NORTH CAROLINA SOCIETY
DAUGHTERS OF THE AMERICAN REVOLUTION

CHAPTER REGENCY’S MANUAL

Supplement to the NSDAR
Chapter Regents Manual and Guide to Parliamentary Procedure

Adopted November 15, 2019
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INTRODUCTION

Congratulations! As your chapter’s regent, you’ve been chosen to help your chapter members successfully engage in the many activities that support the DAR’s three-part mission: supporting historic preservation, education, and patriotism. In order to be a successful chapter regent, it’s important to understand how your chapter activities fit not only within the duties and responsibilities of the National Society but also the North Carolina Society.

As a chapter regent, you are the presiding officer and the official representative of your chapter. Whether your chapter has 25 or 250 members, do your best to engage all of your members. Start with your chapter officers and make sure they have a copy of your chapter bylaws and understand the duties required of their office. Also, remember that all DAR members are volunteers and a gracious “thank you” for their efforts or successful completion of a task will always be appreciated, just as we appreciate you. Read your chapter and North Carolina bylaws carefully and familiarize yourself with the National bylaws. Put deadlines on your calendar and never hesitate to seek the help of other chapter officers and your district director. Also, remember to forward information from the State Regent to your members as you are the conduit for very important information from both the National and State Societies. Your State Regent, State officers, State chairs, district director and chapter members stand ready to help and support you.

Finally, remember to have fun! Serving as chapter regent takes a lot of time so savor the special moments such as contest awards, special commemorations and State awards/recognitions. Once your term is over, treat yourself to a past or honorary chapter regent pin and wear it with pride, knowing your service to the chapter also supported the State and National Societies.
NSDAR CHAPTER REGENTS MANUAL

The NSDAR Chapter Regent’s Manual and Guide to Parliamentary Procedure is designated as form OSG-4000 on the National website. The manual can be found at the following link: http://www.dar.org/sites/default/files/members/darnet/forms/OSG-4000.pdf, by entering “Chapter Regents Manual” or “OSG-4000” in the search bar at the top of the Members’ home page, or as follows:

- After entering the National Members’ site, select “committees”
- On the Committees page, look under “Administrative Committees” and select “DAR Leadership Training”
- On the “DAR Leadership Training” page, select “Training and Resources” found on the right side of the page
- The link for the manual is below the heading “Office-Specific Resources”

The NSDAR Manual is vital for understanding the role and relationship of your chapter within the National Society. However, the following information found in this supplement is also key to your success as a North Carolina Chapter Regent.

NORTH CAROLINA

Chapter Bylaws: As a chapter regent, you should familiarize yourself with your chapter bylaws. Make sure you have the most current version and if you are uncertain that you do, contact the State Parliamentarian or review your chapter minutes to see when your chapter bylaws were last amended or adopted. Additionally, it is important to make sure all chapter officers are also familiar with their duties under your chapter bylaws.

Chapter Committees/Appointments: Appoint committee chairs to your chapter committees but know that you are not expected to fill every single committee with a chair, especially if your chapter is not large. Set expectations and encourage committee chairs to report to the chapter; this will help the committee chairs learn where to find information (State and National websites under “committees”) and in turn, will help them educate the chapter on the duties of their committee. If you have difficulty in appointing chairs to key committees, contact CDRC or your district director.

When the Chapter Master Report (CMR) goes “live” in the fall of each year, provide your chairs with the pages of the CMR that correspond to their committees. This gives them an overview of the activities they should be focusing on; you should also encourage them to gather the information needed to complete the CMR and return it to you so you can enter the information well before the February 1 deadline.
If feasible, appoint vice chairs and committee members. These ladies will support the chairs, and this will in turn help with succession. Regents are also encouraged to appoint assistant Treasurers and assistant Registrars. These positions are not executive board positions but are vital in helping these busy officers, and as stated above, will help with succession planning.

N.C. Members’ Website: Familiarize yourself with the North Carolina Members’ website. This website contains a wealth of information including the State Bylaws and Standing Rules, committee information (including names of chairs), a calendar of events, and information from the National Society.

Emails and Information from the State: As a chapter regent, you are on the “official mailing list” of the State Society which means that when the State Regent wants to push information to North Carolina Daughters via email, she will push it out in an email to you. Therefore, read the emails you receive from the State Corresponding Secretary and forward them to your chapter as instructed. These emails often mention deadlines and thus should be circulated as quickly as possible. In many cases, these emails are the only way our members get information in “real time.”

Each month you will also receive an email with the current issue of The Tarheel Patriot, our State newsletter. This document is also published on the State Members’ website. It contains a great deal of information from the National Society to the chapter level, including information about upcoming events and deadlines. Review it carefully and encourage your chapter members to read it, too.

Deadlines: Make note of key deadlines, especially those involving dues; this information can be found on the North Carolina members’ website. While it may be tempting to delegate everything relating to dues to your chapter Treasurer, you are the presiding officer of your chapter so you must stay informed about the process. Submission of dues after the deadline can result in your chapter having no representation at the next State Conference. Key deadlines include:

- **Annual dues** – December 1
- **Chapter Master Report (CMR) submission** – February 1
  The electronic CMR provides information used by State and National Chairs for committee awards and official reports for the time period of January 1 to December 31 of the same calendar year. All chapters must complete the CMR. There are NO paper reports; therefore, it must be completed online.
- **State Conference delegate election** – delegates must be elected “on or before the first day of the month preceding” the first day of state conference. For example, the chapter election of delegates must occur on or before March 1 if the opening session begins on April 1 or after.
- **Continental Congress delegate election** – delegates must be elected “on or before the first day of the second month preceding the month of Continental Congress of each year” and the credentials form must be postmarked no later than the 15th day of the second month preceding the month of Continental Congress. (NSDAR Bylaws
Art. XIII, Sec. 9). For example, the chapter election must occur on or before April 1 and the credentials must be postmarked by April 15 if Continental Congress starts in June. Chapter Regents do not need to be elected as delegates (see NSDAR Bylaws Art. VIII, Sec. 2(c) and (d); Art. XIII, Sec. 9).

Chapter Achievement Awards (CAA): The CAA form is an excellent way to track chapter performance. Familiarize yourself with the form which can be found in the State Yearbook and on the State Members’ website under “committees.” Here is the link to the chair’s page on the State Members’ website: http://www.ncdar.org/membernews/html/cmachieve.html

Networking in your District: Get to know your district director and just as importantly, the other chapter regents in your district. Your district director will help with many questions regarding the State society. Also, she will establish regular meetings with the other chapters in your district which will help you when it comes to problem-solving and gathering ideas for programs, etc. If you are unable to attend one of these meetings, you should send your vice regent or another chapter officer if the vice regent cannot attend.

Hosting - District Meetings and State Conference: Chapters rotate host duties for their district meetings; districts do the same for State Conference. Be sure you know when your chapter is scheduled to host your district meeting but regardless of the year, encourage your members to attend. This is a great time to connect with other chapters in your area and to hear what they are doing; it also a time that National and the State Society information is shared.

Also, encourage your members to attend State Conference even if your district is not hosting. Like the district meetings, it’s a great time for fellowship and to hear what others around the state are doing in support of the DAR.

Meeting Planning
Encourage chapter officers and committee chairs to help identify program speakers. Make sure speakers are aware of the allotted time for their presentation and don’t be afraid to politely interrupt them if the programs run long, especially if you conduct your business meeting at the conclusion of the program.

Inviting the State Regent to your Chapter: Don’t be shy about sending an invitation to your District Director, the State Regent or any State/National officer to attend a chapter meeting. If you do, feel free to ask her to give the program during her visit. Even if she does not present your program, the State Regent should be asked to “bring greetings;” this would be near the top of the meeting agenda. Also consider the following:

- Once you have confirmed that the State Regent can attend your meeting, provide her with specific information regarding the meeting start time, address of meeting site. Please also send her a reminder email approximately one to two weeks prior to your meeting.
- If possible, designate a parking space close to the entrance of your meeting site;
• When the State Regent is introduced and approaches the podium, the chapter members should stand and applaud;
• If you are serving a meal at your meeting, the State Regent should be served first and others should not eat until she has begun to eat. If other State officers or your district director are in attendance, they should also be given priority;
• If the State Regent is travelling more than three hours to your meeting, ask if she is arriving the day before the meeting. If so, invite her to stay overnight with you or another member of the chapter.
• Make a chapter donation to her State Regent’s Project (aka N.C. Daughters’ Project) in appreciation for her visit.
NORTH CAROLINA BYLAWS AND STANDING RULES

It is important to review the State Bylaws and Standing Rules. The most current version of each document can be found in the current year State Yearbook. Additionally, these two documents can be found on the State Society’s website under “Forms and Publications.”

Provisions that are either specifically directed to Chapter Regents or contain key information are as follows:

**Bylaws**

**Article IV**

SECTION 2. Dues.
Annual state dues are payable to the state treasurer by chapter treasurers, showing a Federal Postal Service or other carrier cancellation date no later than December 1. Dues may be hand delivered to the state treasurer on or before December 1. They are delinquent after that date.

SECTION 3. A chapter whose dues have not been paid by November 15 shall be notified by the state treasurer that the chapter shall not be entitled to representation at the State Conference unless its dues are received as described in Article IV, Section 2.

SECTION 4. Newly organized chapters shall pay state dues to the state treasurer by December 1 of the year of its organization to entitle the chapter to representation at the next State Conference.

**Article IX**

SECTION 3. The voting members for state meetings shall be:

(c) The chapter regent or, in her absence, the first vice regent or her alternate; The elected delegates or alternates of each chapter of the state entitled (state and national dues paid by December 1) to representation at the Continental Congress or special meeting of the National Society (NSDAR Bylaws Art. XV, Section 2(b) and Section 3); . . .

SECTION 4. CHAPTER REPRESENTATION
(a) State dues must be postmarked no later than December 1 in order for a chapter to be eligible to have voting representation at the following State Society meeting. The number of representatives from each chapter shall be three (3) times the number allowed by the National Society at Continental Congress. (NSDAR Art. XV, Sec. 3(a) and Art. XIII, Sec.8(b) and 8(c));

(1) Chapter having 12-19 members = 3 delegates, including the chapter regent;
(2) Chapters having 20-49 members = 6 delegates, including the chapter regent;
(3) Chapters having 50-99 members = 9 delegates, including the chapter regent;
(4) Chapters having 100-149 members = 12 delegates, including the chapter regent;
(5) Chapters having 150-199 members = 15 delegates, including the chapter regent;
(6) Chapters having 200-249 members = 18 delegates, including the chapter regent;
(7) Chapters having 250-299 members = 21 delegates, including the chapter regent;
(8) Chapters having 300-349 members = 24 delegates, including the chapter regent;
(9) Each additional fifty (50) members so credited will increase chapter delegates by three (3).

(b) Each chapter may elect two (2) alternates for each delegate;
(c) Delegates and alternates shall have belonged to the chapter at least one continuous
year immediately preceding the date of Opening Session of the State Conference to be
eligible to represent the chapter;
(d) The delegates and alternates selected shall be delegates and alternates to attend any
special meeting of the State Society that may be held prior to the annual State
Conference of the next year;
(e) Delegates and alternates to the State Conference shall be elected on or before the first
day of the month preceding the month in which the Opening Session of the State
Conference occurs;
(f) A chapter organized and confirmed by the National Board of Management after
February 1 shall be allowed representation at the following State Conference by the
chapter regent only or, in her absence, by the first vice regent;
(g) During the time the membership of a chapter is below twelve (12), the number required
by the National Society for organization, it shall not be entitled to representation at the
State Conference;
(h) If a chapter falls below the required membership after January 1, but before the closing
meeting of State Conference, it shall be allowed representation based on its standing as
of January 1.

Article XIII – Chapters
SECTION 1. The Chapter Regent shall:
(a) Update the status of chapter officers using e-Membership. If the regent uses the paper
form, she must send the completed Chapter Officer Form to the Organizing Secretary
General, and send copies to the state regent, the state recording secretary, the state
 corresponding secretary, and the district director by April 1;
(b) Send an annual report of the work of her chapter by the date specified by the State
Executive Board;
(c) Complete the Chapter Master Report and submit it by the required date;
(d) Disseminate information to chapter members as directed by the state regent.

SECTION 2. The Chapter Registrar shall follow National Society directions for reporting
transfers, reinstatements, marriages, divorces, deaths, resignations, and changes of addresses
as they occur during the year, and for submitting information when a new member is admitted.
SECTION 3. The Chapter Chaplain shall:
   (a) Send a report to the State Chaplain of deaths of chapter members as they occur, using State Society forms;
   (b) Send a list of all chapter members 90 years old and older, with their birth dates and addresses, to the state chaplain by February 1 each year.

SECTION 4. The Chapter Treasurer shall use the forms provided to report dues and all contributions to DAR projects, both state and national.

SECTION 5. A copy of chapter bylaws shall be sent to the state parliamentarian immediately following the approval of amendments or revisions.

SECTION 6. Chapters shall have committees corresponding to the state committees, as the chapter may authorize, or the State may require.

SECTION 7. The election of chapter officers shall take place no later than the March meeting.

Standing Rules

C. Permanent Awards, Scholarships and Special Funds
   Please review “Permanent Awards, Scholarships and Special Funds” found under section C. This information will provide you and your chapter with the criteria for these awards to help you with contests, scholarships, etc. Additional information can be found under the related committee pages on the State website (e.g. Constitution Week, DAR Scholarship, Membership, Historic Preservation, etc.).

D. Yearbook, 1. Reports
   (a) All reports to be printed in the State Yearbook shall be submitted to the yearbook editor in an editable electronic format, preferably Microsoft Word. With the exception of the state regent’s and state treasurer’s reports, all reports shall be limited to 250 words;
   (b) State officers and state chairs shall send copies of their reports to the state yearbook editor;
   (c) Chapter regents shall send copies of their reports to their district vice directors;
   (d) The period covered by annual reports is January 1 through December 31, unless specified differently by the National Society.