



DRT 101

FOR CHAPTERS

WHAT EVERY SUCCESSFUL CHAPTER SHOULD BE DOING

"To Perpetuate the Memory and Spirit of Our Ancestors"

The organization today known as The Daughters of the Republic of Texas was founded on November 6, 1891. DRT is the oldest women's patriotic organization in Texas.

Topics to be covered in DRT 101 for Chapters are:

- Chapters Support the Purpose of DRT
- Chapters Support the Missions of DRT
- Chapter Membership: Classifications
- Chapter Structure and Officers
- Chapter Responsibilities
- Member Responsibilities

Chapters Support the Purpose of DRT

Below are some ways Chapters can support the Purpose of DRT:

- ★ To perpetuate the memory and spirit of the men and women who achieved and maintained the independence of Texas
 - ✓ Attend and participate in chapter meetings and events
 - ✓ Invite new members
 - ✓ Mark gravesites of ancestors
 - ✓ Participate in other local historical societies and commissions

- ★ To encourage historical research into the records of Texas, especially those related to the Republic of Texas time period
 - ✓ Participate in other local historical societies and commissions
 - ✓ Encourage chapter programs about Republic era people and events
 - ✓ Make donation(s) to DRT museums and projects

★ To promote the celebration of Texas Honor Days

January 26	Mirabeau B. Lamar Day
February 19	Texas Statehood Day
March 2	Texas Independence & Flag Day
March 6	Alamo Heroes Day
March 27	Goliad Heroes Day
April 21	San Jacinto day
September 18	Texas Heroes Day
3 rd Sat. Sept.	Texian Navy Day
October 2	Gonzales Day
November 3	Stephen F. Austin's Birthday
November 6	DRT Founder's Day

- ✓ Fly the Texas Flag!
- ✓ Have/Invite programs about Honor Days at Chapter meetings!
- ✓ Contact local news for publicity with articles about Honor Days!
- ✓ Make field trips to DRT events around the state (examples: San Jacinto Monument, Monument Hill, Come and Take It Festival, Battleship Texas)
- ✓ Make presentations to local school children, i.e. History Trunk

For information about each, and press releases for chapter use to promote Texas Honor Day observances, go to the DRT members' website, www.drinfo.org/members, click on Forms & Publications, then click on Texas Honor Days.

Chapters Support the Missions of DRT

Below are some ways Chapters can support the Missions of DRT: Preservation, Education, and Research

Preservation

★ DRT Owned Properties

- DRT HQ, Republic of Texas Museum, DRT Library Collection, The Cradle, J.B. Wells House

✓ **Monetary support, Volunteer assistance, Visit sites, Encourage others to visit sites**

★ Chapter Owned Properties

- Ezekiel Cullen House, Gaines-Oliphant House, The Pioneer Log Memorial House

✓ **Monetary support, Volunteer assistance, Attend special events**

★ Texas State Owned Properties

- The French Legation

✓ **Monetary support, Volunteer assistance, Visit sites, Encourage others to visit sites**

★ Memorial Medallions

- Mark the graves of DRT and/or CRT members

✓ **Promote with reminders at chapter meetings, publicity at marking ceremonies**

★ Native Texan License Plates

- Funds statewide grants to preserve historic sites or education programs that teach Texas history

✓ **Promote with reminders at meetings; local publicity to other historical, genealogical, civic groups**

Education

- ★ Texas History Awards
 - Student Essay Contest, Texas History Teacher Awards
- ✓ **Encourage schools to participate in Texas History Essay contests and Teacher Awards with letters and /or visits to administrators and teachers; certificates of participation; local prizes and publicity**

- ★ Art Contests Sponsored by the Republic of Texas Museum
 - Poster (gr.K-5), Original Artwork (gr.6-8), PowerPoint (gr.6-12), Original Artwork, age 55+ (non-professionals)
- ✓ **Local news publicity about art contests; flyers to schools, libraries, senior centers, etc.**

- ★ Camps
 - Republic of Texas Museum, The Alamo, The French Legation
- ✓ **Flyers to schools, libraries, recreation centers**

- ★ Other Awards
 - Elaine B. Davis Research Award, June Franklin Naylor Award, Virginia M. Law Award
- ✓ **Local publicity about awards; provide information to local universities, other local historical and genealogical groups. about the awards**
- ✓ **Have a chapter program about the awards and invite potential scholar participants**

Research

- ★ DRT Library Collection at the Alamo Research Center
 - ✓ **Monetary support; local publicity about the collection; programs at chapter meetings about the collection**

- ★ Texas Lineage Research Program
 - ✓ **Lineage Day activity; local publicity**

- ★ Riverside Museum in Gonzales
 - ✓ **Visit the museum; provide local information and publicity about the museum; encourage others to visit the museum**

Chapter Membership: Classifications

The following classes of membership apply to Chapters:
Active, Emeritus, Posthumous, and Inactive.

■ Active (dues paying)

➤ Regular Member

Meets DRT membership eligibility requirements and pays dues on time.

➤ Affiliate Member

Chapters may have Affiliate members if permitted in their Bylaws. These are DRT members who have one or more secondary chapter membership(s). These members will have a primary chapter where they pay state dues, count their service and may run for state offices. Affiliate members may also have a secondary chapter where they pay chapter dues only, may vote, hold office and participate, but do not qualify for state offices based on this chapter service.

➤ Associate Member

Chapters may have Associate members if permitted in their Bylaws. These are women who are ineligible for membership but whose deep interests in the objectives of DRT render them valuable as associate members, without the privilege of making a motion, voting, or holding office. They shall pay only chapter dues.

■ **Emeritus**

In the event a member of 15 years or more or a charter member of her chapter is placed in long-term care, is incapacitated, or finances forbid her from continuing to pay dues, and she would rather not resign, she shall be maintained on DRT records as an emeritus member until her death with all DRT organization and chapter dues being waived. Eligibility shall be established through written request to the Second Vice President General.

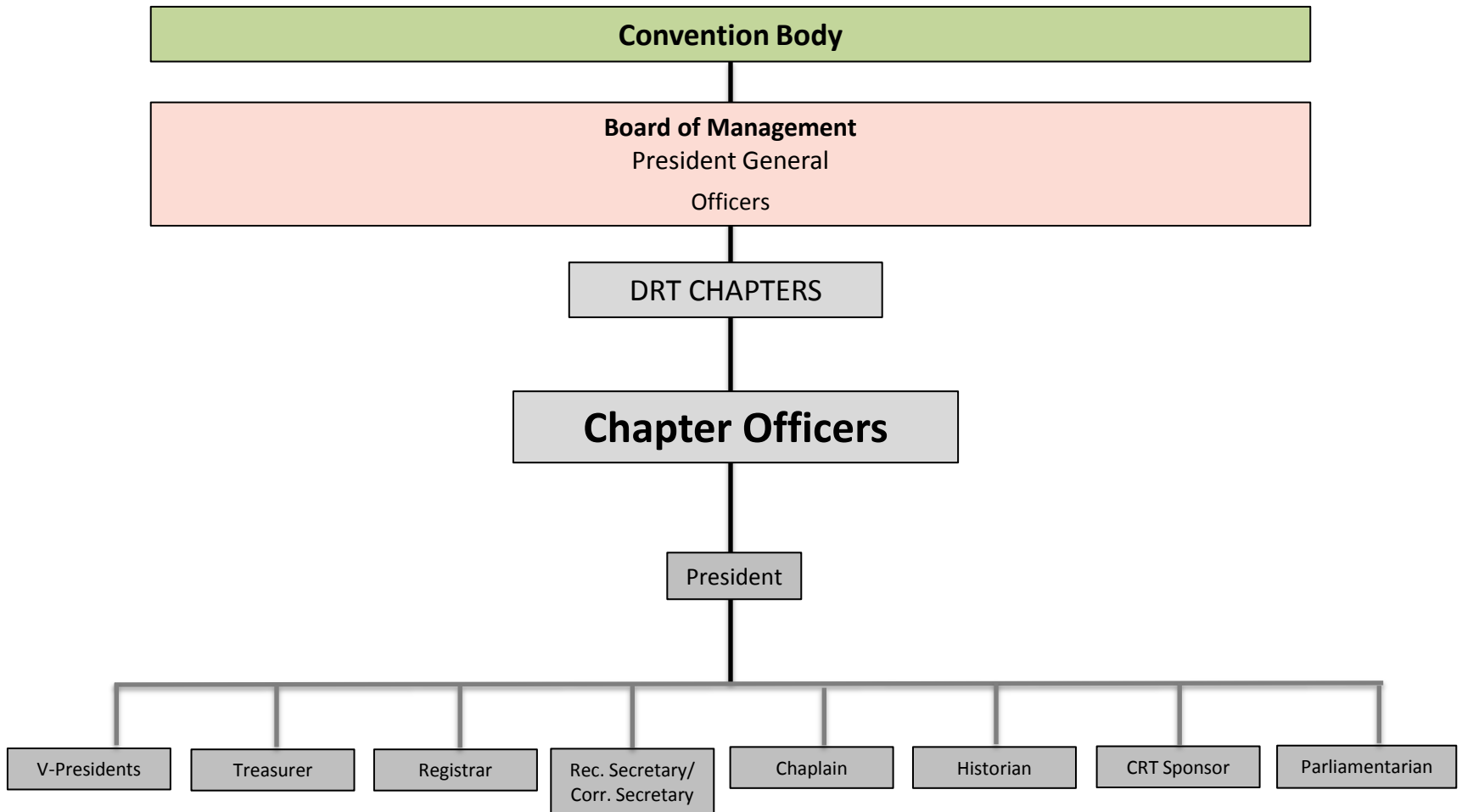
■ **Posthumous**

A posthumous membership is granted to women who, though eligible for membership in DRT, did not during their lifetime seek membership. A posthumous member shall not be eligible for supplemental ancestors. There shall be a “P” affixed to the membership number of this member to signify that the member was never an active member of DRT during her lifetime. A posthumous member shall be eligible to have a member medallion affixed to her tombstone.

■ **Inactive**

A member whose dues have not been received by deadlines listed in the Manual of Operating Procedure.

Chapter Structure and Officers



Chapter Officers: Some Specifics

- Chapter Officer duties are detailed in the DRT Bylaws and Manual of Operating Procedure.
 - Refer to 2014-16 DRT Bylaws, pages 40-42 and Manual of Operating Procedure, pages 90-102 for specific duties of each officer.
- All are important, but 3 are critical to every chapter.
 - Chapter President
 - Chapter Treasurer
 - Chapter Registrar





Chapter President

In the manner prescribed by DRT Bylaws, Chapter Bylaws, DRT M.O.P, and *Robert's Rules of Order Newly Revised*, the Chapter president:

- ✓ presides at all meetings,
- ✓ communicates information from the BOM, Headquarters and Administrative Committees,

Important: Familiarize yourself and chapter members with DRT Website and Electronic Mail. Make a plan for reaching members with non-technology communication, i.e., print, telephone, etc.

- ✓ sends in list of new officers,
- ✓ completes Annual Chapter Narrative (April 15),
- ✓ completes and submits Chapter Award Forms, and
- ✓ coordinates all chapter activities as needed.



Chapter Treasurer

Responsibilities of the Chapter Treasurer are **very** important and labor intensive. She:

- ✓ submits Reinstatement & Transfer forms,
- ✓ collects and submits Chapter dues, Dues Report forms and Dues Reconciliation forms per the Manual of Operating Procedure,
- ✓ submits Chapter Entity form to Treasurer General,
- ✓ remits Sales taxes to State Comptroller,
- ✓ Files the appropriate Form 990 to the IRS,
- ✓ orders Chapter insignia,
- ✓ maintains Chapter checkbook,
- ✓ disburses donations to special projects, committees and memorials,
- ✓ submits all changes in membership information to Headquarters, and
- ✓ prepares the Chapter budget.





Chapter Registrar

The Registrar is the “keeper” of the application records of ALL members of the Chapter, present and past. She:

- ✓ “Grows the Chapter membership,”
- ✓ submits applications with correct proofs and fees to the Registrar General for chapter membership applicants, and
- ✓ maintains custody of all Chapter application papers for active, inactive, deceased, emeritus, and transfer members.

Chapter Responsibilities

■ as a 501-c3 Organization

To obtain and maintain tax-exempt status for chapter purchases and/or chapter sales requires proper filing and reporting according to both state and federal guidelines.

- ✓ Obtain a Chapter Tax ID Number from the IRS.
(See page 97, Manual of Operating Procedure, for instructions.)
- ✓ Submit appropriate Form 990 to IRS to maintain tax exempt status.
- ✓ Submit Chapter Related Entity form to DRT.
- ✓ Remit sales tax to State Comptroller.



■ to the DRT Organization

Each chapter is a part of the larger organization and must operate within the framework of Bylaws established by the Association. Some responsibilities to be carried out by chapter are listed below.

- ✓ Maintain communication between the state organization and local chapter members.
- ✓ Perform host responsibilities for District Meeting as required by chapter rotations.
- ✓ Join with the chapter's District to host the State Convention as required by district rotations.
- ✓ Remit state dues on time.
- ✓ Submit all reports on time.
- ✓ Support DRT properties and projects.
- ✓ Encourage new membership.
- ✓ Encourage members to serve on the state level.



Member Responsibilities

Dues

- Should be paid in advance. DRT fiscal year begins June 1. While the treasurer is responsible for collecting dues, MEMBERS are responsible for paying on time, i.e. before June 1 each year. Any member whose dues have not been received, or postmarked, by September 1 will be automatically placed on inactive status.
- Cover DRT organizational expenses. DRT has no other source of income for performing the business and services of the DRT organization, such as: HQ building, building utilities, security; HQ staff (currently 2 employees); communications; FLM staff; archival storage (museum artifacts, documents and digital images); equipment (computers, printers, copiers, etc.).

Communication

- Become familiar with the DRT Website. www.drinfo.org/members is for members and www.drinfo.org is the public website. Here members can find all current information about DRT chapters, committees, forms and publications, newsletters, headquarters, museum, CRT, calendars, etc.
- For members without electronic ability, help your chapter plan for other ways of providing information, i.e. print, telephone, etc..

Participation

- **Chapter Meetings and Events.** Attend chapter meetings and support special events with your presence. Serve your chapter: hostess, programs, officer.
- **District Meetings.** These meetings provide a forum for interaction with State Officers, dissemination of news and information, chapter sales, making new friends and greeting old ones, sharing information on the chapter level, and receiving help for chapter officers. Help your chapter with host functions which may entail: registration activities, program printing, table decorations, food services.
- **State Convention.** The business of DRT is conducted annually at a Convention held in May. The Convention is hosted on a District rotation basis by the ten Districts. Your chapter will be involved with other chapters in your District once every ten years to accommodate convention activities. Some examples of required tasks might be: registration activities, table decorations, program and print materials, speakers, music, technology/facilities, sales table coordination, BOM activities, and tours or workshops. Serve DRT at the state level on committees or in a state office.