. In the event that a chairman can no longer fulfill their duties as chairman, one of the other two (or more) committee members should be prepared to replace him if requested by the State President.

The three State committee members tend to be relied upon to conduct the formal business of the committee where a vote may be required or if the committee has to meet to conduct formal business such as selecting a State contest winner.

Committees will be activated only at the call of the President of the Nebraska Society, Sons of the American Revolution and in consultation with the Board of Counselors and will expire at the end of the President's term of office.

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I. Audit

As required by paragraph 8 F of the Society By-Laws the Audit Committee is charged with an annual audit of the Society's financial records. The purpose of the Audit Committee is to protect the financial investment of the Nebraska Society, Sons of the American Revolution, and the Board of Counselors. As soon as practicable, following the annual year end close of the records of the Society, and at least one month before the spring meeting of the Society the Committee, which will consist of three members of the Board of Counselors, will meet and review the Society's financial activity for the year. They will, at the call of the President or Board of Counselors, conduct an audit at any other interim time deemed necessary.

This Committee will devise an audit procedure that will assure the accuracy and integrity of the accounting for the Nebraska Society, SAR, financial transactions and investments. This includes operating funds, investments and trust funds. To help insure the integrity of the accounting functions, they will assist the Treasurer in establishing and maintaining an accurate and intelligent system of financial management and reporting.

Any violations observed during an audit will be resolved for future compliance with the By-laws. A full report will be filed after each audit with the Board of Counselors outlining the findings and recommended action when appropriate.

A report of their findings after the Annual audit will be presented to the Society's membership at the Spring Meeting.

II. Medals and Awards

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

- a. Designate the persons, or organizations, such as the State Society or Chapter, to whom plaques, trophies, certificates, honoraria, or other awards, are to be given by, and in the name of, the NESSAR.
- 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 Spring Meeting, a list of all medals and awards that have been given out by this committee during the past year of its tenure, so that the names of all holders thereof may be permanently recorded.
- 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.
- f. In accordance with the NESSAR Constitution, this Society will have two State Wide meetings each year, one in the Spring and one in the Fall. Presentation of Awards will be split between the Nebraska Society's two yearly meetings. In this case the Law Enforcement and Emergency Medical Service awards would be presented during the Fall Meeting and the Fire Safety and Eagle Scout awards would be presented during our Spring Meeting.

Other Awards would be presented at the discretion of the Medals and Awards Committee.

g. The Committee reviews, approves and coordinates the presentation of awards at the Spring and Fall Meetings of the Society. This Committee will meet at least three months before each Meeting to ensure the time guidelines necessary for completing these tasks are met.

h. NESSAR Member award recommendations will be considered for presentation during the Spring Meeting and should be sent to the Chairman as early as possible but no later than January 15th so awards may be reviewed and ordered from the National Society in time to be presented during the Spring meeting. The Awards Committee is responsible for the selection of those individuals to receive NESSAR Awards for outstanding service to the State Society, however, other members of the State Society may also recommend awards for compatriots with outstanding State Society service for consideration at that time as well.

i. The Committee shall also encourage submission of nominations for National awards.

Nominations of persons to be considered by this committee for awards may be made to the committee by any member of the NESSAR; 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. A sample recommendation, NESSAR Form 101, may be found at the bottom of this document.



Law Enforcement Commendation Medal

The Law Enforcement Commendation Medal is presented to an individual who has served with distinction and devotion to the field of Law Enforcement. The medal is intended to recognize

exceptional service or accomplishment to the field of law enforcement. The obverse of the medal depicts a police badge design surmounted by a gold eagle with the SAR Badge below. The medal is accompanied by a cloth bar, suitable for wearing on the uniform, and a certificate for printing of the Awardees' name. Each awarding chapter or state society is requested to forward a short written description of the background and accomplishments of the recipient, together with dates, places and names. This should be submitted to National Headquarters, ATTN: Public Service and Heroism Committee and should arrive no later than May 1 each year.



Fire Safety Commendation Medal

The Fire Safety Commendation Medal is presented to an individual for accomplishments and/or outstanding contributions, as a volunteer, in an area of fire safety and service. It is presented to recognize a variety of fire safety and service that has evolved into a highly technical and skilled profession with a single goal – protect human life and property by preventing injuries or casualties due to fire and chemicals. The obverse of the medal depicts a fireman's badge with a flame in the center. Each awarding chapter or state society is requested to forward a short written description of the background and accomplishments of the recipient, together with dates, places and names. This should be submitted to National Headquarters, ATTN: Public Service and Heroism Committee and should arrive no later than May 1 each year.



Emergency Medical Services Commendation Medal

The Emergency Medical Services Commendation Medal may be presented by the state society or a chapter to an individual for accomplishments and/or outstanding contribution, as a volunteer, in an area of emergency medical services. The award is intended for paramedics and certified EMT technicians and others in the emergency medical field that have performed an act or service beyond what is normally expected. The obverse of the medal depicts an EMS badge. Each awarding chapter or state society is requested to forward a short written description of the background and accomplishments of the recipient, together with dates, places and names.

This should be submitted to National Headquarters, ATTN: Public Service and Heroism Committee and should arrive no later than May 1 each year.

For the Law Enforcement, Fire Safety and Emergency Medical Services Commendation program, the procedure is as follows:

1. Determine the number of medals you wish to present in each category. The Society may wish to present one for each Chapter area.
2. Contact the Law Enforcement Agency and/or Fire Department in the Communities and describe the program to the senior officer or official in charge. A sample letter may be found at the bottom of this document. (NESSAR Form 100).
3. Be sure to outline what the National requirements are for the presentation of this medal, in your letter.
4. Follow-up your letter in a few days to see if they have received it and to answer any questions they may have.

It may be necessary to provide the agency with your timeframe for the presentation.

5. Schedule the presentation of the medal(s) and be sure to invite the commanding officer and the recipient's family.
6. A \$100.00 Stipend may be given to the Recipients should funds be available.
7. Coordinate the presentation so that an attempt could be made to get a community newspaper to cover the presentations.
8. A short written description of the background and accomplishments of the recipients, together with dates, places and names should be requested from the agency.
9. It is recommended that you send the above information to the National Headquarters, ATTN: Public Service and Heroism Committee and should arrive no later than May 1 each year.

SAR Membership Service Awards

The SAR member may purchase or be awarded lapel pins or the corresponding tie tack style pin with certificate for their years of service in the following categories: 5 year, 10 year, 15 year, 20 year, 25 year, 30 year, 35 year, 40 year, 45 year, 50 year, 55 year, 60 year, 65 year, Eagle Scout and Life Member.



Patriot Medal (Awarded by State Society President)

The Patriot Medal is awarded only by a state society. It is the highest award given for service at the state or chapter level. This medal is presented only to individuals and may be received **ONLY**

once. It represents long, faithful and outstanding service at the state and/or chapter level. Service at the National level can not be considered in making this award.

The Patriot medal may be awarded annually by the state society. All requirements should be thoroughly reviewed before requesting this medal. The Executive Director maintains a record of all past recipients so that societies may contact him in advance to determine if a person has already received the medal and thus avoid an invalid request.

Application must be made to the Executive Director on a standard form at least thirty (30) days before the medal is to be presented. Include with the application, payment for the current cost of the medal, signature of the state society president and complete supporting evidence.



State Medal of Distinguished Service (Awarded by State Society President)

The Distinguished Service Medal, the highest honor awarded by the State Society President, may be awarded for distinguished service to the State Society during each year of his term of office. Only one medal may be awarded during each year of his tenure as State President and does not require other approval. The Medal should be presented at the State Society Spring meeting at the conclusion of the President's term of office. An application form must be completed and forwarded to the Merchandise Department of National Headquarters along with the payment for the current cost of the medal, signature of the state society president and

secretary, as well as the citation of award. A Nomination Form is attached.



Meritorious Service Medal

This medal is presented for long, faithful and meritorious service to the Chapter, State Society, District or National Society. This medal may be awarded by the state society or a chapter and is awarded for lesser services than would merit the Patriot Medal. It may be awarded to an individual once by the state society or a chapter. The meritorious service rendered should be cited in the citation.



Silver Roger Sherman Medal

This medal is presented to an individual who has rendered faithful service to their State Society over multiple years. Requirements are that he serve as an active Officer for a minimum of two years or serve as an active Committee Chairman for a minimum of three years.



Chapter Distinguished Service Medal

This medal is presented to an individual who has rendered distinguished service to his Chapter.



Silver Good Citizenship Medal

For the SAR member who has shown leadership in six leadership capacities including: Church, School, Scouting, Fraternal, Business Associations, Government, Patriotic, Military, Veterans, Conservation, Hereditary, Genealogical, Historical or Organized Sports (Little League, etc.). For a non-member, service should be of a truly outstanding nature. It does not require prior award of the Bronze Good Citizenship Medal. This medal should not be used to recognize service to the SAR, which is recognized by the Meritorious Service Medal, State Medal of Distinguished Service or Patriot Medal. It may be approved and presented by the State Society or by a Chapter with approval of the State Society.



Bronze Good Citizenship Medal

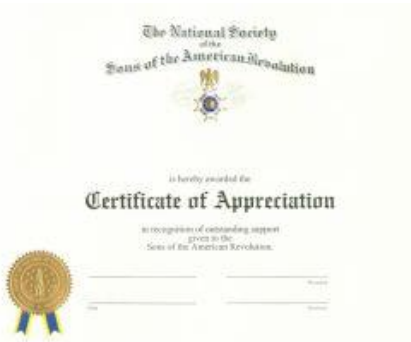
This is multipurpose medal that can be awarded to both youth and adults for noteworthy achievements in school, community or state. It may also be presented to an SAR member who has served in at least 4 of the leadership capacities covered under the Silver Good Citizenship Medal. This medal should not be used to recognize service to the SAR.



Outstanding Citizenship

Certificate

This certificate may be awarded by the state society or chapter to recognize good citizenship to school students. The lapel pin may also be presented to deserving students in recognition of high ideals of character and citizenship. It can also be presented to deserving citizens on appropriate occasions and to SAR members when they do not meet the requirements that are required for a Bronze Good Citizenship Medal.



Certificate of Appreciation

The certificate can be used by the State Society or a Chapter for recognition of service by members, speakers, and for any other persons that may provide services and support to the SAR.



SAR Medal of Appreciation

This medal is presented by the state society or a chapter to a member of the DAR in recognition of and in appreciation of outstanding services rendered to the NESSAR. The award may recognize assistance in obtaining a specific number of new SAR members or otherwise significantly aiding the SAR programs.



Martha Washington Medal

This medal is presented by the state society or a chapter to a woman over 18 years of age in recognition of outstanding service to the NESSAR, and also to a **DAR member for providing 5 new SAR members.**



Lydia Darragh Medal

The purpose of this medal is to recognize the Lady that the Society President determines to have been the most helpful to him during his tenure in the progressive line. The particular lady must have been involved for a minimum of three years. Only one award is permitted each year and it is only designated by the incumbent State Society President. The award is to be presented publically at

the Annual Banquet of the State Society. A letter listing the recipient's qualifications and assistance must be read at the time of presentation.

As an exception, this award would be retroactive to those Former State Society Presidents, who would also make appropriate application to include service of the recipient. The incumbent president will have final authority on approving the award and its presentation.



Nebraska Society SAR Medal

This is a multipurpose medal. The Bronze Medal is a Membership Medal which may be purchased by a member. It may also be used as a fund raiser. The Silver Medal is classified as a Chapter Service Medal. It may be earned for service as a Chapter Officer or Chapter Committee Chairman. The Gold Medal is classified as a State Service Medal. It may be earned for service as a State Officer or State Committee Chairman.

While in office the Compatriot must perform the duties of the respective office held in a satisfactory manner to include attendance at Chapter/State meetings.



Flag Certificate

The President shall appoint, and name the Flag Chairman whose term of office shall be coterminous with that of the President who appoints them. This may be either a Chapter President or our Society President.

This certificate, authorized in 1987, is presented to individuals, companies and government agencies that fly the United States flag for patriotic purposes only. It is not to be given to any commercial enterprise that obviously flies it for advertising purposes. The Nebraska Society and/or its Chapters may present a Patriotic Flag Program at the call of its Flag Chairman who has been appointed by the President of either a Chapter or the Nebraska Society. This Program is a way for a Chapter or our Society to recognize citizens or organizations who regularly and properly display the Flag of the United States. It can be presented by a Chapter or our State Society during a regular scheduled meeting or may be presented on site, to organizations that fly the flag. It is not limited to a once a year State Meetings but as often as the Flag Chairman may identify recipients and is a great way to obtain publicity for both your Chapter and the Nebraska Society. The Certificate has a line in the lower left corner for the name of the Chapter/ or our Society to be engrossed. It also has a line for the appropriate president to sign, and a line for the Flag Chairman. Certificates may be obtained by contacting the NSSAR Merchandise Department.

Admiral William R. Furlong Memorial Award/Streamer:

This award is presented annually at the SAR Congress to the state societies which have fulfilled the qualifications during the previous year. The streamer was authorized in 1992 and is awarded to state societies which have presented NSSAR flag certificates to persons or organizations.

To qualify each state society and the majority of its chapters must present, during the previous year, at least one NSSAR Flag Certificate to a person or organization who qualifies.

State societies are to advise the chairman of the Flag Committee of their qualifications by April 15 each year. Societies which qualify will be selected and their names sent to the President General for awarding.

The first year, a certificate and streamer will be awarded to the state society. The streamer is thirty-six (36) inches in length and one and one-half (1 1/2) inches wide with parallel red, white and blue stripes of equal width with a grommet at the top. Each succeeding year that a society qualifies, it will receive a certificate and a white star one (1) inch in diameter to be placed at the top of the streamer.

Duties:

- a. The Flag Chairman may request assistance from others in providing support during the Flag Certificate Program. The on site presentation for organizations should involve at least two officers of the Chapter or State SAR organization along with the Flag Chairman.
- b. Arrange for the Certificates to be suitably inscribed and signed.
- c. Every opportunity should be made to have a press release with photos.
- d. Furnish to the State Secretary and in the case of a Chapter Flag Chairman, to the President, at the time of the Spring Meeting, a list of all Flag Certificates that have been given out during the past year, so that the names of all holders thereof may be permanently recorded. A copy is also to be furnished to the Chairman, Medals and Awards Committee.

e. Prepare a report for presentation at the State SAR Spring Meeting on the types of Certificates awarded in the previous year, such as individual or organization, and whether the Society is eligible for an award.

NSSAR Partners in Patriotism Program:

The NSSAR Partners in Patriotism Program is for the SAR to partner with any Veterans organization, i.e. American Legion, VFW, AMVETS or one of the numerous other veterans groups in grave rededications, grave markings, parades, flag retirements or any program that the SAR conducts with the help from Veterans organization that ask the SAR for help in conducting an event. Most important thing is to report the event to the Patriotic Outreach Committee Chairman or the Partners in Patriotism Vice Chairman. This program runs from 01 June to 31 May of each year.

Some of the events that are eligible for this award are:

- A. Wreaths across America
- B. ROTC/JROTC Awards
- C. 911 Ceremony
- D. Participation in parades
- E. American Heritage Program

If in doubt, report it to the NESSAR Awards Committee.

Committee Service Award

The Committee Service Award is a special recognition awarded to those members that make a commitment to proactive service to the committees on which they are assigned, a commitment that allows the committees to achieve their operational objectives. These members accept their assignments as challenges and are responsible for the success of their respective committees through their individual contributions and service.

The template used for the certificate allows for the printing of the committee name. It is generated using the blank certificate available through the NSSAR National Merchandise Department.



<C:\Users\Bob Knott\Local Settings\Temporary Internet Files\OLK4F\00.0 Table of Contents.doc> March 15, 2016

Chief John Adams (Change address and name as needed)
Omaha Police Department
123 Mission
Omaha, NE 68005

Dear Chief Adams,

Each year the Nebraska Society, Sons of the American Revolution, awards a medal to a law enforcement officer who has served with distinction and devotion. The selected officer should be someone who has:

- Promoted and demonstrated a commitment to public safety.
- Effectively maintained the institutions of American freedom.
- Supported the principles of true patriotism as was fostered by our Revolutionary War ancestors in their sacrifice to establish and preserve our democracy.
- Exemplified best civic traditions of our Nation.

We leave the selection of the recipient to you; however we only ask that you consider the above criteria in the selection process. Once selected, we will need a short written description of the background and accomplishments of the recipient, together with dates and places.

The medal depicts a police badge design surmounted by a gold eagle with the SAR Badge below. The medal is accompanied by a printed certificate and a small monetary stipend of \$50.00. The award will be presented at our State meeting on September 26, 2010 at Mahoney State Park where the officer's family and supervisor are asked to attend.

Please respond to the address below with your decision on whether or not your department will participate in awarding this medal to one of your officers.

Yours in patriotism,

Shawn Stoner
Chairman, Medals and Awards Committee
Nebraska Society, SAR
2710 N 4th
Lincoln, NE 68521

Nebraska Society Awards Recommendation Form

Name of Person Recommended for an Award:

Name of Medal or Certificate to be awarded:

Nominee Has Previously Been Awarded

<u>Award</u>	<u>State</u>	<u>Chapter</u>	<u>Award</u>	<u>State</u>	<u>Chapter</u>
Silver Good Citizenship Medal*			Certificate of Appreciation		
Bronze Good Citizenship Medal					
Outstanding Citizenship Certificate & Pin			Martha Washington Medal		
Meritorious Service Medal			SAR Medal of Appreciation		
State Medal of Distinguished Service*					

***Must be approved by State**

Chapter or Nebraska Society Achievements and Activities that qualify your recommendation for this Award. If necessary, an additional page may be attached.

Submission Deadline is January 15

Recommended By:

Date Submitted:

Received By: _____

Date Received: _____

Approved

Disapproved

Awards Committee: _____

Board of Counselors: _____

Send to:

Chairman, Nebraska Society Medals and Awards Committee

(see Committee Chairman on web page)

**THE NATIONAL SOCIETY OF THE SONS OF THE AMERICAN
REVOLUTION**

State Medal of Distinguished Service

(To be prepared and filed with the National Society in Duplicate)

Nomination of: _____ for the State
Medal of Distinguished Service
(Name of Nominee)

and is a member in good standing of the Nebraska State Society, SAR. National
Number _____
State Number: _____. Date of Admission:

Present Address:

RECORD OF SERVICE TO THE SOCIETY

(Too be filled in by the President of the State Society making
the nomination and signature is required)

(A). Service as an officer of a local chapter and/or state
organization:

(B). What service has this Compatriot performed during your
term as President of the Society?

(C). Record on the reverse side of this form, the citation that
will be used for presentation of this medal.

Nominated by the President of the Nebraska State Society. As
President, I affirm that I am allowed to present this medal only once
each year during my term of office. My term of office is one or two (circle
appropriate choice) years ending in _____(year).

(Signed) _____

Date: _____

(President)

(Signed) _____

Date: _____

(Secretary)

NATIONAL SOCIETY RECORD Nomination

Received _____

Acknowledged _____

Medal Sent: _____

Each President is allowed to award this medal each year during his term of office. If he serves as President, steps down and is elected later, that is considered two separate terms, and he may be allowed to award a SMDS during his second term with the approval of the National Medals and Awards Committee.

III. Constitution and By-Laws

The Constitution and By-Laws Committee is charged with the responsibility to provide the membership with a current copy of the Society's Constitution and By-Laws, to propose amendments to the documents with current dues and fees structure and to reflect the current organization of the Society. Proposed amendment procedures to the documents are described in the Constitution, Article VI, Amendments of the Constitution of the Nebraska Society.

IV. Nominating

The Nominating Committee is charged with proposing a slate of candidates for office in the Nebraska Society who meet the requirements set forth in the By-laws. The Committee candidates should meet the standard of being interested in the Society, willing to serve, and able to carry out the duties of the office for which they are nominated. The Committee must meet before the Spring Board of Counselors Meeting every two years in even numbered years (2012, 2014 etc), or as needed to fill vacancies, and select a candidate for each office required by Article IV. – Officers of the Constitution of the Nebraska Society. Each candidate must be contacted, personally, as to his willingness to serve in the particular office. A report of the Nominating Committee is presented at the Spring Board of Counselors Meeting and elections are held at the Spring Meeting of the Society.



V. ROTC/JROTC Recognition Program

The ROTC/JROTC Program is administered by the individual Chapters and in accordance with the rules set forth in the NSSAR Handbook. Recipients are selected for their high degree of merit with respect to leadership qualities, military bearing and general excellence. The recipients are selected by the Commanding Officer of the ROTC unit, who should be given full latitude in making the selection. The Chapter President or his appointee should assign a Compatriot, if possible, to attend the Unit's awards assembly and present the award to the recipient. The Silver ROTC Medal is presented only to a student in a university/college ROTC unit. The Bronze Medal is presented to students enrolled in JROTC units at the high school level.



VI. Eagle Scout

The Nebraska Society supports the Eagle Scout program of the National Society of the SAR. A Chairman of the Eagle Scout

Committee will be appointed. The Chairman will correspond with Eagle Scouts who are interested in participating in the program. Brochures will be mailed to interested Eagle Scouts and a webpage will be maintained on the Nebraska Society Webpage with information on the program and link to appropriate application forms that can be downloaded by the Scouts.

The award is open to any Eagle Scout up to the age of 19, who submits the 4 section application before the deadline which has been set at December 5 of each year. The deadline will permit the committee to evaluate the application, select the winner and forward the application to the National Eagle Scout Committee before National's deadline. The Nebraska Society Eagle Scout Committee will evaluate the applications submitted by eligible Eagle Scouts as submitted to the Chairman. The application form has suggested points upon which to base the evaluation. Each application will be rated based on those suggested points.

The applicant with the highest rating will be awarded the Nebraska Society Annual Scholarship which consists of a \$500.00 cash award (stipend). Upon request, SAR Eagle Scout certificates may be presented to the Eagle Scout at the Court of Honor by a member of the SAR. Mailing of certificates to Scouting leaders for inclusion into books has been restricted. The Nebraska Society has established a trust fund for the Eagle Scout program to help support the cash award.

The Nebraska Society has approved an expense of \$100.00 be paid toward the Eagle Scout Award from State Society funds. In addition to these funds, donations from members and a memorial of \$50.00 for each deceased member may be used for the Scholarship stipend. Any balance from these donations will be added to the Scholarship fund at the time the CD matures. If the donations and transfers honoring deceased members are not sufficient to achieve the \$500.00 then the trust fund will be accessed to make up the difference.

VII. Publicity

The Board of Counselors, as required by Section D, Paragraph 8 G of the By-Laws, shall supervise all publications issued in the name of the Society.

The President of the Board of Counselors shall appoint and name the Chairman of the Publicity Committee, to consist of three members of the NESSAR whose term of office shall be coterminous with that of the President.

Publicity has a special importance to the Nebraska Society. It encompasses all aspects of the Society's operations, including publicity with the Society, publicity of the Society's affairs to the citizens of the State, encouragement to entice more eligible people to become members of the SAR, and giving the Society name recognition. The Publicity Committee is the guiding committee within the Society to promote this program. This committee is responsible for publishing a Nebraska Society Newsletter and submitting material for publication in *The National SAR Magazine*. The Chapters are also encouraged to submit articles for publication.

Articles for *The National SAR Magazine and/or the Society Newsletter* should be forwarded to the Chairman of the Publicity Committee, William S. Webb, Email address: webb.w@q.com with a copy to the Editor, Robert L. Knott, Email address: chiefknott@aol.com and the First Vice President, Rev. Dr. James L Hoke, Email address: chaphoke@hotmail.com.

The Publicity Committee shall determine the format and content of the Newsletter, and shall arrange for its printing and distribution. Editorial changes to articles submitted for inclusion in the Newsletter will normally be made only to correct typographical errors and the use of correct punctuation; however, if the Publicity Committee feels that an issue needs to be discussed before publication, the author of the article will be contacted so that he might further clarify the part in question.

It is further provided that every article shall conform to the bylaws, and policies of the NESSAR and to the rules and limitations enacted by the Board of Counselors.

It shall be the duty of this Committee to insure the preparation of and to publish quarterly unless otherwise ordered by the BOC, and to distribute to all members of the NESSAR, the Husker Patriot Newsletter, in such manner and style as to accomplish the following objectives:

- A. to inform the members about recent happenings and present or planned activities and programs of the NESSAR and the NSSAR, of the Chapters, and of the members;
- B. to disseminate official information, such as financial, and other reports, announcements and proposed bylaws amendments.
- C. to provide a vehicle for the officers of the NESSAR to share and exchange views and information with the membership,

VIII. Finance

The Finance Committee shall consist of the State Treasurer, who shall be the Chairman, and two other members who shall be the Treasurer of both Nebraska chapters and whose term of office shall be coterminous with that of the President. This committee shall exercise management supervision over all NESSAR finances.

The Finance Committee shall prepare an annual budget in which the categories and accounts of anticipated income and the funding authorized for the various items of expected expenses, and shall submit it to the BOC at its regular Fall Meeting. The annual budget shall represent the expected income and outlays for the twelve-month period beginning on January 1 following its approval by the BOC. The State Treasurer shall have the power to effect transfers between, or adjustments in, amounts allocated in the budget by the BOC. The State Treasurer shall also have the duty to obtain approval of the BOC before effecting changes.

The State Treasurer is charged with submitting the annual budget to the membership for approval, based upon the expected income to the Society from application fees, annual dues, interest income and donations/gifts.

The Committee shall carefully consider requests from other committees for Society funds, such as costs of printing, funds

expended for Annual State Meetings, Board of Counselors Meetings, medals and awards, State Secretary expenses, etc. The proposed annual budget will be presented at the Spring Board of Counselors Meeting for final approval and then to be voted on at the Spring Meeting of the Society.

**NEBRASKA SOCIETY
SONS OF THE AMERICAN REVOLUTION**

