

## Unit III - Procedures

### Section 1 - Application for Membership

#### A. National Society of the Sons of the American Revolution

##### 1. NSSAR Constitution - Article III - Eligibility for Membership.

"Any man shall be eligible for membership in the Society who, being of the age of eighteen years or over and citizen of good repute in the community, is the lineal descendant of an ancestor who was at all times unfailing in loyalty to, and rendered active service in the cause of, American Independence whether as an officer, soldier, seaman, Marine, militiaman or Minuteman, in the armed forces of the Continental Congress of any one of the several Colonies or States, as a signer of the Declaration of Independence, as a member of a Committee of Safety or Correspondence, as a member of any Continental, Provincial, or Colonial Congress or service by overt acts of resistance to the authority of Great Britain, provided, however, that no person advocating the overthrow of the Government of the United States by use of force shall be eligible for membership in the Society."

##### 2. NSSAR By-Law Number 1 - Membership

"Section 1. Application for membership shall be made through a State Society, upon duplicate blank forms prescribed by the National Board of Trustees, and shall in each case set forth the name, residence and services of his ancestor or ancestors in the American Revolution from whom he claims eligibility."

"Section 2. An applicant for membership must be sponsored by two members in good standing, and he shall make oath that the statements in his application are true to the best of his knowledge and belief. If the application be approved by a State Society, an Officer of that Society shall send such application together with the admission fee to the Registrar General who shall examine the claims of the applicant for eligibility and no applicant shall be admitted to membership until the Registrar General approves."

of "Section 3. Each member of the National Society shall be entitled to a certificate membership duly attested by the President General and the Secretary General, countersigned by the President and Secretary of the State Society through which such member shall have been admitted, to which certificate shall be affixed the seal of the National Society."

Sons "Section 4. The official designation of a member of the National Society of the Sons of the American Revolution shall be "Compatriot"."

"Section 5. Whenever an applicant for membership in the Society is a lineal descendant of a present or former member of the Society whose application contains definite authority for the ancestor of the present member having been eligible as a Son of the American Revolution as provided in Part 1, Article III, of the Constitution, it shall only be necessary to establish his descent from such present or former member and include such member's National number, provided that proofs which are satisfactory to the Registrar General are in his files to establish the line of descent from the ancestor to the present or former member."

B. New Applications - Chapter Level

1. Upon receipt of completed Application for Membership (Exhibit 1) from a prospective member, an active member of the initiating Chapter will review the application to make certain that:
  - a. The application has been completely and properly completed using the proper authorized form. Please Note: The proper form will be a form produced by one of the methods approved by the Registrar General and shall be one of the approved paper stocks. The original application and copy must be:
  - b. Signed by the prospective member.
  - c. Signed by a sponsor and co-sponsor in the proper manner. Please Note: An active member who has worked with a prospective applicant should be the first line signer of the application.
2. The active member will ascertain that the references attached are complete and that acceptable proof of lineage has been attached.
3. Upon completion of the above, the Chapter will send the application and all supporting documents to the TNSSAR Registrar. One check, made payable to the Treasurer, TNSSAR in the amount listed in Exhibit XVI, Schedule of Fees. For new applications the first year's State dues are waived. The application fee to TNSSAR covers the first year's dues.

C. New Applications - State Level

1. Registrar - TNSSAR
  - a. Upon receipt of a completed application from a Chapter, the TNSSAR Registrar will review the application for completeness. He will pay particular attention to see that all references for proof of lineage are complete and in the proper form.

- b. If the TNSSAR Registrar finds an error or incomplete proof, he will submit the problem in writing to any or all of the following - the Chapter President, Chapter Registrar, the Sponsor, or the Applicant without delay.
- c. When the application is complete or correct, the TNSSAR Registrar will then affix the proper signature of the TNSSAR Registrar, prepare a State Copy (2nd Original or Copy with original signatures) for the TNSSAR Registrar's files, and forward the Original Application, with supporting documents and the check, payable to the TNSSAR Treasurer, to the TNSSAR Secretary for signature and submission to the National Society.
- d. The TNSSAR Registrar will keep a record of all applications sent so that he can ascertain that all applications sent to the National Society have had action taken on them. National Society will only retain "open" or pending applications for a maximum of one year, then they are returned to the State Society for clarification and re-submission.
- e. After the application has been accepted and approved by the National Society, the TNSSAR Secretary will send to the TNSSAR Registrar a copy of the Transmittal Sheet (Exhibit IV) that outlines the approved member's Name, National and State Numbers, and the Chapter of which the new Compatriot is a member. The TNSSAR Registrar will then move the Compatriot's name from the pending to the approved list and report the same to the TNSSAR Board of Directors.

## 2. Secretary - TNSSAR

- a. Upon receipt of a completed application package, with the approval signature of the TNSSAR Registrar and a check for all applicable fees, the TNSSAR Registrar will verify the completeness of the application and sign as accepting; forward the applicants check to the TNSSAR Treasurer and request a check from the TNSSAR to the Treasurer General, NSSAR, in the proper amount; prepare a proper transmittal form; forward the completed application package to the Registrar General, NSSAR.
- b. After the application has been accepted and approved by the National Society, the TNSSAR Secretary will send to the TNSSAR Registrar copy of the Transmittal Sheet (Exhibit IV) that outlines the approved member's Name, National and State Numbers, and

the Chapter of which the new Compatriot is a member. The TNSSAR Registrar will then remove the Compatriot's name from the pending to the approved list and report same to the TNSSAR Board of Directors.

- c. The TNSSAR Registrar will then enter the National and State Numbers on the State Copy of the Application and file the application by National number in the files provided by the State Society.
- d. In addition, the TNSSAR Secretary will forward a copy of the transmittal record to the individual responsible for maintaining the State data base to allow entry of the new Member's name, address and numbers in the TNSSAR computerized data base and will forward a copy of the member's application record copy (as included with the membership certificate) to the TNSSAR Registrar to be maintained in his records.

### 3. President - TNSSAR

- a. Upon receipt of the new member's Certificate, the President will affix his signature in the appropriate signature block.
- b. The TNSSAR President will then mail the Certificate to the Secretary of the Chapter listed on the Transmittal Form.

Please Note: The National Society mails to the new member a postcard indicating that he has been accepted into membership in the Society. This is mailed at the same time the Certificate is mailed to the State Secretary. Because of the delays in routing the Certificate from State Secretary to State President to Chapter Secretary, the new member may contact a Chapter member to get his certificate. This note is to explain why, in some cases, it has taken weeks to get a certificate through the signature process.

## D. New Certificates - Chapter Level

### 1. Chapter President

- a. Upon receipt of a new member's Certificate from the State President, the Chapter President should notify the new member and invite him to the Chapter meeting for presentation of his

certificate.

- b. At the Chapter meeting, the new member and his family should be introduced to the Chapter and made to feel welcome. There is a new induction ceremony in the Official Handbook of National Society (See Section I).
- c. It has been a tradition of the Tennessee Society to give a new member a Rosette of the Society during his induction ceremony. It is strongly recommended.