

## Table of Contents

|   |    |
|---|----|
| The President .....   | 2  |
| First Vice-President .....  | 9  |
| Second Vice-President .....   | 10 |
| Third Vice-President .....  | 12 |
| Fourth Vice-President for Finance .....   | 13 |
| Recording Secretary .....   | 14 |
| Corresponding Secretary .....   | 15 |
| Treasurer .....   | 16 |
| Assistant Treasurer.....  | 18 |
| Registrar .....   | 20 |
| Assistant Registrar.....  | 22 |
| Registrar for Associate States.....   | 23 |
| Historian .....   | 24 |
| Patriotic Service.....  | 26 |
| Museum Alliance .....   | 29 |
| Collections .....   | 30 |
| Dames House Manager (Headquarters) .....  | 31 |
| NSCDA-SC Colonial Council Co-Chair – Statewide Projects & Historical Activities ..... | 34 |
| NSCDA-SC Colonial Council Co-Chair – The Powder Magazine Chair.....                   | 36 |
| Board Arrangements Chair .....  | 38 |
| Special Projects.....   | 39 |
| Parliamentarian.....  | 40 |
| Gifts and Memorials Chairman .....  | 41 |
| Scholarships .....  | 42 |
| Nominating Committee .....  | 44 |
| Town Committee Chairman.....  | 48 |
| Town Committee Guidelines for Financial Affairs.....                                  | 50 |
| New Member Orientation Guidelines- NSCDA-SC .....                                     | 51 |
| Associate Trustee of Sulgrave Manor .....   | 53 |
| Lady of the Dumbarton House Board from South Carolina.....                            | 54 |
| Dumbarton House Town Committee Representatives Responsibilities .....                 | 56 |
| Regent to Gunston Hall .....  | 57 |
| Young Dames Chair .....   | 59 |

### The President

It is the President's responsibility to enforce the strict observance of The Constitution of The National Society of The Colonial Dames of America and the Charter and Bylaws of The South Carolina Society.

The President is expected to attend the regular meetings of the National Board and Biennial Council, National Meetings held in conjunction with National Board Meetings in odd years, and the National Nominating Committee during the term of South Carolina on that Committee.

The President shall preside at all meetings of The Society and of the Board of Managers. She shall submit a detailed agenda to the Recording Secretary and the 1st Vice President.

The President shall appoint the Parliamentarian, with the approval of the Board.

The President shall appoint two (2) members of the Finance Committee and attend all meetings of The Finance Committee.

The President shall appoint the chairmen of all committees except those elected by The Society and shall be an ex-officio member of all committees except the Nominating Committee.

On even years, the President shall appoint two delegates and three alternates to the Biennial Council and shall be ex-officio chairman of this group with the authority to appoint substitutes as necessary. (See details in schedule under April- "After Annual Meeting") The President is responsible for her delegation and should inform the Biennial Council Arrangements Committee of any changes in her delegation. The President shall discuss with her Society's Board of Managers and the Delegates and Alternates elected to the Council the matters to be brought before the Council for vote, in order that they may represent their Society in an informed manner in the Biennial Council.

On odd years, the President shall appoint up to 7 attendees to the National Meetings. (See details in schedule under April- "After the Annual Meeting")

The President shall appoint the State Admissions Committee from the members of the Board of Managers. The President shall appoint one of this committee to act as Chairman.

## 2022-2023 Job Descriptions

The President shall fill any vacancy on the Board of Managers that occurs outside of the Nominating schedule with the approval of the Board of Managers.

The President shall write welcoming letters to all courtesy and new members of The Society as soon as they officially become members. She signs the copies of the Final Lineage Blanks and returns them to the Registrar.

The President signs all contracts and agreements between The Society and any outside party.

### Monthly Calendar of Specific Duties of the President

#### January

1. Check that the Treasurer and Assistant Treasurer, in concert with the Registrar, send in per Capita dues to NSCDA.
2. Check that the Registrar's report to NSCDA is sent.
3. Check that the notifications of Annual Dues are sent out to members, under the responsibility of the Assistant Treasurer.
4. Check on the preparations for the Annual Meeting.
5. Write the *Palmetto Post* article to be turned in by February 1<sup>st</sup>.
6. Check with the Nominating Committee on the completion of their slate for the February Board of Managers Meeting. Have the Nominating Committee draw up a slate of 5 members from the general membership for election of 3 for next year's Nominating Committee at the Annual Meeting.
7. See that the Nominating Committee, on even years, submits the names of 2 delegates and 2 alternates to Biennial Council to be voted on in the April Annual Meeting.
8. Remind the TC Chairs that proposals for new members are due March 1.
9. Finance Committee should be preparing budget for the following year.

#### February

1. Prepare for and preside at the Board of Managers meeting.
2. Check with 1st Vice President to be sure that any approved Bylaw changes are submitted for printing in the *Palmetto Post*.
3. Attend Colonial Council meeting. Colonial Council Budget must be approved at this meeting and then forwarded to Finance Committee for approval prior to March board meeting.

## 2022-2023 Job Descriptions

4. Finance Committee must approve both state and Colonial Council Budgets for the following year in order to be approved by the board at March board meeting.
5. Remind board members that Annual Reports and updated job descriptions are due March 1<sup>st</sup>. They should be emailed to the President, the Historian, and the office. (See Procedures, II.2 in Board Manual.)
6. Proposals for May voting for new members are due on March 1<sup>st</sup>.
7. Have the Board approve the Nominating Committee report to send to the membership at the Annual Meeting.
8. Announce at the Board Meeting that the *Palmetto Post* will be published in March and will include the Nominating Committee ballot.
9. The Treasurer will present a bi-annual report including fund balances.
10. Send membership proposal forms to the State Admissions Committee chair as they come in. (See President's File)
11. Write welcome letters to the nominees who have agreed to serve on the Board of Managers (including incoming Town Committee Chairs.)
12. Determine board meeting calendar for the following year. Include this with welcome letters and distribute with board meeting agendas in March and April. This is also the time to contact host TC Chair for the following year's annual meeting to confirm dates.
13. Start planning board orientation.
14. Write annual report. (Usually wait until all other reports are in as those are used for reference.)

### March

1. Prepare for and preside at the Board of Managers Meeting.
2. The 4<sup>th</sup> Vice President submits the budget to the Board for approval. The Board votes to send it to the membership for a vote at the Annual Meeting.
3. Complete preparations for the Annual Meeting. Invite those you wish to say the blessing at the banquet and luncheon. Prepare a list of those sitting at the head table.

### April

1. Ensure that Annual Reports are prepared. A few copies are printed for the board and interested parties. The office should email the reports to the membership and post them on the website.
2. Work with office to prepare board manuals for distribution at the April board meeting. All materials should also be available on the website.
3. Prepare for and preside at the New Board Orientation Meeting.

## 2022-2023 Job Descriptions

4. Prepare for and preside at the Board of Managers and Annual Meeting.

### **Before the Annual Meeting:**

- a. Review the flag procedure with the Patriotic Service Chairman and Annual Meeting Chairman or her designee.
- b. Appoint flag bearers for the 18 colonial flags. (This is optional)
- c. Invite new Board to attend Board meeting as guests.
- d. Distribute calendar for coming year.
- e. Invite speakers for and preside over the New Board Orientation Meeting.
- f. Consult with the next host Town Committee chair regarding the dates of her Annual Meeting. As a rule, it will be a Wednesday and Thursday as near as possible to the Commemorative Day of the South Carolina Society, April 17<sup>th</sup>, in memory of the first settlement of the Province in the year 1670.

### **Annual Meeting:**

- a. Membership votes on the slate of officers, Board Members and Nominating Committee members (the 3 who will represent the membership) presented by the Nominating committee.
- b. Membership votes on 2 delegates and 2 alternates for Biennial Council, on even years.
- c. Membership votes on the budget for next fiscal year.
- d. Membership votes on any Bylaw changes.
- e. Announce Carolina Day.
- f. Announce the location of the Annual Meeting for the following year.

### **After Annual Meeting:**

- a. Make sure all new and returning board members have updated board manuals and distribute at May meeting to those who did not get them in April.
- b. Odd years -Appoint up to 7 delegates to attend the National Conference
  1. President
  2. Treasurer
  3. Registrar
  4. Historical Activities Chairman
  5. Museum Properties Chairman
  6. Patriotic Service Chairman
  - 7 and 8. Two members at large - preferably the Associate States Registrar as one. (If anyone is unable to attend, appoint a representative. Occasionally, the Host Society will request the Lady of Dumbarton.)

## 2022-2023 Job Descriptions

- c. Even Years –Select 2 delegates and 3 alternates to attend Biennial Council in October. Announce selection at the Board meeting in May and receive approval.
- d. Advise National of any changes in delegates. All members are welcome to attend as observers. There are 5 delegates and 5 alternates.

**Delegates:**

1. President
2. Registrar
3. Historical Activities
4. Treasurer
5. Patriotic Service

(Two of the above need to be elected at Annual Meeting)

**Alternates:**

1. Museum Properties, plus one more selected by the Nominating Committee.
  2. Three other appointments from the Board of Managers at President's discretion. Attempt good geographic distribution for alternates. If possible, include last 2 years' Roll of Honor members as their names are called out at the Biennial Meeting and they are requested to stand. Consider the Registrar for Associate States, Powder Magazine Council Chair, and the Chair of the Young Dames Committee.
- e. Prepare a new Board Roster and send to the new Board for corrections and additions.

### May

1. Prepare for and preside at Board of Managers meeting. Distribute Board Manuals and updated Rosters.
2. Board votes on membership proposals.
3. Check on Patriotic Service national report due in June.
4. Appoint State Admissions Committee for coming year as needed. (I do this in February.)
5. Contact Historian concerning report. President proofreads report for the Historian.
6. Work with First Vice President, Corresponding Secretary and Office Manager to update website including board composition, bylaws, etc,...
7. Announce the June 1<sup>st</sup> deadline for handbook corrections and information.
8. Announce Carolina Day preparations.
9. Announce Biennial delegates and alternates to the Board.

### June

1. Work with appropriate Town Chairman and Board Arrangements Chair on location and arrangements for the October General Meeting.
2. Answer correspondence that comes in from NSCDA in preparation for Biennial on even years.
3. Answer correspondence that comes in from NSCDA in preparation for the National Conference on odd years.

### July

### August

1. Remind Town Committee Chairmen that membership proposals are due September 1<sup>st</sup>.
2. Check to make sure that invitations for October meeting are being mailed.

### September

### October

1. National board meetings: complete any outstanding preparations.
  - a. Odd years – meets during a National meeting somewhere in the country
  - b. Even years – meets immediately before Biennial Council.
2. Prepare for and preside at Board Meeting and General Membership Meeting.
3. Vote on the bylaws not voted upon at the annual meeting.
4. Summarize notes from National Board meeting(s) and from Biennial Council for report at the November Board meeting. Remind the Respective chairs that reports on workshops attended are due in November.

### November

1. Prepare for and preside at board meeting
2. Vote on candidates for membership
3. Vote on membership proposals.
4. Invitation to the Christmas luncheon is mailed from the office.

### December

1. Prepare for and preside at Board meeting.

2. Elect 3 Board members from slate of 5 to serve on the Nominating Committee for next year. The one receiving the most votes will serve as Chairman. The one receiving the least votes of the 3 is the alternate. These 2, plus the 3 elected from the general membership in April, constitute the Nominating Committee.
3. If necessary, and not done in October, have membership vote on any by-law changes. (Try to avoid any business at Christmas luncheon)
4. Check on January report to NSCDA by Treasurer and Registrar.
5. Make sure Nominating Committee, elected in November, is beginning to work.

### First Vice-President

The First Vice President shall preside at all meetings in the absence of the President, and in the event of a vacancy in the office of President shall fill the unexpired term.

She shall perform such duties as may be designated to her by the President or the Board of Managers.

She shall serve as Chair of the Bylaws Committee. The Committee shall include the parliamentarian and 3 other members appointed by the Chair. These members are Board members serving in a capacity related to the Bylaw being amended and not permanent members of the Committee.

#### Specific Duties:

1. Advises the Executive Committee when revisions and additions are proposed by the National Society
2. Maintains the official, up-to-date approved version of the Bylaws and Standing Rule changes, reviewing every four years beginning in 2011 in order to assess our State Society's activities and governance in relation to our Mission and Objects. This review will ensure that we are operating effectively and efficiently in today's world.
3. Approves all final wording of changes to be presented with the assistance of the Bylaws Committee.
4. Presents all proposed changes to the Bylaws and Standing Rules to the Board and General Membership as required by the Bylaws and Standing Rules.
5. Provides the NSCDA-SC Office Manager with current version of the Bylaws and Standing Rules to be put on the NSCDA-SC website.
6. Serves as Chair of the Long Range Planning Committee as needed.
7. The President shall consult with the First Vice-President and the Corresponding Secretary in the appointment of chairs of all special committees.

## Second Vice-President

The Second Vice President serves as membership chair.

1. She directs statewide new member, transfer, courtesy and Golden Girl recognition. She works closely with the Registrar and NSCDA-SC to have timely, accurate information about the membership.
  - The Golden Girls. The Golden Girl membership category has been established to honor a Dame who has been a member for 50 years or more. She does not need to have been a resident of SC all of those 50 years, but must have transferred her membership to the South Carolina Society. The 2nd Vice President personally congratulates the member on reaching this special status and notifies the appropriate Town Committee chairman so that the new Golden Girl may be recognized. Each of the town committees may appoint a Golden Girl representative on its Board to be in charge of recognizing these ladies at the local level. Each new Golden Girl will also be recognized at the State level. The 2nd Vice President coordinates with the NSCDA-SC office to get the names of The Golden Girls in attendance at each State meeting and notifies the President; she also provides the President with a complete list annually and removes the members who have either resigned or died. She volunteers to assist with the registration of Golden Girls, new members, transfers, and courtesy members at State meetings.
2. She welcomes new members, transfers, and courtesy members and coordinates their introduction to our members. She calls all new members, courtesy members and transfers prior to the first State meeting to invite them to attend and to explain the State meetings for the year more fully. She updates the Member Orientation Manual as needed. She also explains how to go online to our State website. After she has contacted a member she mails our Member Orientation Manual along with instructions on how to access our State website.
3. She checks periodically with the town committees to determine how she may assist the chairmen with the new membership and Golden Girls. She asks for

current practices and compiles the information into a common report for the chairmen and President as needed.

4. She shall perform such duties as may be assigned to her by the President or the Board of Directors.

### Third Vice-President

The Third Vice-President serves as the Chair of Operations at Headquarters.

1. Must be available to be in the Charleston Headquarters regularly and at short notice.
2. Oversees staff and coordinates office activities.
3. Assists the Treasurer concerning all legal employment issues for all staff hired by the Society.
4. Approves purchase of office equipment with the Treasurer.
5. Oversees maintenance and repair of office equipment.
6. Serves as chairman of search committees needed to replace any staff members hired by the Society.
7. Approves suggestions and plans made by the Archivist.

She shall perform such duties as may be designated to her by the President or the Board of Managers.

### Fourth Vice-President for Finance

1. Oversees and works with the Treasurer, Assistant Treasurer, Town Committee Treasurers and Colonial Council Financial Officer.
2. Is the Registered Agent for NSCDA-SC.
3. Is a member of The Colonial Council, Museum Properties Committee, and Gifts and Memorials Committee.
4. Chairs the Finance Committee.
5. Chairs the Investment Sub-Committee and oversees all investments.
6. Maintains adequate insurance for the Society's properties, general liability, collections and fine arts, liquid assets, officers' and directors' (with employment liability), board and membership functions, and worker's compensation.
7. Working with the Treasurer, has the books examined annually by a Certified Public Accountant selected by the board of Managers and sees that their report is presented to the Board of Managers. Assists the accountants with their preparation of IRS Tax Form 990 due for submission August 15<sup>th</sup> to the IRS and to the South Carolina Secretary of State.
8. Handles preparation and filings with the South Carolina Secretary of State due August 15<sup>th</sup>.
9. Prepares and oversees the budget with the Treasurer.
10. With the Treasurer, maintains an inventory of the contents of any safety deposit boxes.
11. Handles legal issues.
12. Works on Development issues.
13. Oversees reconciliation of monthly statements.

## **Recording Secretary**

1. Distribute a copy of the minutes of the Board Meeting to each Board member.
2. Keep accurate minutes of the Board and the General Society.
3. Provide the President with a copy of the minutes of the previous meeting by one week after the date of that meeting.
4. See that the signed, corrected, and approved minutes are properly filed at headquarters.
5. Keep attendance for all Board meetings.
6. If the secretary is unable to attend one of these meetings, she is to arrange for another Board member to serve as secretary in her absence, and inform the President of these arrangements before the meeting.

### Corresponding Secretary

The Corresponding Secretary shall oversee all written and digital publications of the Society including the website ([www.nscda-sc.org](http://www.nscda-sc.org)), which is where the Palmetto Post and the NSCDA-SC Handbook may be found. The Corresponding Secretary is also responsible for the printing and distribution of the Fall Membership Meeting Notice.

She is the Chair of the Handbook Committee and coordinates the updating, proofing and publication of the Handbook with the NSCDA-SC staff and Board of Managers.

She shall chair the Communications and Public Relations Committees when needed.

The President shall consult with the Corresponding Secretary and the First Vice-President in the appointment of chairs of all special committees.

### Treasurer

1. Is the Treasurer for the NSCDA-SC.
2. Cares for the funds of The Society.
3. Pays all bills and financial obligations authorized by the President or Board of Managers.
4. All checks over two thousand dollars (\$2,000), except for payroll checks, must be co-signed by the President, or in her absence, the Assistant Treasurer, one of the Vice-Presidents or another officer designated by the Board.
5. Keeps an exact amount of the receipts and payments.
6. Contracts a Payroll Service to pay the staff. Maintains payroll records. Provides employees a record of earnings regularly. Pays and reports Federal and State withholding taxes as required by the Federal and State governments. During January, W-2 forms are filed for each employee as well as a W-3 summary form. South Carolina has a form for the annual reconciliation. Form 1099 Miscellaneous income is filed for each Independent Contractor, along with a Form 1096 Summary form.
7. Disperses special appropriations for the use of certain officers or chairmen, as directed by the Board of Managers, upon request of the officer or chairman responsible for them (such as postage or supplies needed for their work).
8. Presents a report of the financial condition of The Society at meetings of the Board of Managers and the General meetings of The Society. At least twice a year (currently in May, November, & February), presents a complete financial report on all funds to the Board.
9. On or before the seventh of January for each year, in concert with the Registrar and Assistant Treasurer, pays to the Treasurer of The National Society of the Colonial Dames of America the current Per Capita Dues for each member of The South Carolina Society based on membership count to date. Those who have died, resigned, or transferred are counted if they have paid the per capita dues assessment.
10. Working with the 4<sup>th</sup> Vice President, has the books examined annually by a Certified Public Accountant selected by the Board of Managers and sees that their report (“Compilation”) is presented to the Board of Managers. Assists the accountants with their preparation of IRS Tax Form 990 for submission on August 15<sup>th</sup>.

11. Is a member of the Finance Committee, and works with the 4<sup>th</sup> Vice President to prepare the Annual Budget to present to the Board of Managers at its March meeting.
12. Pays awards and scholarships authorized by the Board of Managers in the Annual Budget and by Special Authorization as well as those authorized by the President, such as the Rotating District American History Award, the Regional American History Scholarship, the South Carolina History Scholarships, one or more full Congressional Seminar Scholarships, the WAIF Scholarship, and the Veteran/Military Scholarship.
13. Submits contributions to the American Indian Nurse Scholarship to the National Assistant Treasurer.
14. With the 4<sup>th</sup> Vice President, maintains an inventory of the contents of any safety deposit boxes.
15. Sends regular and timely financial reports to The Colonial Council and Town Committee Chairmen and Treasurers.
16. Sends regular and timely financial reports to the Finance Committee and Board.
17. Is a member of The Colonial Council, the Museum Properties Committee, and the Gifts and Memorials Committee.
18. Attends all National and Biennial Conferences.

## Assistant Treasurer

### Duties

1. Acts as Treasurer in Treasurer's absence.
2. Serves as Chair of the Gifts and Memorials Committee as appointed by the President.
3. Prints and mails all notices for state and National dues and Courtesy fees.
4. Make all deposits and deposit reports for: dues, donations, rent and luncheon checks, etc. and works with the office manager to enter information into the database.
5. Emails Town Committee Chairmen and Treasurers their dues and contribution reports for each dues deposit.
6. Performs such duties as delegated by the Treasurer.

### Schedule

#### January

- Work with Registrar to determine number of people on rolls as of January 1<sup>st</sup>.
  1. Payment is made to National based on this figure.
- Print and prepare dues notices for mailing.
- Work with office to see that list for mailing is up to date.
- Send thank-you notes and tax notices for all gifts, memorials, and honorariums.

#### February

- Mail dues notice to all members. Dues are considered in arrears after March 31.
- Collect dues checks from the office and prepare and make deposits.
- Work with office to see that address changes are recorded.

#### March

- Continue to collect and deposit dues, memorials and donations.

#### April

- Mail second dues notice along with \$20 late fee charge.
- The second notice should reference By-laws Article VI D Resignation 1. "A member in good standing may resign from The South Carolina Society upon a written notice to the Registrar, provided the notice is received before June 1<sup>st</sup> of the current year."

#### May 1<sup>st</sup>

## 2022-2023 Job Descriptions

- Mail third dues notice to all delinquent members with a form letter of resignation that they fill out and mail back by June 1<sup>st</sup> in order to be able to resign in good standing and not pay dues.

### August

- Third and final dues notices are to be sent this month.
- Start phone calls to any who have not paid. You may have to check with the Town Committees for information on circumstances.
- Send letters to those who have not paid dues.

### October, November & December

- Send registered letter to anyone who has not paid and is to be dropped from membership.
- Notify Registrar and Board when someone has been dropped. Remove from rolls before January 1.
- In cases of extreme hardship, the Assistant Treasurer works with the Town Committee Chairman, and, upon the recommendation of the President, Town Committee Chairman, and Treasurers, keeping strict confidentiality with respect to name and town committee, takes a recommendation to the Board, which has the option to excuse a member for such period as seems desirable (Article VII A5).

Attend all Board of Managers meetings.

Attend all Finance Committee meetings.

## Registrar

The Registrar shall keep the Society's Registers in which the names of each member of The South Carolina Society shall be entered with the date she becomes a member, the membership number, and the service and name of the ancestor upon whom eligibility was derived.

The Registrar:

1. Receives the completed Admission Blanks for each candidate.
2. Determines the eligibility of the ancestor upon whom the claim for membership is based.
3. Issues the Blue Work Sheets to each candidate and extends an invitation to the candidate to complete the required Final Lineage Blank for membership.
  - a. The completed Blue Work Sheets, one complete set of proofs and fee for the Genealogist shall be returned to the Registrar within six months from the date specifies. An extension may be approved by the Registrar, provided a written request for the delay is received by her at least ten days before the return date.
  - b. The Blue Work Sheets and one complete set of proofs shall be Submitted to a Genealogist of The South Carolina Society for Examination to assure that it complies with all of the requirements for proof if lineage, and that the references of proof submitted establish the facts as stated. When the Genealogist approves the Blue Work Sheets, the Registrar will send the candidate the Final Lineage Blank to be completed within two months. The Final Lineage Blank shall be copied from the Blue Work Sheet exactly as approved by the Genealogist. The Final Lineage Blank and all fees shall be returned to the Registrar.
4. Sends two copies of the Final Lineage Blank to the President for her signature and a welcome letter to the new member.
5. Sends to the new member a copy of her Final Lineage Blank, a membership card with her permanent membership number, and a welcome letter from the President.
6. Reports the completed membership to the Office Manager to be entered into the database, the Second Vice President, and the Chairman of the appropriate Town Committee. Provides a list of all membership changes to the Board of Managers in a monthly email.
7. Files the copy of the new member's Final Lineage Blank in the permanent files of The Society. No Final Lineage Blank shall be removed from these files. Only

- the Registrar, The Assistant Registrar, or person appointed by the Registrar shall have access to the files.
8. Is permitted, for a consideration, to copy or have copies made, of a member's Final Lineage Blank, provided authorization in writing is given by the member or a direct descendant of a deceased member.
  9. Maintains a record of all who have been considered for membership, whose proposal was not accepted by the Board. She notifies the Board if a candidate has been presented before. A candidate may be presented three times.
  10. Orders the Insignia of The National Society, if requested and Certificates of Membership for members of The South Carolina Society. She shall record the insignia in the member's file.
  11. Reports all changes in the Membership Roster of The South Carolina Society to The National Registrar and to the Executive Secretary at National Headquarters as required.
  12. The seal of The South Carolina Society shall be in the care of The Registrar and shall be affixed to each Final Lineage Blank and the Certificates of Membership when issued.
  13. The Registrar shall act for the Assistant Registrar and the Associate States Registrar in their absences.
  14. The Registrar, upon receiving the written request of a member, shall provide the information regarding the current charges and instructions for submitting a Supplemental Claim.
  15. Processes all transfers and courtesy members in and out, reinstatements, resignations and deaths, and notifies the Town Committee, 2<sup>nd</sup> Vice President, and President, Treasurer, Assistant Treasurer, Corresponding Secretary, Young Dames Chair and Office Manager (for database).
  16. Receives a Request Form from the Registrar of another Society requesting Courtesy Membership Status. The form shall contain the member's name, maiden name, address, telephone number, and Colonial or Associates State number and should state that the member is in good standing. A copy of the completed form is returned to the requesting Registrar.
  17. Attends National Conferences and Biennial Council.

## **Assistant Registrar**

The Assistant Registrar issues all Proposal Blanks with instructions.

All Proposal Blanks are returned to the Assistant Registrar.

The Assistant Registrar:

1. Sends copies of each completed Proposal Blank to the President, the Registrar, and to the Town Committee Chairman located closest to the address of the candidate. Sends an Admissions Committee Ballot to the appropriate Town Committee Chairman.
2. Prepares a ballot listing all candidates to be considered at the voting meetings of the Board and presents a brief description to the Board of each candidate using information taken from the Proposal Blanks.
3. Sees that the Board is informed if this is a second or third proposal of a candidate. Coordinates this through the Registrar.
4. Upon acceptance of a proposal and by direction of the Board of Managers, notifies the candidate, sends an Admission Blank with instructions, and invites her to fill in the required information to become a candidate.
5. Sends an acknowledgment to the proposer of the acceptance of her candidate.
6. If the proposal was rejected or was withdrawn, sends a letter, countersigned by the President, notifying the proposer of the fact.
7. Keeps a list of proposers and endorsers for each voting period.
8. Sees that all proposals and ballots are properly kept or disposed of.
9. Acts for the Registrar in her absence.
10. Serves on the Eligible Ancestors Committee.

### Registrar for Associate States

1. The Registrar for Associate States shall keep the NSCDA-SC's Associate States Register and card file in which the names of each Associate State Member of the NSCDA-SC shall be entered, with the date of membership, the membership number, and the name of the ancestor from whom eligibility was derived.
2. She shall receive a completed Proposal for Membership form for each candidate. The form is submitted by the President of the Associate State or the Registrar of the Associate State.
3. Upon approval of the ancestor, the Registrar for Associate States shall issue the Worksheets and instructions for completing them to the candidate.
4. She shall follow procedures outlined in the NSCDA-SC's By-Laws for the completion of the Final Lineage papers.
5. She shall forward all checks to the NSCDA-SC Headquarters and the Office Manager shall deposit them.
6. She shall submit an annual report with the names of the new members, their Associate States, and their Associate State numbers by March 1 to the President, Historian, and Headquarters.
7. She shall file the new member's original Final Lineage papers, original proofs, and original Worksheets (with corrections from the genealogist) in the permanent files located at the NSCDA-SC Headquarters. A copy of the Final Lineage papers will be sent to the Registrar of the Associate State.
8. No Final Lineage papers shall be removed from the permanent files. Only the Registrar, Registrar for Associate States, and Office Manager shall have access to these files.

## Historian

### Schedule

#### April

The Historian shall collect a copy of all annual reports which have been turned into the President and which are included in the Annual meeting Report Booklet. These reports cover material from April to March of the current year and shall include a report from every board member. The Historian compiles and edits her report from this information and sends an electronic copy to the Office Manager who posts it on line. The average length of the report should be 5-6 pages.

#### May/early June

The Historian's Report is written and copies sent to the following:

- President of the State Society
- Corresponding Secretary (Handbook Chair)
- State Headquarters (scdames81@gmail.com)
- National Headquarters (info@dumbartonhouse.org)

The Historian will work with the Archivist each summer to examine our document storage and retention practices. They will consult with the Third Vice President, Museum Properties Chair, Collections Chair and Registrar to determine immediate and ongoing needs and then submit a plan of action for the board for the current year.

The Historian may be called on to write reports regarding the history of the South Carolina Society as requested by the President of the SC Society or the President of the National Society.

## Archivist

The Archivist is a non-voting board member appointed by the President whose job is to evaluate, select, organize, store and preserve the non-current records of the organization that are of continuing historical value. Organizationally, the archivist comes under the oversight of the Historian. Each summer she will work with in

consultation with the Historian, Museum Properties Chair, Collections Chair,  
Third

Vice President and Registrar to determine our immediate and ongoing needs and  
then submit a plan of action for the year to the board.

### Patriotic Service

This committee shall consist of the State Patriotic Service Chair and PS representatives from each Town Committee.

1. The State PS Chair shall administer in the most effective way possible, through committee or individual effort, projects of the National, State and Town Committee Patriotic Service committees.
2. She shall attend the State Board of Managers meetings and national conferences, including the Biennial Conference. Here, she shall participate in the Patriotic Service workshops, keep copies of the minutes, prepare and give a report to our State Society. She shall expect to incur some personal expenses in connection with attendance at these meetings.
3. She shall lead the recitation of *Pledge of Allegiance* and our *Salute to the Flag* at all Board and State meetings.
4. She shall work with the National Consultants when necessary and report to the Region III Vice-President, as requested.
5. She shall keep the National Patriotic Service Chair informed of the activities of her committee (PS Reps from each Town Committee). She shall send an annual report to the National Patriotic Service Chair and the Region III Vice-President.
6. She shall a.) consult with our 6 PS Town Committee Representatives on their current Patriotic Service Projects, b.) suggest possible PS projects for them and c.) communicate the Patriotic Service happenings from the state and national level. (Conference Calls have been very helpful to connect the 6 PS Reps across the state.)
7. She shall help coordinate our State Dames participation in the annual June 28 Carolina Day celebration in Charleston. She shall work with the State Treasurer to ensure that The NSCDA-SC registration is completed with The Palmetto Society of Charleston ([www.palmettosociety.org](http://www.palmettosociety.org)).
8. She shall oversee The Parade of Flags Collection, housed at Headquarters in Charleston. She will ensure it is in good repair and that information on reservation & check out process, for use by Town Committees is available. (See Flag notebook at headquarters.)
9. She shall serve on the Scholarship Committee and give recommendations concerning the Washington Workshops Congressional Essay Contest.
10. She shall also take recommendations from the 6 Patriotic Service Committees, concerning any scholarships that are of interest to PS.

11. She may choose a WW Congressional Essay Chair, to help facilitate the annual essay contest. She shall confer with this Chair, to ensure that Patriotic Service Town Committee Representatives have all information to disseminate to participants. NSCDA.org Click: *Student Resources*, then click: *Congressional Essay Contest*
12. She shall prepare a budget request for the Patriotic Service committee to be submitted to the Treasurer in January. She shall prepare and present Patriotic Service reports to the State Board, when necessary or requested.
13. She shall prepare an annual report to be submitted in March.
14. She shall submit Palmetto Post PS articles, to include Town Committee project successes and patriotic items of interest for the membership.

### Timeline:

#### January

Submit budget request to State Treasurer.

Confer with “Essay Chair” regarding state essay winners.

Submit essays & letter of intent to Region III, VP for PS. (Margaret Freeman)

Last week of Jan. est. a conference call for all 6 Town Committee PS Chairs.

(Include TC Presidents, State President & President Elect, when there is one)

#### March 1st

State Annual Report due, PS Job Description update due

National announces essay winners (first week of March)

#### April

Submit registration request for Carolina Day

Coordinate an all member email with Carolina Day information/sign-up

#### April-June

Annual Report to National Patriotic Service Chairman and Region III Vice-Chair

Confer with Essay Chair as to timeline for dissemination of new year contest information

#### May

For Carolina Day: Pass a sign up sheet at the May board meeting for Carolina

Day Flag Bearers (9 needed). Also, send an email info/invitation with sign up to membership.

### June

Coordinate Carolina Day celebration, flag bearers (9 Dames) & attendance

### July (or August)

Communicate with Patriotic Service Committees. Welcome members, intro new PS members, distribute contact information for Town Committee members and announce date for conference call.

Ensure all requests for essay winners' payments have been made.

### September

Last week of September, Conference Call for all 6 Town Committee PS Chairs (Invite/Include all 6 TC Presidents, State President & President Elect, when there is one)

### November

Veterans Day 11.11, encourage members to attend School Programs and receive Operation Gratitude letters, etc.

### December 1

Washington Workshop Essay Contest Deadline. Receive Essays electronically.

## Museum Alliance

This Committee shall be responsible for the exhibits, furnishings, and decoration of the Museum Properties of The South Carolina Society, as well as ensuring that the building structures are properly maintained and repaired. In addition to the Museum Properties Chair, the Committee is composed of the Chairmen of Collections, the Colonial Dames House, and the NSCDA-SC Colonial Council Co-Chairs; the State President; and the Fourth Vice President for Finance.

The Chair:

1. Shall be a member of the Collections and Colonial Dames House Committees and of the NSCDA-SC Colonial Council and shall attend meetings of these Committees.
2. Shall be a member of the Finance Committee plus the Gifts and Memorials Committee and shall attend meetings of these Committees.
3. Shall attend Biennial Council, National Conferences, and the Museum Properties Workshops and shall report on the conferences to the State Society. She should expect to incur some personal expenses.
4. Shall work with the National consultants as necessary and report regularly to the Regional Vice Chairman and the National Chairman of the Museum Alliance Committee on the State Society's participation.
5. Shall work with the Collections Chair to sign all agreements concerning accessions and deaccessions of gifts and bequests made to the Society and its Museum Properties, as well as ensuring an updated inventory is kept of all Collections items.
6. Shall work with the Fourth Vice President for Finance to keep all insurance policies relating to the Museum Properties and Collections updated and current.
7. Shall file an annual report to the membership of the Society.

### Organization Structure of Museum Properties

The Museum Properties Chair supervises:

Collections

Colonial Dames House

NSCDA-SC Colonial Council

The Powder Magazine

### Collections

The Collections Committee consists of the chair of that Committee and of the chairs of Museum Properties, Colonial Dames House, the Colonial Council, and one consultant appointed by the President and approved by the Board of Managers who is a recognized authority in Colonial History. The Collections Chairman shall work at the direction of the Chair of Museum Properties to help insure the preservation and upkeep of the furnishings, exhibits, books, and manuscripts in the Museum Properties Inventory. The Committee shall elevate the Society's and the community's knowledge of the scope of the Collections through articles and loans.

1. NSCDA-SC Collecting Philosophy: Through preservation and education, The National Society of The Colonial Dames of America in the State of South Carolina will promote The Powder Magazine, South Carolina's oldest public building, representing colonial history as a military arsenal. Collections will focus on objects relevant to The Powder Magazine's use as a military arsenal from its construction in 1713 to approximately 1800.
2. The Committee shall be responsible for the preservation, maintenance, and cataloguing of all books, manuscripts, and documents in the Library of the Society.
3. The Chair shall maintain the inventory of the entire collection at various sites and shall keep a record of accessions and deaccessions of objects that no longer serve the purpose and objectives of the Society.
4. The Chair shall be a member of the Museum Properties Committee, the Colonial Council, the Dames House Committee, and the Gifts and Memorials Committee.
5. The Chair shall sign all agreements for donated items with the Museum Properties Chair and the President.
6. The Collections Committee shall be the final authority on the acceptance of gifts and bequests pertaining to the furnishing and exhibits for The Powder Magazine, the Colonial Dames House, and the Colonial Council.
7. The Chair shall file an annual report to the membership of the Society.

### **Dames House Manager (Headquarters)**

The Headquarters of the State Society is located in the Dames House, 81 Cumberland Street, Charleston, SC. The house encompasses three floors and a lower street level office for The Powder Magazine, Library and Archives, and a meeting room. The second and third floors currently contain a rental apartment.

#### **Duties**

The Manager shall work at the direction of the Museum Properties Chair.

1. The Dames House Committee shall consist of the Manager and the Chairs of Museum Properties, Collections, The Colonial Council Chairman and the 3<sup>rd</sup> Vice President.
2. The Manager will be responsible for handling maintenance and basic upkeep on the house and gardens. She will work with approved local contractors as needed for repairs, etc.
3. She will hire and keep in touch with the rental agency for the apartment on the upper floors of the house.
4. She will be in charge of security for the house.
5. She will plan and see implemented a yearly maintenance schedule in the fall and a review in January, and shall determine her budget from these documents.
6. She shall report all projected necessary repairs to the Chair of Museum Properties for her coordination.
7. She will keep records of charges of work done, track it according to the budget, and determine availability of budgeted funds each month.
8. She will receive quarterly reports from the Treasurer of House, grounds and apartment paid expenses.
9. She will acknowledge in writing all donations and memorials for the house.
10. She will serve on the Finance Committee, the Gifts and Memorials Committee, Collections Committee, and Museum Properties Committee.

#### **Schedule for Dames House Manager**

##### **April**

- Prepare for Board of Managers and Annual Meeting.
- Annual report due on the 1<sup>st</sup> to Historian, office, Recording Secretary, and President.

- Report to Board of Managers and membership if necessary. Have a copy for the Recording Secretary.

### June-August

- Schedule work for the house and/or apartment.
- Check with TPM Director and apartment lessee before scheduling to avoid conflicts.
- Prepare article for *Palmetto Post*. Deadline August 1

### September

- Schedule a fall “Walk-through” of Dames House.

### October

- Prepare for Board meeting.

### November

- Prepare for Board meeting.
- Check garden and pine straw. Arrange with the landscaper to have the garden ready for the Christmas Luncheon.
- See if the porch needs power washing or cleaning.
- Check the cleaning rotation with the cleaning service.

### December

- Prepare for Board meeting.
- Order and hang 4 wreaths. Coordinate with The Colonial Council Chair.
- Consider an open house at Dames House for that day.
- Check heating system and forecast and turn up heat the night before or early that morning if necessary.

### January

- Schedule a follow-up inspection of the House, garden, and apartment early in the month.
- Prepare budget for the next fiscal year, which begins April 1, based on the inspections in September and January.
- If large projects are needed, arrange for 3 bids (one a minority).
- Prepare article for *Palmetto Post*, deadline is February 1<sup>st</sup>.

### February

- Prepare for Board meeting.
- Submit budget to the Treasurer.

### March

- Prepare for Board meeting.

- Check garden and pine straw.
- Prepare annual report.

### **NSCDA-SC Colonial Council Co-Chair – Statewide Projects & Historical Activities**

The Co-Chair of the NSCDA-SC Colonial Council for Statewide Projects (The Statewide Projects Chair) works with the Museum Alliance Chair and acts under the direction of The Board of Managers of The South Carolina Society to expand educational programming throughout the state and engage Town Committees in relevant educational projects. She promotes the value of statewide outreach among NSCDA-SC members.

- She serves as the Co-Chairman of the NSCDA Colonial Council. The co-chairs set the agenda and preside at NSCDA-SC Colonial Council meetings to be held four times a year.
- The Statewide Projects Chair is a member of the Museum Properties Committee.
- She sits on the Board of Managers of the Society and may serve for 2 three-year terms.
- She and The Powder Magazine Chair (Colonial Council Co-Chair) remain in dialogue with the State President and the Museum Alliance Chair about all Colonial Council issues and events. She or The Powder Magazine Chair present to the Board all actions that need Board Approval such as: acceptance of the NSCDA-SC Colonial Council budget, program direction, contractual agreements, and any other items the State President deems necessary. She and the Powder Magazine Chair present the directives of the State Board to the NSCDA-SC Colonial Council.
- She serves as the Co-Chairman of the NSCDA-SC Colonial Council Nominating Committee. This committee shall consist of the NSCDA-SC Colonial Council Co-Chairs, NSCDA-SC Colonial Council Vice-Chair, and the State President. This committee ascertains which Council members will be returning for the following year and invites new Council members for two -year terms.
- She and The Powder Magazine Chair set the time and location for the NSCDA-SC Colonial Council meetings and distribute this calendar at the February Board meeting to assist Town Committee Nominating Committees in their appointment of Colonial Council Representatives.
- She, in concert with The Powder Magazine Chair, organizes and conducts an orientation for the Council members in September of each year.

- She serves as the liaison between the Executive Director of Programming for the NSCDA-SC Colonial Council and the Town Committees.
- She is responsible for educating the Town Committees about Colonial Council goals and program procedures, especially budgetary procedures.
- She and The Powder Magazine Chair are responsible for overseeing and coordinating the development efforts of the NSCDA-SC Colonial Council which should include at least one membership-wide solicitation per fiscal year.

As State Society Historical Activities Chair, she:

- Represents her state society in her role as Historical Activities Chair
- Administers in the most effective way possible, through committee or individual effort, the projects of the National Society (e.g., Sampler Survey, Oral Histories Project, Smithsonian Index of American Painting and Portraits, Ancestor Bibliography)
- Stays in contact with the State President and the Region III Vice-Chair for Historical Activities and shares their directives with town committee Historical Activities Chairs
- Initiates and/or assists in new and ongoing state and local projects (e.g., SC History Day)
- Attends Biennial and Regional III meetings

Sends a report annually to the State President by March 1 and Regional Vice Chair by June 15

### NSCDA-SC Colonial Council Co-Chair – The Powder Magazine Chair

The Co-Chair of the NSCDA-SC Colonial Council for The Powder Magazine (The Powder Magazine Chair) works with the Chair of Museum Properties; acting under the direction of The Board of Managers of The South Carolina Society to maintain the structure of the The Powder Magazine and oversee local programming and development.

1. She serves as the Co-Chairman of the NSCDA-SC Colonial Council.
2. The Powder Magazine Chair is a member of the Museum Properties, Finance, and Gifts and Memorials, and Collections Committees.
3. She sits on the Board of Managers of the Society and may serve for 2 three-year terms.
4. She remains in dialogue with her Co-Chair the State President and the Museum Properties Chair about all Colonial Council issues and events. She and her Co-Chair present to the Board all actions that need Board Approval such as: acceptance of the NSCDA-SC Colonial Council budget, program direction, contractual agreements, and any other items the State President deems necessary. She and her Co-Chair present the directives of the State Board to the NSCDA-SC Colonial Council.
5. She serves as Co-Chairman of the NSCDA-SC Colonial Council. Nominating Committee. This committee shall consist of the NSCDA-SC Colonial Council Co-Chairs, and the State President. This committee ascertains which Council members will be returning for the following year and invites new Council members for two -year terms.
6. She and her Co-Chair set the time and location for the NSCDA-SC Colonial Council meetings and distribute this calendar as soon as the NSCDA-SC State Board calendar is published to assist Town Committee Nominating Committees in their appointment of NSCDA-SC Colonial Council Representatives.
7. She and her Co-Chair organize and conduct an orientation for the Council members in September of each year.
8. She and her Co-Chair set the agenda and preside at NSCDA-SC Colonial Council meetings to be held four times a year. September roving, December evening before the Christmas luncheon, February Charleston, April during the Annual Meeting.

9. She and her Co-Chair maintain a dialogue with the Council members to be aware of and approve actions by each Town Committee.
10. She and her Co-Chair are responsible for overseeing and coordinating the development efforts of the NSCDA-SC Colonial Council which should include at least one membership wide solicitation each fiscal year.
11. She supervises and supports the Director of the NSCDA-SC Colonial Council. She interprets the directives of the NSCDA-SC Colonial Council to the Director and acts as the liaison between the Director, the Council, and the State Board to support all local programming and development.
12. She supervises all repairs or intervention in the building deemed necessary to maintain the museum.

### **Board Arrangements Chair**

The Board Arrangements Chair

1. Coordinates with the President in May to set the calendar for the Board meetings and sets that calendar with the proper venue.
2. Discusses with the Presidents the number of rooms needed and at what time and for how many.
3. Sets the menu and costs for the usual Board meetings with the proper venue - it should include wine and parking.
4. Let the venue manager know the head count by the designated time.
5. Arranges for tables for registration and handouts at the usual Board meetings.
6. Provides up-to-date and correct name tags for the Board of Managers as per the Board Roster.
7. Collects the luncheon fee for the usual Board meetings and gives to the Treasurer.

## Special Projects

The Special Projects Board Member works at the direction of The President in:

1. Assisting other board members with a project.
2. Assuming responsibility for a special project that does not come under the job description of another board member.

### **Parliamentarian**

1. Robert's Rules of Order-Revised shall govern this Society in all cases except when inconsistent with the Constitution or Acts in Council of The National Society of The Colonial Dames in America or with the Bylaws of The South Carolina Society.
2. Attend all Board, Executive and Bylaws Committee meetings. Advise President if unable to attend any of these meetings and appoint a qualified substitute.
3. Be sure of the quorum at all voting meetings.
4. Advise President upon request on the status of motions and any other Parliamentary requirements.
5. Serve as a member of the Bylaws Committee.
6. Prepare ballots needed for voting except the ballots for voting for new members prepared by the Assistant Registrar.
7. Obtain and direct tellers when needed.

### **Gifts and Memorials Chairman**

1. The Chairman shall be the Assistant Treasurer as appointed by the President.
2. The Committee shall consist of the Chairs of the following committees: Museum Properties, Colonial Dames House, and Collections, Finance, and The Colonial Council (formerly The Powder Magazine).
3. The Chairman shall receive all gifts and memorials given to The National Society of The Colonial Dames of America in The State of South Carolina, shall make said gifts known to the Committee and the Board of Managers, and shall deposit monies in The Society's accounts. The Board of Managers shall determine appropriate use of undesignated gifts and memorials.
4. The Chairman shall direct the process used to thank donors of gifts and memorials.

## Scholarships

1. The Scholarship Committee shall be composed of a minimum of five members including the Chairman. Membership should include Patriotic Service and Finance Committee representation.
2. The Chairman of the Scholarship Committee, selected by the Nominating Committee, serves as one of the nine voting members of the Board of Managers. She shall, in conjunction with the President, select the Scholarship Committee members.
3. This committee shall contain its focus in oversight, administration, and review of continuation of all state level scholarships and other scholarships as needed. The duties connected with scholarships, including budget recommendations, are within the focus of this committee.
4. This committee, when requested, may explore additional, possible scholarship opportunities that meet the goals and objectives of the Society.
5. This committee serves as a communication link to disseminate information concerning scholarships to the State Board, the Town Committees, and the membership. Assistance in establishing new Town Committee scholarships may be provided when requested.
6. This committee will work with Patriotic Service to obtain recommendations concerning the Congressional Seminar Essay Contest and its funding and with the reporting of scholarships awarded on national, state, and town committee levels.

### **Time Line:**

**May** – Consult with the President regarding committee composition. Thank outgoing and invite incoming committee members to serve. Send report of all SC Society scholarships (see **March–April**) to Patriotic Service (PS) Chair.

**June–October** – Submit completed payment request forms to Treasurer for checks to be sent for District History Scholarship (rotates among 4 societies) and American Indian Nurse (AIN) Scholarship. Submit completed payment requests

to Treasurer for checks to be sent to Teaching of History (ToH) Scholarship schools. Begin review with committee of in-place scholarships.

**November–Early December** – Finalize committee recommendations on scholarships for upcoming budget request. Consult with Patriotic Service Chairman as to recommendation for funding for the Congressional Seminar Essay Contest.

**December** – Finalize and submit budget request to Assistant Treasurer.

**January** – Submit written requests to state Treasurer for funding for any other state/national level scholarships/funding not previously requested.

**February** – Consult with Patriotic Service (PS) Chair as to progress with Congressional Seminar Essay Contest. In consultation with PS Chair, submit written payment request form to Treasurer for check to be sent to NSCDA for Congressional Scholarship recipients attending June workshop.

**Late February** – Prepare Annual Report.

**March–April** – Budget approved. Notify Teaching of History (ToH) Scholarship schools of funding/continuation of scholarship for next cycle. Seek information on all scholarships given by the SC Society on a national, state, and town committee level, and send completed report to Patriotic Service Chair in May.

## Nominating Committee

The future course of our Society lies in the hands of the Nominating Committee. This committee shall discharge its obligation to the Society by thoughtful, careful consideration of the requirements of the job to be filled and the qualifications of the nominee to serve in that position. The duties of the Nominating Committee are stated in the NSCDA-SC Standing Rules.

**Nominating Committee:** The Committee consists of 5 members and 1 alternate. Each December the Board shall elect 2 members of the Board of Managers from the slate of five provided by the current Nominating Committee. The member receiving the highest number of votes shall serve as the Nominating Chair for the following year, while the nominee with the third highest number of votes shall be the Alternate. Nominating then draws up a slate of five nominees from the general membership, 3 of whom are elected in April at the Annual Meeting.

After determining the vacancies in the officer and manager positions for the following year, the Committee should contact those officers and managers for their suggestions. Members of the Board know the job requirements, as well as people who have been active, interested, and are qualified to serve. While the President does not serve ex-officio on this Committee, she may give suggestions as well.

### **Terms of office:**

1. Officers: One-year term for up to 6 consecutive years
2. Board of Managers: 3 years for 2 consecutive terms, after any unexpired term
3. Lady of Dumbarton House: nominated by State President with approval of the Board of Managers, then appointed by the National President for a two-year term and may be appointed for 2 additional terms
4. Regent of Gunston Hall: nominated by the President, then approved and appointed by the Governor of Virginia to represent South Carolina
5. Associate Trustee, Friends of Sulgrave Manor: appointed at the discretion of the President and may serve 2 consecutive 2-year terms
6. Town Committee Chairs sit on the State Board during their terms in office

### **Nominees:**

The Committee must make clear to all nominees that:

1. Attendance at Board meetings and committee meetings is expected. More than 3 absences will be unexcused and may result in the removal of that member from the Board.
2. An annual contribution to The Powder Magazine Partnerships and to the 3 National Museum Houses is expected by 100% of the Board.

### **Board Members Completing Terms:**

- After serving as a member of the Board of Managers for 2 three-year terms, a member may be elected as an officer with the possibility of serving 6 one-year terms, but may not serve again immediately as a member of the Board of Managers.
- After serving as an officer of The Society for 6 one-year terms, that officer may be elected to serve as an officer in a different position and can be reelected to that position for the maximum of 6 one-year terms. She may also be elected to the Board of Managers for 2 three-year terms.

### **Unexpired Terms:**

- If an Officer or Board member is unable to complete her term, the President must be notified and she, in turn, shall contact the Nominating Chairman.
- Should the vacancy occur when it is feasible for the Nominating Committee to do so, the Committee shall include a nomination for the unexpired term on their slate. The President, with the approval of the Board of Managers, shall appoint a member to fill the unexpired term at other times in the year.
- The member may be elected in her own right when the unexpired term has been completed.

**Biennial Council:** On the even years, delegates and alternates must be nominated to attend Biennial Council. Each Colonial Society is entitled to send 5 voting delegates and 5 alternates to Council. The Nominating Committee shall nominate 2 delegates and 2 alternates to be voted on at the Annual Meeting. The President is automatically a delegate and is also entitled to nominate 2 delegates and 3 alternates. She chooses her delegates and alternates after the Nominating Committee has announced its slate: the President's nominees are not included in the report of the Nominating Committee nor are they subject to discussion or vote at any meeting.

The nominees from both the Nominating Committee and the President should include the following positions:

|                                 |                     |
|---------------------------------|---------------------|
| Fourth Vice President (Finance) | Historic Activities |
| Registrar                       | Museum Properties   |
| Associate States Registrar      | Patriotic Service   |

## NOMINATING COMMITTEE SCHEDULE

### Summer

- Determine the Officers whose 6 one-year terms will expire. They will need to be replaced.
- Determine members of the Board of Managers whose 2 three-year terms will expire. They will need to be replaced.

### September–November

- Contact those Officers who have not served for 6 years to see if they would be willing to serve another 1-year term (if so determined by the Nominating Committee in consultation with the President).
- Contact those members of the Board of Managers to see if they would be willing to serve a second 3-year term (if so determined by the Nominating Committee in consultation with the President).
- Begin the selection process, being certain that the nominee has been a member of The South Carolina Society for the required three years. Each person should receive a job description before accepting the nomination and be advised of the expectation to attend the Board meetings. The Chairs of Historical Activities, Museum Properties, and Patriotic Service, as well as the President, Treasurer, Registrar, and Associate States Registrar should be advised that they are expected to attend Biennial and any other national or regional meetings, if possible.

### December

- Prepare a slate of 5 board members for the following year's Nominating Committee for the December Board Meeting. Nominations may be taken from the floor and added to the ballot at the meeting. Each board member shall vote for 2 from the slate of 5. The Nominating Committee Chair and the Parliamentarian count the votes. The nominee receiving the highest number of votes shall serve as the Nominating Chair for the following year, while the one receiving the third highest votes shall be the Alternate.

### January

- Write a letter to the President to inform her of the slate of Officers, the Board of Managers to be elected and the 5 names (with 3 to be elected) from the general membership for the following year's Nominating Committee. This must be in her hands in advance of the February Board Meeting.
- In even years, the slate shall also include the names of 2 delegates and 2 alternates for Biennial.

### February

- Present the slate to the State Board for approval at the February Board meeting.
- Provide a copy of the approved slate as laid out in the Nominating Committee Manual to the editor of *The Palmetto Post* for publication in the March issue. This meets the requirement in the Standing Rules that the slate must be announced to the membership 30 days prior to the Annual Meeting.

### April

- Ensure a copy of the full slate is printed for every member attending the Annual Meeting. The page lists the Officers and Board of Managers to be approved by acclamation at the top, while the bottom half listing the Nominating Committee slate will be torn off and serve as a paper ballot.
- The ballots shall be collected and counted by the Nominating Committee Chair and the Parliamentarian, with results announced at the end of the meeting. (A record of the votes received by each nominee shall be kept in case a member of the new Nominating Committee becomes unable to serve.)

### May

- The Nominating Committee Manual and any updated files shall be provided to the new Nominating Chair.

### Town Committee Chairman

The Town Committee Chair should be thoroughly familiar with By-laws, Article XI Town Committee Organization. The chair acts on two levels:

#### On the State level:

1. She serves as the liaison between the local committee members and the SC State Board of Managers.
2. She serves as a voting member on the Board of Managers for a 2-year term and attends the monthly meetings, as well as all General Membership Meetings and the Annual Meetings. This term shall not begin until after the Annual Membership meeting in April.
3. She reports on the town committee activities as needed or requested by the President and sends a copy of the report to the State Recording Secretary.
4. She submits articles on the town committee news to the *Palmetto Post* as appropriate. She submits information for the town committee section of the NSCDA-SC website to the Corresponding Secretary.
5. She provides the President of the SC Society and the Corresponding Secretary a list of officers elected each year.
6. Prior to the end of the fiscal year, March 31, she notifies the State Treasurer of the numbers of members in her town committee.
7. She submits an annual report on her Town Committee by March 1 to the President, the Historian and to Headquarters.

#### On the Town Committee level:

1. She presides at all business meetings of the town committee and its executive board meetings.
2. She keeps the local members of her town committee informed of the current business of the State Board of Managers and updates the finances of the State Society.
3. She reminds town committee members of their responsibilities, including financial obligations, as a member of the SC Society. She encourages the participation and cooperation to fulfill the mission and objectives of the National Society of The Colonial Dames in America.
4. She appoints and oversees chairs of Historical Activities and Patriotic Service. These chairs serve on the State Historical Activities and Patriotic Service Committees and are expected to attend the meetings of such committees.

5. She appoints and oversees a Chair of Necrology who works in conjunction with the State Registrar.
6. She appoints and oversees a Yearbook Chair, who is responsible for the preparation and distribution of the yearbook to the State Society President and the Corresponding or Recording Secretary. This committee should consist of the Yearbook Chair, the Corresponding or Recording Secretary, and the Treasurer of the town committee. Each town committee will determine the timing and method of distribution for their yearbook.
7. She appoints and oversees representatives to the Young Dames Committee (when appropriate and numbers allow) and The Colonial Council (formerly The Powder Magazine) who serve on the corresponding State committees, and who are expected to attend the meetings of such committees.
8. She is responsible for conducting a New Member Orientation each year and assigns a member of the town committee to mentor each new Dame.

### Admissions:

The Town Committee Chair must be thoroughly familiar with Article VI, Membership Admissions #1-11 so that she can answer questions regarding this subject and assist her qualified town committee members in proposing candidates.

1. She appoints an Admissions Committee consisting of three to five members and one member to act as chair. The members of the Admissions Committee shall be known only to the Chair of the Town Committee, the Chair of the Admissions Committee of that town committee, and the President of The South Carolina Society, should she request that information. They must maintain the highest level of confidentiality as they consider newly proposed ladies.
2. In the appointment of the Admissions Committee, the Town Committee Chair shall consider the following and select from as broad a spectrum as possible so that a proposed member might be known by at least one committee member:
  - Different age groups
  - Different social groups
  - Different parts of town or towns included in your town committee
3. In instructing the Admissions Committee, she asks that they do the following:
  - Read Mrs. Lamar's letter, which stresses that the eligibility of the candidate's ancestor is not in question in this process, but the valuable community service and interests of the candidate pertaining to our

- mission and our State Society, is paramount. A copy of Mrs. Lamar's letter is in the Board of Managers Manual in the Introduction Section, 1.4.
- Read the By-laws VI -B. Voting on Admissions #1-5 for general background.
- Read By-laws X-F. State Admissions Committee, #1-8 for general background.
- Read By-laws XI-B Town Admissions Committee, #1-11 for further information and instructions.

### **Town Committee Guidelines for Financial Affairs**

1. **The SC Society is one SC non-profit corporation in accordance with IRS regulations for a 501(c)(3) “public charity.” Our purpose is “education.” Non-profit status is an important privilege and regulates how we treat our financial affairs. The Powder Magazine is not a separate corporation/non-profit.**
2. All checks should be made out to NSCDA-SC (include PM or \_\_\_TC in name).
3. Scholarship Checks should be made out to the School FBO the student's name.
4. Checks within the Society are never made to individual Dames except if the State Treasurer reimburses a Dame for an authorized documented Dames expense.
5. All Town Committees have their own checking account. TC Treasurers receive checkbooks and access to this account from the State Treasurer. All deposits made to the TC checking account should be recorded by the TC Treasurer.
6. Bills for Dames activity are paid by the TC Treasurer using the TC's bank account. The TC Treasurer reconciles the bank account each month and sends a copy of the reconciliation to the State Treasurer.
7. If it is necessary for a Dame to pay a bill, the receipt is sent to the State Treasurer with a Reimbursement Request authorized by the TC Chairman or Treasurer.
8. If there is a question or problem on payment methods, contact the State Treasurer.
9. Payment and Reimbursement Authorizations – mail or scan and email.

10. If an independent contractor (vendor) is to be paid \$600 or more for services in a calendar year, we first need a signed IRS Form W-9 with social security number.
11. Insurance coverage of risks to our real estate and liquid assets is extremely important; if risk is connected with your activity, contact the State Treasurer. It is important to have liquor liability coverage by licensed bar service.
12. Make wise financial decisions for the TC by making a budget, develop a method to track your revenues and expenditures, keep in contact with the State Treasurer.
13. Track Town Committee members, dues, and contributions with Dues Reports from the Assistant Treasurer. Dues are due by April 1<sup>st</sup>. After that there is a \$20 late fee. A member may resign in good standing (dues paid up for the previous year) only by written notice before June 1. See Assistant Treasurer's job description in the Board Manual for all these details.

### **New Member Orientation Guidelines- NSCDA-SC**

Each Town Committee should provide a welcoming orientation to new members at least once a year. If there are only a few new members, this could be done by inviting the new member or members to lunch or to a member's home to make the orientation a friendly introduction to the Society. In addition, the town committee board should include a member who oversees the mentoring of the new members.

Orientation should be presented by the Town Committee Chairman and other members who are active in the Committee. The State President and the Membership Vice President should review these guidelines and may modify them as necessary.

Topics covered should include:

1. Mission of NSCDA
2. Structure
  - The proper name of our Society and our State Society.
  - The general organization of the National Society and our State Society. Very brief statement of the founding of each.
  - The fact that we meet together as a National Society at Biennial and at Regional Conferences.
  - Describe our State Society General Meetings and Annual Meetings.

- Describe how your Town Committee works.
3. Projects and activities.
- Introduce our three national committees: Museum Properties, Historical Activities, and Patriotic Service and explain how we support each area.
  - Introduce The Powder Magazine, with a brief history of our stewardship and program, our Dames House and any other properties we may have, and our collections.
  - Introduce our Patriotic Service projects, including the essay contest for the Washington Workshops, scholarships, Carolina Day, etc.
  - Introduce the Historical Activities projects and *Why America is Free* curriculum.
  - Introduce the projects of your Town Committee.
  - Introduce the National Museum Properties, describe our relationship to them through representatives from our State Society, and explain the difference between those properties and our State Historical properties.
  - Mention any other National Projects.
4. Membership
- Define the responsibilities of membership
  - Give a brief description of how to propose new members and how they are invited to membership
  - Introduce *The Palmetto Post* and *The Dames Dispatch*.
5. Help
- Give contact information for questions new members may have: Town Committee Chair, State Membership Chair
  - Explain the use of the handbook.

### Associate Trustee of Sulgrave Manor

An Associate Trustee, Friends of Sulgrave Manor may be appointed at the discretion of the President. She is eligible to serve three (3) consecutive two (2) year terms, for a total of six (6) years.

#### Duties:

1. She must educate the general membership and the Board of Managers at every opportunity. She must give regular reports to the Board of Managers on the activities of the Friends, and contribute articles to *The Palmetto Post*.
2. She must raise funds for Friends of Sulgrave Manor, using an annual solicitation letter or a special event. She writes each donor a personal note of appreciation. Note: the Associate Trustee is responsible for the expense of printing and mailing the solicitation letter to all SC Dames at an approximate cost of \$500.
3. She promotes interest in attending the biennial Sulgrave Manor Day as well as encourages other trips to Sulgrave by members and their friends.
4. She attends the Annual Meeting of the Friends of Sulgrave Manor or finds a substitute. She attends as many Sulgrave Manor Days in the United Kingdom as possible.
5. She requests the Board of Managers to include a contribution to the Friends in the annual state budget.
6. She is encouraged to form a committee with the Society composed of representatives from each Town Committee. She should work with all of the Town Committee representatives to educate our members about Sulgrave Manor and encourage them to support Sulgrave Manor financially.

### Lady of the Dumbarton House Board from South Carolina

The Lady of the Dumbarton House Board from the State of South Carolina shall be nominated by the State President, approved by the Board of Managers, and appointed by the National President for a two (2) year term. She may be appointed for two (2) additional terms.

1. She shall attend two board meetings each year at Dumbarton House and designate a substitute, if possible, when unable to attend. She is responsible for the expenses of attending the meetings over and above the sum budgeted by the State Society (currently \$500 per year).
2. She is to participate in the operation and contribute to the support of the Dumbarton House Museum (currently \$200 per year to *Ladies of Dumbarton House Fund NSCDA* and a leadership gift to the Friends of Dumbarton House campaign).
3. She is to work on a designated committee throughout the year: Museum Property Committee, Building and Grounds Committee, Education Committee, or the PR and Development Committee.
4. She is to contribute articles for The Palmetto Post on exhibits, activities, special events, and current research at Dumbarton House (currently two publications annually),
5. She shall be the Chair of the State Dumbarton House Committee, which consists of one representative from each of the six Town Committees.
6. With the assistance of the six Town Committee DH representatives, she is to solicit members of the Society through the Friends of Dumbarton House Campaign and mail the annual solicitation, at her own expense (annual mailing in October).
7. She is to inform the Town Committee Dumbarton House Representatives of the activities and educational programs at Dumbarton House and the services offered to the South Carolina Society by the National Society Office.
8. Within the South Carolina Society, she is to develop among the members a high level of interest in Dumbarton House.
9. She is to offer for sale Dumbarton House gifts during the Annual Meeting.
10. She may attend the regular meetings of The Board of Managers of The South Carolina Society in an advisory, non-voting capacity.

### **Lady of The Dumbarton House Board from South Carolina Mission Statement of the Ladies of the Dumbarton House Board**

The mission of each Dumbarton House Board representative is two-fold. She is to participate in the operation and contribute to the support of the Dumbarton House. Within her Corporate Society her particular responsibility is to develop among the members a high level of interest in Dumbarton House and to inform the members of the activities and educational programs at the Dumbarton House Museum as well as the services offered to the Corporate Societies by the National Society Office. Each year she is expected to solicit support of Dumbarton House through the Friends of Dumbarton House Campaign.

#### **The Dumbarton House Board is a National Standing Committee**

Representatives to the Dumbarton House Board are nominated by their Corporate Societies and appointed by the National President. The Chairman and members of Standing Committees serve a two-year term and may be appointed for two more terms (totaling six years).

#### **Members of the Dumbarton House Board have the following responsibilities:**

All members of the Dumbarton House Board are expected to adhere to the Board Code of Ethics.

Representatives will attend spring and fall board meetings at Dumbarton House and designate a substitute, if possible, when unable to attend. Each member is responsible for her own expenses.

Each board member will contribute a Leadership Gift to the annual Friends campaign, as well as \$200 a year to the *Ladies of Dumbarton Fund NSCDA*. This latter fund is used at the discretion of the Chairman of Dumbarton House.

Each board member will serve on a committee of the Dumbarton House Board and complete committee work as needed.

Ladies who are representatives of the Corporate Societies send the “Friends of Dumbarton House” solicitation letters, provided by Dumbarton House each year, to the members of their Societies. A Dumbarton House staff member will inform the

Representatives of contributions received and the Representatives and/or her Town Committee representatives should write thank-you notes to the donors. Friends of Dumbarton House funds are used to support the National Headquarters, its museum collection as well as the education, history and research efforts at Dumbarton House.

Representatives should solicit an annual gift to Friends of Dumbarton House from the Corporate Societies and Town Committees within her state.

Each board member should make members of their Societies aware of “*The Fund For The Future*”. Donations to this fund will provide an endowment for Dumbarton House.

Representative should regularly report to their Corporate Societies on the activities at Dumbarton House. They should provide information about Dumbarton House website: [www.dumbartonhouse.org](http://www.dumbartonhouse.org).

### **Dumbarton House Town Committee Representatives Responsibilities**

Each Town Committee is to select a Dumbarton House Representative to serve a three (3) year term. She shall be a member of the State Dumbarton House Committee, which consists of one representative from each of the six Town Committees and is chaired by the Lady of the Dumbarton House Board from South Carolina. The State Representative will update the Town Committee Chair on current events at Dumbarton House so that she can make an announcement at her meetings. The Town Committee Representatives will be informed by the State Representative of donations to the Friends Campaign. The Town Committee Representative is to acknowledge donations from their town committee members. She should keep Dumbarton House ever-present on their minds.

**Dumbarton House Website:** [www.dumbartonhouse.org](http://www.dumbartonhouse.org)

User Name: history

Password: future

### Regent to Gunston Hall

Under the governing documents of the NSCDA, when a Regent accepts her appointment to become a Regent, she shall serve a five year term, with the option of serving a second five-year term, for a combined total of ten years.

- Regents' meetings are held twice a year, in October (the Annual Meeting) and in April (the Semi-Annual Meeting). They last approximately three days and are mandatory. Committee conference calls may be necessary between the Annual and Semi-Annual Meetings. A Regent may not send a proxy or substitute in her absence. A Regent's absence from two annual or semi-annual meetings without the express consent of the First Regent may be cause for dismissal.
- Each new Regent attends her first meeting in October (as an Observer) with her State's retiring Regent. Observers participate in a thorough orientation program at this meeting. Observers officially become Regents after a vote at the fall meeting of the NSCDA National Board and after receiving a formal appointment by the Governor of the Commonwealth of Virginia.
- Regents are responsible for their own travel and meeting expenses. The expenses connected with meetings are tax-deductible.
- Each Regent is expected to pay annual dues in the amount of \$500 (in October) to the-BRGHI. New Regents will receive an invoice for this amount following their appointment by the Governor of the Commonwealth of Virginia. Retiring Regents are exempt from paying dues.
- Each Regent is responsible for supporting the annual BRGHI fundraising campaign. Former Regents will explain how your state accomplishes this yearly solicitation.
- Each Regent makes a short report to her Society whenever possible about the status of Gunston Hall, as well as writes a report for her Society's Annual Meeting. She is also encouraged to write an article for her state publication, if there is one.
- The Regent is responsible for getting information to the Town Committee Representatives so that they can make a report to their respective Town Committees in January or February.
- Each Regent serves as an ambassador for Gunston Hall and does everything in her power to advise others of the important contributions to our nation by George Mason.

- Regents receive continuous education, while forming lasting, life-long friendships.
- Should a State Regent resign before completing either a five or a ten year term, she must submit a letter of resignation to the President of her State Society, and forward copies to the President of the NSCDA, the First Regent of Gunston Hall, and the Chairman of the Gunston Hall Regent Nominating Committee.
- The name of any candidate recommended for a Regent-at-Large position should be submitted to the Regent and President of the society in which the candidate resides. The society Regent or President can then present her nomination to the Chairman of the NSCDA Gunston Hall Regent Nominating Committee. Should a Regent-at-Large resign before completing either a five or ten year term, she must submit a letter of resignation to the Chairman of the NSCDA Gunston Hall Regent Nominating Committee and forward copies to the First Regent of Gunston Hall and to the President of the NSCDA.

### Young Dames Chair

The Young Dames Chair is a non-voting position appointed by the President for a one-year term, renewable annually.

The Young Dames Chair is responsible for facilitating communication and satisfaction among Young Dames.

Town Committees are encouraged to have their own Young Dames Chairs, and the state Young Dames Chair should correspond regularly with the YD Chairs in the town committees to assist them and ensure that ideas are being shared across the state.

The Young Dames Chair with the assistance of the Office Manager should promote the use of social media as a means of communicating with Young Dames.

The Young Dames Chair should encourage participation by all Young Dames with the understanding that their time may be very limited. It is important that Young Dames be able to find a way to be a part of NSCDA-SC so that when they do have more time, they will be comfortable increasing their level of participation. Social events tailored to Young Dames, done in a day projects and attendance at one event annually such as the Christmas Luncheon or one town committee meeting are suggestions.

The Young Dames Chair should correspond (eBlast or eNewsletter) with all Young Dames on a regular (perhaps quarterly) basis to keep them informed of what is going on in the organization that might appeal to them and offer ideas for participation.

The Young Dames Chair should serve as an advocate for Young Dames helping to ensure that their membership is appreciated by all Dames and that more experienced Dames recognize their value to the organization.