MANUAL OF PROCEDURE

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MANUAL OF PROCEDURE (MOP) STANDING RULES

Article I   Procedure to Change the MOP

Section 1.01   Authority

Board of Management
The Board of Management (BOM) shall have the authority to change procedures in the MOP. Any member may propose changes to the MOP, by sending her proposal electronically to the Parliamentarian at least three (3) weeks before a regularly scheduled BOM meeting.

Parliamentarian
The Parliamentarian shall forward all proposals to the BOM for action at least ten (10) days before the next BOM meeting.

Motion Effectivity
All motions to amend the MOP should state their effective dates, such as “immediately upon approval by BOM”, or “after the next convention.”

Section 1.02   Proposed Amendments

Bylaws Committee
A proposed Bylaw amendment may be deemed by the Bylaws Committee more appropriate as a MOP amendment. If so, the Parliamentarian will submit it as a MOP amendment to the BOM for consideration. The member who submitted the proposed amendment shall be notified of this action.

Updates
The Recording Secretary General shall update the MOP. No later than two weeks after a BOM meeting, she shall send the updated MOP to the Custodian General for posting on the DRT website.

Notification
It is expected that if an approved amendment must take effect immediately in order to comply with State or National law, the Officer requesting its approval shall notify her Chapter counterparts (i.e., Treasurer General to Chapter Treasurers).

Vote:
A two-thirds (2/3) vote shall be required to adopt a change to the MOP.

Section 1.03   Publication of Manual of Procedure
The MOP shall be updated and republished on the members’ website as needed but at least two weeks after amendments to the MOP. {Update 11/08/2018, Motion # 4}
Article II  TEXAS HONOR DAYS

DRT promotes the celebration of Texas Honor Days. Chapters are encouraged to honor these days in some way, and members are encouraged to fly the Texas flag on each of these Honor Days.

Mirabeau B. Lamar Day (January 26)
Lamar is honored as the Father of Texas Education. DRT may observe this day by providing historical materials to local schools and the news media. It is also an excellent time to honor teachers of Texas history.

Texas Statehood Day (February 19, 1846)
The legal entry of Texas into the Union was 29 December 1845, but the decade-old Republic of Texas did not formally transfer its authority to the new State of Texas until 19 February 1846. DRT celebrates 19 February 1846 as Statehood Day and as a Texas Honor Day.

CRT Founders Day, (March 1, 1929)
On this day the Daughters of the Republic of Texas, at the 1929 Convention, approved that DRT sponsor a junior organization to be known as the “Children of the Republic of Texas.” {Update 06/19/2018, Motion # 17}

Texas Independence and Flag Day (March 2, 1836)
On this date, the Texas Declaration of Independence was signed at Washington-on-the-Brazos. A big celebration is held at the site each year and many Daughters participate in the event. Various programs and social events are held throughout the State by DRT chapters on this day, which is also Sam Houston’s birthday.

Alamo Heroes Day (March 6, 1836)
An observance at the Alamo honoring the patriots who died there is held annually by the Alamo Mission Chapter. The heroes’ names and places of birth are called out by the President General in a solemn and impressive ceremony. Daughters are encouraged to participate in local celebrations on this day if at all possible.

Goliad Heroes Day (March 27, 1836)
Following the fall of the Alamo, the Mexican Army, under command of General Santa Anna, attacked Colonel James W. Fannin’s men at Goliad. Fannin was forced to surrender. He and his men were promised fair treatment and parole, but General Santa Anna ordered that all of the men should be shot. On March 27, 1836, 320 Texian prisoners were executed, the largest loss of life in the cause of Texas independence. “Remember Goliad!” became one of the great battle cries at San Jacinto.

San Jacinto Day (April 21, 1836)
On this date, General Sam Houston and the Texas Army defeated Santa Anna's Mexican troops in the Battle of San Jacinto. An annual celebration is held at the San Jacinto Monument and Battlefield. In San Antonio an Annual Pilgrimage to the Alamo is sponsored by the Alamo Mission Chapter. It is always the first Monday of Fiesta Week, originally “Fiesta San Jacinto,” which includes San Jacinto Day.
**Texian Navy Day (Third Saturday in September)**
In September 1835, the first naval engagement of the Texas Revolution occurred near Velasco. In that engagement between a Texian privateer, the *San Felipe*, and a Mexican war schooner, the *Correo*, the Mexican ship was forced to unconditionally surrender. Thus, the Texian Navy won its first victory in the War of Independence on the high seas. This event was one month before the first significant land battle of the Texas Revolution at Gonzales.

**Texas Heroes Day (September 18)**
The date of September 18th has multiple significant factors in that on September 18, 1842; thirty-six volunteer Texan soldiers were killed on the field of battle in the Dawson Massacre. Of the survivors, three escaped to tell the story, and fifteen others were taken prisoner by Mexican soldiers in the Woll invasion near Salado Creek (where Fort Sam Houston is now located in San Antonio). The captured prisoners were marched away to Perote Castle Prison in Veracruz, Mexico. Of these men, only nine survived to return to Texas. The remains of one captive who died was thrown into the castle moat. September 18, 1848, the remains of fifty-two men who died in Perote Prison, including sixteen of the seventeen who survived the Mier Expedition, were imprisoned at Perote Prison, and drew the “Black Beans of Death” on March 25, 1843, to decide who would be executed, were buried at what became known as Monument Hill at LaGrange.

**Gonzales Day (October 2, 1835)**
The first recognized battle of the Texas Revolution was fought in Gonzales. The Texas force of one hundred and sixty men challenged the Mexican military authority by refusing to surrender a brass cannon previously given to the town as a means of protection against the Indians. The Battle of Gonzales lasted only a few minutes, but most citizens in Texas realized that there was no turning back. A war had begun.

**Stephen F. Austin’s Birthday (November 3, 1793)**
Remembering The Father of Texas’ birthday provides a time to reflect on the life of our founder and the importance of his contributions to Texas history, and ultimately U.S history. He lived only forty-three years, but the significance of his achievements in the successful settlement and independence of Texas shaped our country’s history forever.

**DRT Founders Day (November 6, 1891)**
On this date, a group of seventeen ladies met in Houston in the home of Mrs. Andrew Briscoe in Houston to carry out the idea of Misses Betty Ballinger and Hally Bryan for organizing a Republic of Texas daughters’ organization to meet with the Texas Veterans.

**Siege of Bexar (December 9, 1835)**
The Siege of Bexar began in October 1835 and ended with the surrender of Mexican General Cos on December 9, 1835. This was the only victory of the Revolution until the Battle of San Jacinto. {Update 06/30/2017 Motion # 13}
Article III  MEMBERSHIP

Section 3.01  Requirements of Membership

(a)  Eligibility for Membership
The eligibility requirements from for applicants and eligible ancestors are given in Bylaws Article I, Sections 2 and 3.

The Chapter Registrar is responsible for verification that the requirements of the Bylaws and MOP are met before the application is submitted. Her signature signifies that she has reviewed the application and documentation and determined that the documentation supports all of the data (name, date, and place) on the application.

(b)  Proof of Eligibility
The requirements for Proof of Eligibility are discussed below in the section Application for Membership.

Section 3.02  Application for Membership

(a)  Application to a Chapter:
[See Bylaws Article I, Section 4.]
Chapter bylaws will determine the process used to welcome and approve a candidate to become a member of that chapter. These procedures may not conflict with DRT bylaws or any state or Federal laws. {Update 09/16/2017, motion # 31}

(b)  Application as a Member-at-Large
[See Bylaws Article I, Section 4]
Prospective members-at-large should contact the Member-at-Large Registrar (MALR). The MALR will advise the prospective member with her application in the same manner as a chapter registrar. She shall sign the application after she approves it on the Chapter Registrar line to indicate her approval. The MALR is the only DRT signature required on the application as submitted. Chapter endorsements are not required. {Update 2/22/2018, Motion # 21}

(c)  Application Procedures
These instructions must be used for both DRT and CRT applications. See the example in the Chapter Registrar Manual. The Chapter Registrar Manual and the Chapter Resource Manual, may be found on the DRT website, give detailed instructions on the application process.

Each completed application package consists of
one original application form on original DRT watermarked, legal size paper,
one set of proofs prepared as described below and
a check payable to “DRT” or “CRT” as appropriate, for the examination fee and first year’s dues. {Update 06/30/2017 Motion # 36}
The original proof shall be photocopied on 8 1/2 x 14-inch paper with a one-inch left margin for binding. The application and its documentation must be printed with a laser or high-quality ink jet printer. All signatures must be original (signed after the photocopy is made), using a black acid-free archival pen. See DRT website for official supplies. {Update 06/30/2017 Motion # 36}
(d) Proofs Information – General Instructions

Photocopies: Submit one set of photocopied proofs on legal-size paper (8½ by 14). Do not send original documents or photographs. Send only photocopies. These photocopies should be legible and not be reduced in a way to render them difficult to read.

Illegible photocopies: All documents must be clear enough to read or they will not be accepted. If a photocopy of a document is difficult to read, do not alter it in any way. Underline the pertinent information on the original. Provide a typescript of the document and the original. Illegible documents will not be accepted.

Language: Documents written in a language other than English must be translated. Submit copies of both original and translation.

Pertinent information: Underline the information on the document that proves the information entered on the application form with a red pencil, i.e., names linking one generation to next, birth and death dates, places of birth and death. Do not use a highlighter on the proofs. Do not enter dates and places on the application unless they can be verified by proofs submitted.

Identification: On the front of each proof in the lower right-hand corner, type or print name of the applicant, name of ancestor, and the generation number. If a piece of proof applies to more than one generation, label the proof with all generations to which it applies.

Example: Mary Sue Brown Smith  Generation 1

Married/widowed/divorced applicants: Include with your proofs a copy of your husband's (or former husband's) birth certificate if it is available to you, and his death certificate, if deceased, to prove his dates and places of birth and death. In some instances, this information is now available on marriage records; if so, the marriage record is acceptable to prove date and place of birth. In some instances, for former husbands, this information is not legally available to the applicant and therefore is not required.

The applicant must prove that the birth certificate presented is a true copy of the applicant's birth certificate. This may be accomplished by submission of marriage record(s) to document the changes in name, an affidavit from the applicant's parents, or other suitable documentation.

Divorce documentation is not required if the name changes are proven by marriage records. In the event the applicant does not wish to have the documentation of the previous marriages entered into the file, the Registrar General will examine the documentation and file a statement with the application that she has examined the documentation presented by the applicant and can attest that it supports the fact that the applicant is the same as the birth record presented. This Statement, without the documents, should accompany the application. Documents will be destroyed by the Registrar General.

Listing Proofs

Beginning with Generation 1 (Applicant), list all proofs included with the application. Relationship of one generation to the next must be proved.

The proof box in the application has limited space. Use the following abbreviations for brevity. Do not use the abbreviations more than once in a proof list. Instead, put the initials of the individual in parentheses after the abbreviation. Example: List two birth certificates in a proof box as BC (JAJ, MHS).
Abbreviations Chart to Use for Applications

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Use</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marriage License</td>
<td>Use</td>
<td>MR, ML</td>
</tr>
<tr>
<td>Birth Certificate</td>
<td>Use</td>
<td>BC</td>
</tr>
<tr>
<td>Death Certificate</td>
<td>Use</td>
<td>DC</td>
</tr>
<tr>
<td>Obituary/Funeral Notice</td>
<td>Use</td>
<td>Obit</td>
</tr>
<tr>
<td>Divorce Decree</td>
<td>Use</td>
<td>Div</td>
</tr>
<tr>
<td>Deed Record</td>
<td>Use</td>
<td>Deed</td>
</tr>
<tr>
<td>Texas General Land Office</td>
<td>Use</td>
<td>GLO</td>
</tr>
<tr>
<td>Family Bible</td>
<td>Use</td>
<td>Bible</td>
</tr>
<tr>
<td>Circa</td>
<td>Use</td>
<td>Ca</td>
</tr>
<tr>
<td>Before</td>
<td>Use</td>
<td>Pre</td>
</tr>
<tr>
<td>After</td>
<td>Use</td>
<td>Aft</td>
</tr>
<tr>
<td>Census Record</td>
<td>Use</td>
<td>Only the census year and place (e.g.)</td>
</tr>
</tbody>
</table>

Resources for Proof Records

All dates since the inception of vital records (since 1903 in Texas) require copies of birth or death certificates and marriage licenses. If person is deceased, death certificate will show birth information. Dates in earlier generations may be approximated from census records, wills, tax rolls, obituaries, tombstones, deeds, probate records, guardianships, church records, newspaper articles, pensions, 1867 voter registration certificates, ships’ lists, Bible records, etc. Census records, if used, must have names not initials. If initials are contained on census additional documentation must be used to prove the names on the census. If more exact information is not available, estimated dates should be shown as “ca (year).”

If submitting tombstone information, use a photo of the tombstone and have it photocopied, with name and location of cemetery typed on the page. If the information is difficult to read, type beneath it a transcript verifying the name and location, and have it signed by a person other than the applicant who has seen the tombstone. Tombstones must have been erected within a reasonable time of death.

Other supporting documentation to be used as proof: If using photographs from Find-a-Grave or similar sites, use only the photo, indicate the cemetery information, other information on the page does not constitute documentation.

The 1846 Texas Poll Tax listing is not a proof of residence in Texas before February 19, 1846. It was taken by authority of an act of the new State of Texas and was not begun until the summer of 1846.

Applicants must obtain a copy of the marriage record from the County Courthouse or certifying document from County Clerk. {Updated 09/16/2017, Motion # 31}

Bible records must have been recorded as the event happened, and a photocopy of the Bible record, including the title and copyright pages submitted.

A photocopy of a census record microfilm, if difficult to read, must have a typed transcription of the
pertinent portion.

Very important! Do not use family and/or county histories as proof. Only documentation from primary sources is acceptable.

**Application Instructions by Page**

**Page One**
Application for Chapter Membership or Member-at-Large: Check the “Member No.” box at the top of the application form.

Application for Posthumous Membership: Check the “Posthumous No.” box at the top of the application form.

Application for Supplemental Ancestor: Check the “Supplemental No.” box at the top of the application form and enter the member’s original DRT number in the “Member No.” box.

Applicant’s Name: Type the full legal name, including given name, middle name, maiden name, and married surname (if applicable) centered in uppercase letters. Underline either preprinted “Miss,” “Mrs.” or “Ms.” Name should be entered as they want it to appear on their certificate. {Update 09/16/2017, Motion # 31} Example: Mrs. Mary Jane Wood Thomas

Husband’s Name: If applicable, indicate if you are wife, widow, or divorced. Type the full name of the husband. Do not use initials, unless that is the only thing supported by documents provided.

Residence: Type the home address, including zip+4, telephone number including area code, and email address if applicable.

Descendant of: Type the ancestor’s full name centered in upper-case letters. Do not use titles.

Chapter Record: Type the chapter name and city.

Reminder: The chapter information is entered, making sure that chapter bylaws are followed for new members. Also ensure that the chapter registrar email address is included. This will be the contact for questions from the Registrar General or the Member At Large Registrar.

Signature and Endorsement: After the application is complete, reviewed by the applicant and Chapter Registrar and has been photocopied, the applicant must sign her name on the application. All signatures, including the applicant, the two endorsements, the Chapter Registrar and Chapter President, must be in permanent black acid-free archival pen. Endorsements are not necessary on supplemental applications. Supplementals need applicants, Chapter Registrar’s, and Chapter President’s signatures. {Update 06/30/2017 Motion # 36}, {Update 09/16/2017, Motion # 31}

Copies: In accordance with the Texas Nonprofit Corporation Act, members’ membership applications and proofs of lineage are subject to review by other DRT members. However, copies of application papers and/or proofs of lineage may be obtained from the office of the Custodian General by applicants
only if the member gives written permission on her application papers by checking the appropriate boxes on her application. Upon the death of a member, her papers shall be considered open. The fee for copies of an approved application or supplemental, not including proofs, is $10.

Pages Two to Three

Lineal Descent Proof: Relationship from one generation to the next must be shown and then proved. The applicant must furnish acceptable proof of her lineal descent from a man or woman who resided in Texas from the beginning of the Spanish Colonial Period in 1820 and before 19 Feb 1846. Lineal descent must be proved from Generation 1 (the applicant) through each generation to the ancestor (not beyond), using as few proofs as possible. Redundant proof of a relationship, date or proof of service is not required and will be discarded. Last line in each proof box should be: “Linking Generations & document abbreviation (ex. DC (MKJ) Linking 3&4).

Ancestor: Under Ancestors name on Page 1, complete the requested information. The names, dates and places must match exactly those proven on the ancestor’s generation. {Update 09/16/2017, Motion # 31}

Dates: Type all dates: day of month, month abbreviated to three letters, year. Example: 06 Mar 1836. If exact date not known, type: ca (year); aft (date); bef (date). Example: ca 1837; aft 09 Jun 1854; or bef Apr 1845.

Places: Type all places using standard two-letter abbreviations for states. Use the abbreviation “Co.” for county. Example: Uvalde Co., TX (if town is unknown). {Update 09/16/2017, Motion # 31}

Generation 1: Complete applicant information. Applicant is Gen. 1. On Posthumous applications, type date and place of death.

Generations 2, 3, 4, 5, etc.: List husband's name first on each generation. Type full given name and maiden name (not married name) of wife. If maiden is unknown, enter only given name. Example: Ruth Ann Carr or Ruth Ann

The applicant's parents are Generation 2; Grandparents, Generation 3; GGP, Generation 4; etc.

If wife had been married previously, type: “Mrs.” then her full given name, maiden name and prior husband’s surname. Example: Mrs. Mary Jane Smith Jones

Indicate whether she was 1st, 2nd, or “only” wife in the parentheses area of each Generation on the application.

Type “living” in the “died at” blank if a person is alive.

If a maiden name and married name are the same, put an asterisk with a footnote and state circumstances, such as, “*m. second cousin.”

Complete generation information only through the ancestor that this application is proving. Do not type information beyond that ancestor.
(e) **Citing Previous Documentation:**

Documentation in previously submitted applications may be cited in lieu of resubmitting the same documentation. The documentation must meet current requirements, and it is the responsibility of the applicant and chapter registrar to ensure that the documentation is contained in the cited application. It is not acceptable to cite an application, which has in turn, cited another only. The application containing the cited documents must be the one cited. Every effort needs to be made to fill in information lacking in previously approved applications. Failure to correctly cite applications will result in the return of the application.

When citing a previous application, enter the actual proof cited and the application containing that proof. This must be done for each generation in which common proofs are used. Example below:

<table>
<thead>
<tr>
<th>BC (JWM); DC (MJR); MR (JWM/MJR) See DRT 1234532 Mary Margaret Smith, mother of applicant.</th>
</tr>
</thead>
</table>

**Proof of Ancestor's Service:**

Only one document should be listed and submitted. Example:

<table>
<thead>
<tr>
<th>George Randall Smith, Land Grant for service in Texas Army, Bounty Grant No 143, 1845</th>
</tr>
</thead>
</table>

Death records may NOT be used as positive proof of ancestor eligibility.

Include only one document showing positive proof of ancestor's eligibility. Others will be discarded.

**Proof of ancestor service requires positive proof that an ancestor was in the area that was to become the Republic of Texas during the period from 1820 to 19 Feb 1846. The ancestor must be proven to be a loyal citizen, male or female, regardless of age, thereby aiding in its settlement.**

Acceptable service for proof of ancestor eligibility is given below:

- A colonist with Austin's Old Three Hundred or any colonies authorized under the Spanish and Mexican government (1820 to November 1835) before the Texas revolution or those authorized by the Congress of the Republic of Texas. The Colonist must have settled on this land prior to statehood. Colonist is defined as a male or female of any age proven to be in the family of a colonist during the stated timeframe above;
- An officer or soldier in the service of the colonies or of the Republic of Texas, including those soldiers who received bounty and donation lands for service;
- A landowner or resident, and his family members, if present, in the Republic of Texas defined boundaries during the period 1820 to 19 February 1846.
- A recipient of a land grant authorized by the Provisional Government of the Republic of Texas. All qualifying members of the family of the recipient are eligible ancestors.

These land grants include: Head rights granted under the laws of the Republic of Texas:

- **First Class**, granted to those living in the Republic on 2 March 1836;
- **Second Class**, granted to those who came to the Republic after 2 March 1836 but before 1 October 1837;
- **Third Class**, granted to those who came to the Republic after 1 October 1837 but before 1 January 1842;
- **Fourth Class**, granted to those who came to the Republic after 1 January 1840 but before 1 January
1842.
In using the head right, the applicant must show the entry date of the immigrant. Many of the Fourth-Class head rights were granted to empresarios who did not settle their grants until after 19 February 1846.

The ancestor must be the original grantee or have purchased and settled the head right before statehood.

(f) Page Four:
Children of Ancestor: If the information is available, list children of the ancestor, their births, and their spouses. This information is not required; therefore, it does not have to be documented. This section does not constitute proof for citation in other applications.

Additional Proof or Family History: If additional space is needed for listing proofs documenting a generation, use this section of the application. Interesting stories, whether documented or not, may be included but like the “Children of Ancestor” this section may not be used as documentation.

Statement: Type the name of the ancestor as it appears on Page 1. Type your name as you wish it to appear on your certificate.

(g) Checklists
DO Checklists.
• DO make one legible photocopy of all documents on 8 1/2 x 14-inch (legal size) paper. {Update 09/16/2017, Motion # 31}
• DO use permanent black ink only for all signatures on application. {Update 06/30/2017 Motion # 36}
  DO keep a copy of all papers and proof for your personal records. Application papers and proofs have been lost in the mail.
• DO put post-it notes with Generation # at the top of the first proof for each generation noting the Generation number on the Post-It note and folding the note over the generation proofs.
• DO include a copy of the Application Check Sheet indicating application papers have been reviewed by the Chapter Registrar. {Update 09/16/2017, Motion # 31}

DO NOT Checklist
• DO NOT use ballpoint, felt tip, blue ink, or pencil when signing papers. DO NOT use a highlighter on the application or proofs.
• DO NOT use correction fluid. If a correction must be made, very carefully erase or cross out the mistake and enter the correction beside, above, or below. If there are more than a few errors, correct the application and reprint.
• DO NOT use staples, tape or paper clips.
• DO NOT send by certified mail. Send by regular mail. DO NOT write or type anything on back of proof.
• DO NOT send photographs. Send photocopies of photographs. DO NOT send original proofs. Send photocopies.
• DO NOT send more than one set of proofs.
• DO NOT fold papers. Place in legal-size envelope for mailing.
(h) Processing of Papers

After the application has been prepared and reviewed by the chapter registrar, as indicated above, it is sent to the Registrar General.

The Registrar General keeps a log, which records the following information:

- Date application received
- Date application reviewed
- Date application approved
- Type of application R=New Member; S-Supplemental; P = Posthumous
- Name of applicant
- Name on check
- Number of Check
- Distribution of fees ($ dues; $ examination fee; $ donations)
- Name of ancestor
- Name of chapter

Upon receiving the application, the Registrar General should immediately determine that the proper amount of money is enclosed. She has one month from the date each application is received to approve it or notify the chapter registrar what additional proof is necessary or of the reason for the rejection of the application. The Registrar General will notify chapter registrars of the approval of an application within seven (7) days of the approval providing her the approval date, DRT number, member name, and ancestor name.

When approved, applications are signed by the Registrar General in permanent black ink. At the first opportunity, but no later than one month of approval, applications and certificates are delivered with their proofs to Headquarters. The fees and dues check will be deposited within a month of receipt of the application irrespective of the status of the application review. When the checks are sent to Headquarters the log information, above, should be included for the checks sent. A copy should be emailed to Headquarters and the Treasurer General. Not all applications may be approved at this time, but the log will indicate which check matches which application. If the application has been approved, the application number should be written on the check. The checks should be stamped, “For Deposit Only” before being mailed.

During the review of the application the Registrar General may decide that information on the application has not been proven. When this information does not affect the approval of the application, she will strike this information from application. The applications, when approved, are forward to Headquarters for further processing.

The Registrar General notifies the Chapter Registrar or the Member-at-Large Registrar of the applicant’s approval and the membership or supplemental number. The Headquarters’ staff mails the membership certificate and a photocopy of the application to the Chapter Registrar for chapter files. Chapter Registrar will be responsible for presenting the new member certificate to the member, which they may do in a presentation ceremony at the chapter meeting if so desired by the chapter. {Update 09/16/2017, motion # 31}

All original applications and their proofs are the property of the DRT and are retained in DRT’s files. {Update 06/30/2017 Motion # 36}
Headquarters shall send a membership card, signed insignia form, and Member-at-Large handbooks to new members-at-large with their certificates. Insignia Order forms will be signed by the Custodian General when included in the packet.

Upon review, the Registrar General may determine that additional documentation is needed. She immediately notifies the chapter registrar of the deficiency, sending her the Application Review Form. She requests a response indicating whether the documentation will be submitted. All correspondence should be handled as promptly as possible by both the Registrar General and the Chapter Registrar. Acknowledgement of reviews and responses should be made to ensure that communication is received.

The applicant has two years from the date the application is received to submit the additional documentation. If the application is rejected, the applicant’s papers, including proofs, shall be returned by the Registrar General to the sender (chapter registrar or applicant, if MAL). A partial refund shall be provided to the Applicant: the examination fee shall be retained by DRT, but the dues payment will be refunded. The Registrar General shall notify the Treasurer General of the rejection and request that the dues payment be returned to the applicant. The entire procedure may take a few months. If the applicant wishes to pursue membership, she will be required to resubmit a new application accompanied with all required fees and dues. (Updated: Motion 202002-39)

A chapter registrar, or the MAL Registrar, may request a Membership Committee review of the application, when the Registrar General has denied the application. This is not an automatic step in the denial process. If the review is requested, it follows the Membership Committee review as described under Closure of a Line. This review may be requested only one time per line/ancestor. {See Bylaws Article I, Section 9} {Update 09/16/2017, motion # 31}

The applicant is allowed to change ancestors during the two-year review period one time. If the applicant requests dues return or times out, any further applications will require submission of the examination fee.

The Registrar General shall keep a separate list of all rejected application papers. This list should include the applicant’s name, ancestor, date of application, and rejection and reason for rejection. This list should be passed to each succeeding Registrar General. The Registrar General should complete a copy of the Application for Membership or Supplemental Review, keep a copy for the Registrar General files and send another copy to the Chapter Registrar. The Registrar General will work with the chapter registrar or MAL registrar to resolve deficiencies in the application. These registrars will coordinate the response with the applicant. A copy of the review will be shared with the CRT Registrar and MAL Registrar.

Section 3.03 From CRT to DRT

A CRT member and/or aged-out CRT member wishing to transfer to Member-at-Large or a DRT chapter shall follow the rules set forth in DRT Bylaws, Article I, Section 2 B.

A CRT member above her 16th birthday and before her 21st birthday wishing to transfer to DRT shall follow the same procedure as a new member. Her application must include a completed DRT application (as described above), one copy of her approved CRT application which can be used as a reference, and any proofs necessary to document the information that has not been previously documented on her application or for which earlier documentation does not meet current requirements. Note that the old
CRT to DRT short form may not be used.

The CRT applicant, who has not aged out, does not pay the examination fee. She need only submit her first year’s dues (either chapter or member-at-large.) The Chapter Registrar or Member-at-Large Registrar shall submit the application papers to the Registrar General. [See Bylaws, Article II, Section 3.A]

A CRT member above her 16th birthday who wishes to be a dual CRT-DRT member until age 21 may join DRT by the process required in paragraph one (1) above. She must pay the DRT state dues, also chapter dues if so deemed by the Chapter. [Update 09/16/2017, motion # 31] [See Bylaws Article I, Section 8]

**Section 3.04 Supplemental Applications**

A member in good standing may make an application for additional ancestors in her line who meet the qualifications. Supplemental papers shall be prepared in the same manner as a primary application, using the same standards of documentation to prove lineal descent from a different ancestor. The member shall furnish supporting proofs for the generations not previously submitted. The Chapter Registrar and Chapter President sign supplemental applications, but endorsements are not necessary since the applicant is a DRT member.

Each supplemental application shall be accompanied by a separate check for the fee specified in the DRT Bylaws Article II, Section 3 payable to DRT, for each new ancestral lineage.

**Section 3.05 Posthumous Membership**

[See Bylaws Article I, Section 1, G]

The application for Posthumous Membership on behalf of a deceased woman shall be signed by the applicant and the appropriate chapter officers, or Member-at-Large Registrar (MAL Registrar.)

**Section 3.06 Resources**

Refer to the Registrar Resources Manual, on the DRT website, for information on types of proofs and sources of documentation. A sample application is also provided in this resource.

**Section 3.07 Processing of Applications at Headquarters**

When application papers receive final approval from the Registrar General, they are sent with the proofs and the certificates to Headquarters for final processing. The office staff shall promptly enter them in the database, print mailing labels and membership cards, verify that all signatures are in the proper places on the papers and certificates, affix the seal and ribbons to the certificates, copy the approved applications and mail them along with the new member’s certificate to the new chapter registrar or new members-at-large, maintaining a record of when certificates are issued and mailed. [Update 06/30/2017 Motion # 36] [Update 09/16/2017, Motion # 31]

The staff shall mail the chapters' copies of the papers to the Chapter Registrars and file the archival papers for transfer to digital media and binding.

Headquarters staff assigned to data entry in the membership database shall keep a list of New Ancestors (not previously in the Ancestor table of the database) approved by the Registrar General or CRT.
Registrar. This new ancestor information shall periodically be sent to the DRT Website for insertion on the posted Ancestors pages.

All approved DRT and CRT membership applications shall be processed and transferred to electronic media as soon as possible after May 31 each year. One original and three (3) duplicate sets of electronic media records (DRT and CRT) exist, and newly processed applications are added to each set as soon as possible. One complete set of records is placed with each of the following: (1) Republic of Texas Museum (in vault for safekeeping); (2) Registrar General (to aid in approving new DRT membership applications); (3) CRT Registrar and the MAL Registrar.

When the applications have been processed, they shall be sent to the bindery for binding. Headquarters maintains a complete listing of application records checked out by the Registrar General, MAL and CRT Registrars. At the end of each term of office, the sets of records are returned to Headquarters to be reissued to the incoming DRT Registrars General and the CRT and MAL Registrars. Additional records are issued in the same manner.

Section 3.08 Membership Records

Headquarters shall keep a complete membership file on the DRT database including deaths, marriages, resignations and transfers of DRT and CRT members. Approved membership applications and supplements as well as changes and corrections to DRT records are received at the Headquarters throughout the year.

The Operations Administrator is responsible for ensuring the integrity of the records of the database. She shall ensure office personnel promptly enter all new records and all changes to old records. The Operations Administrator shall ensure that daily backups are made of all data recorded on both the Headquarters and the Republic of Texas Museum computers.

Section 3.09 Member Information Updates

Changes in DRT and CRT member biographical information shall be sent to Headquarters as soon as they occur. This includes, marriages, divorces, which result in name changes, address changes, email addresses, and telephone numbers. Changes may be sent by e-mail to headquarters@drtnfo.org, with a copy or the fill-in Member Data Change Form M.07 in the FORMS from the DRT Members website. It may be e-mailed or sent through the mail.

It is not necessary to send the names of new members, since the Registrar General sends a list of all newly approved members to the Treasurer General and staff at DRT Headquarters, responsible for maintaining maintains the membership database.

Upon the death of a member, the chapter chaplain sends the Deceased Member Report Form M0.4 to the Chaplain General. The Chaplain General will notify HQ. [Update 11/10/2019: Motion 201909-11]

Section 3.10 Transfer of Membership

[See Bylaws Article I, Section 5 and Article II, Section 3.D]
Transfers become effective on the date the signed Transfer Request Form M.09 and fee are received by Headquarters. She shall send the completed, signed Transfer Request Form and fee to DRT Headquarters for filing and deposit. Transfer fees are waived for members of disbanding chapters and members of organizing chapters where the chapter does not charter within the two-year time period.

Section 3.11 From Chapter to Chapter
[See Bylaws Article I, Section 5 and Article II, Section 3.D]

A member wishing to transfer to another chapter must contact the new chapter and follow the chapter bylaws for new member. The member shall complete a Transfer Request Form M.09 found on the DRT website, sign the form, and follow the directions outlined thereon.

The current chapter treasurer shall confirm whether the member is active, sign the form, and return it to the member. Between April 1 and the Dues Deadline, if the transferring member has not paid her dues, she shall pay them to the new chapter treasurer who shall include them in her next dues report. In this case, the current chapter treasurer endorsement is not required.

The new chapter treasurer shall confirm the transfer by completing Step 3 of the Transfer Request Form and shall mail the form and all fees to the Headquarters.

Headquarters shall inform both chapter treasurers that the transfer is complete and shall ask the former chapter treasurer to have her chapter registrar mail a copy of the member’s approved application(s) to the new chapter registrar, retaining the original application(s) in the permanent files.

Section 3.12 From Chapter to Member-at-Large
[See Bylaws Article I, Section 5 and Article II, Section 3.D]

A Chapter member wishing to transfer to member-at-large shall complete the following procedures.

The member shall complete a Transfer Request Form M.09 found on the DRT website, sign the form, and follow the directions outlined thereon.

The current Chapter Treasurer shall confirm whether the member is active (her dues are not delinquent), sign the form, and return it to the member.

The Chapter Registrar shall forward a completed Transfer Request Form M.09 and a copy of the member’s application(s) to Headquarters along with the member’s transfer fee and dues, if applicable. Headquarters shall inform the member and the Chapter Treasurer that the transfer is complete. The member’s original application(s) shall remain in the permanent files of her original chapter.

Section 3.13 From Member-at-Large to Chapter

A member wishing to transfer from member-at-large to a chapter must first be accepted according to the bylaws of the new chapter. The Chapter Registrar shall forward a completed Transfer Request Form M.09 to Headquarters along with the member’s transfer fee and dues, if applicable.

Headquarters shall inform the member and the Chapter Treasurer that the transfer is complete.
Headquarters will send the second copy of the Member-at-Large application to the chapter registrar.

Section 3.14 Resignation
Members who elect to resign their membership in the DRT:

- Any member may resign her membership in the DRT at any time.
- A member who wishes to resign must do so in writing. She may submit her resignation electronically.
- A chapter member may resign by sending a signed and dated resignation to the chapter treasurer or chapter president.
- The chapter president will confirm with her the resignation.
- After confirmation, the chapter treasurer shall submit the appropriate form to DRT Headquarters as soon as possible.
- A member at large may resign by sending a signed and dated resignation to the Director of Membership.
  - The Director of Membership will confirm with her the resignation.
  - After confirmation, the Director of Membership shall submit the appropriate form to DRT Headquarters as soon as possible.
- If DRT Headquarters receives a resignation letter from a member directly, they shall forward the letter to the appropriate chapter or the Director of Membership for processing.
- The chapter treasurer, or Director of Membership in the case of members at large, shall file the following form with DRT Headquarters: Member Data Change Form M.07.
  - The chapter treasurer or the Director of Membership shall enter the information on the dues report.

Members who are resigned automatically:

- A member who does not pay her dues by the dues deadline will be considered to have resigned and an automatic resignation will be processed by the chapter or the Director of Membership following the procedures detailed above. [Update: Motion 202002-31]

Section 3.15 Reinstatement
A former member who wishes to reinstate her membership may either contact a new chapter or her former chapter to complete the chapter’s requirement for new members. She and the chapter registrar will complete the Reinstatement Form M.08 and send it with the reinstatement fee and current dues to Headquarters. The chapter registrar must ensure that the line and/or ancestor used by the former member have not been closed. Headquarters will then update the member database to reflect the reinstatement, chapter assignment, and payment of dues. They will ensure that her line or ancestor has not been flagged as closed. A former member may not reinstate her membership based on a closed line or ancestor. If she has multiple lines, she may reinstate based on these lines.

Section 3.16 Request for Emerita Membership
Chapters, or family members of members-at-large, may request emerita status for members meeting the qualifications in the bylaws. The Chapter Treasurer, or family member, will submit the request, either by email or postal mail, to the Custodian General. The member must be a current member.

The request must give the following information:

- Name of Member,
- DRT Number, approval date, and years of membership,
- Whether a charter member of the chapter,
- Signature of the chapter treasurer or chapter president,
- Proposed effective date of status.

The Custodian General will review the application, check the status of the member, and verify the years of service or charter member status. If all the information is correct, she informs the chapter treasurer of the approval, and passes the information to Headquarters staff. If the information is not accurate, and the member is not eligible, the Custodian General informs the chapter treasurer.

Section 3.17 Closure of a Line
The responsibility for the closure of a line is given in the DRT Bylaws to the Registrar General and the Membership Committee. The process is outlined below:

(a) Initial Review:
In the event that information becomes available that calls into question the validity of a line or ancestor, the Registrar General shall review the information. This action may result from the review of existing applications or the submission of a new application. If she judges the information sufficient to invalidate the line or ancestor, she shall present the documentation to the Membership Committee.

The following information shall be presented to the Membership Committee: The issue in question (either lineage or ancestor qualifications); The application(s) in question, The data considered invalid to prove the line or ancestor qualification The data gaps identified which must be filled to validate the line or ancestor. The Membership Committee will consider the issue. They will have two weeks to review and respond to the issue. Each member should provide the basis for their vote.

If the Membership Committee votes that the line or ancestor eligibility is not proven (that is has data gaps) or disproven (actual evidence proves line invalid) the line or ancestor, the Registrar General will begin the Closure process.

(b) Closure Process:
The Registrar General shall notify all current members, and their chapter registrars, who have had an application approved on the lineage or ancestor. This notice shall contain all of the documentation that refutes the lineage or eligibility of the ancestor or the identified data. Those members shall be given sixty days to provide acceptable documentation proving the validity of the line or ancestor.

Their response, with any supporting documentation, shall be sent to the Registrar General, The Registrar General will send copies of the rebuttal to the Membership Committee. The Membership Committee will be given two weeks to review the rebuttal. At the end of the two weeks the Membership Committee will vote whether to close the line or ancestor to further applicants. The Registrar General, who chairs this committee, is allowed to vote on this matter.

All lines and ancestors closed by this process will be documented by the Registrar General and the details of the closure will be filed in the Registrar General’s files, and the Headquarters files. The Registrar General shall notify those current members affected by the action. A former member of a
closed line, with no other eligible ancestors approved, may not be reinstated, but instead will be considered a new applicant.

A member whose line or ancestor has been closed shall retain all rights of membership unless it is determined that fraudulent documents have been presented by an applicant to establish lineage or eligibility of an ancestor, in which case the individual shall forfeit her membership and be ineligible to reapply.

The Registrar General will instruct Headquarters to flag the appropriate line and/or ancestor when a line or ancestor eligibility has been closed.

Section 3.18  Discipline or Termination for Cause
[See Bylaws, Article I, Section 10]

Article IV  Honorary Daughter

An Honorary Daughter is an individual who has rendered extraordinary service to the Daughters of the Republic of Texas. The individual may not be a DRT member or have received compensation for the contributions qualifying the individual for this honor. Nominations may not have political implication.

An individual may be nominated by a member, chapter, or committee. The recommendation must contain the following: name of nominee, address of nominee, profession of nominee, an outline of the contribution to DRT, and the endorsement of the submitter. This nomination must be forwarded to the President General and the Executive Secretary General for presentation at the next regularly scheduled BOM meeting. The application, if approved, is sent to Headquarters for filing.

A complete record of Honorary Daughters (a former membership category for some distinguished Texans) shall be maintained at Headquarters. This list should include the date and administration of their election to membership, sponsoring chapter and district, service to DRT, and deaths.

See form HONORARY DAUGHTER on the DRT website. {Update 11/08/2018 Motion # 2}

Article V  DUES COLLECTION

The Fiscal Year of DRT is June 1 to May 31 and a member's dues are due each year on June 1st. Dues from Chapter members are collected and remitted by the Chapter Treasurer. Dues from Members-at-Large are collected by Headquarters.

Dues notices shall be sent by Chapter Treasurers to chapter members by April 1, a second notice to those unpaid by May 1; and if necessary, a third notice by June 1. Headquarters shall issue dues notices to members-at-large on the same schedule. {Update 11/10/2017 Motion # 10}

New members whose applications are approved in the months of March, April and May are not liable for Organization or Chapter dues until the following year.
Organization dues must be received by the Chapter Treasurer by July 1 and the Chapter's dues payments must be mailed to Headquarters, postmarked no later than July 10th. After July 10th, unpaid members are considered "dropped from membership." Unpaid members must go through the reinstatement process and pay the reinstatement fee in addition to the Organization and Chapter annual dues. [See Bylaws Article I, Sec. 7]. {Update 11/10/2017 Motion # 10}

In the event of a natural disaster or other extenuating circumstances, the BOM may adjust the dues collection deadline. The request for Dues Extension form must be completed and sent to the Treasurer General for processing. If affected members have not paid their dues by the adjusted deadline, they will be considered "dropped from membership" and will have to go through the reinstatement process and pay the reinstatement fee. (See Bylaws Article I, Sec. 7). The Request for Dues Extension Form is under "Forms & Publications" section of the DRT member website. {Update 11/10/2017 Motion # 14}

A completed Dues Reporting Form, the Dues Reconciliation Form C.02 and a check payable to DRT for the State dues should be mailed to DRT Headquarters by the deadlines outlined in the Dues Reconciliation Form.

In mid-March, Headquarters shall send each Chapter Treasurer the electronic Spreadsheet file containing the Dues Report Form and Dues Reconciliation Form accompanied by basic instructions and deadlines. Detailed instructions and sample forms may be found in the Chapter Officers Handbook - Treasurers on the DRT website.

Each Chapter Treasurer’s dues remittance to Headquarters shall contain three (3) items:
- Chapter check for Organization dues, made payable to DRT, accompanied by
- Dues Report Form C.01,
- Dues Reconciliation Form C.02. [See FORMS from DRT Memberswebsite]

Emerita members should be included. Do not list associate, affiliate or posthumous members. If a member's dues were not received, mark her as “no reply” on the final dues report. {Update 11/10/2017 Motion # 10}

This procedure allows the Organization to account for all members, added or removed, from each chapter since the previous year’s final dues payment. PLEASE LIMIT THE NUMBER OF DUES REPORTS TO THREE (3).

Headquarters staff shall keep a spreadsheet that records the receipt of every dues report and payment as soon as it arrives. This record will be used to track Chapters dues payments and will be used by the Awards Committee later in the year. Each dues report must be reconciled with the enclosed payment. If there is a discrepancy between the two, the Chapter Treasurer must be contacted to determine a solution. Payments shall be deposited and each chapter treasurer, or Member at Large, shall be notified by email of receipt of the payment.

Headquarters shall maintain the DRT membership database. Dues shall be posted to each individual member's records as the reports and payments are received. Membership status changes shall be recorded: transfers, resignations, name and address changes, change in marital status, deaths, etc. [See Bylaws Article III]
Article VI   DISTRICTS

Texas shall be divided into ten Districts. Each District shall be numbered 1–10 and defined as to its location. District Boundaries within the state of Texas shall be contiguous.

New chapters are assigned to a district based on their primary meeting place in one of the established Districts. Out of state chapters will be assigned to a district by the BOM. The BOM shall determine the boundaries of the Districts and has the authority to realign districts as necessary. {Added by Motion 202002-32}

Each district shall have the following officers: a District Representative, who shall serve on the BOM, a District Alternate, a Nominating Committee member and a Nominating Committee alternate.

Article VII   OFFICERS GENERAL and APPOINTED OFFICERS

Section 7.01   Qualifications and Eligibility for Office
[See DRT Bylaws, Article IV, and Article V]

Section 7.02   Qualifications for Appointed Officers:

CRT Director: [See Bylaws Article V Duties of Officers, Section 12 A]

Parliamentarian: [See Bylaws Article V Duties; Section 12 B]

Director of Membership: [See Bylaws Article V Duties of Officers, Section 12 C]

CRT Registrar: The CRT Registrar shall meet the same qualifications as the Registrar General. [See Bylaws Article V, Section 7]

Member-at-Large Registrar: The Member-at-Large Registrar shall have served at least two terms as a chapter registrar. [See Bylaws Article V, Section 7]

Article VIII DUTIES OF OFFICERS
[See Bylaws Article IV, Article V]

Section 8.01   General Information
The Board of Management (BOM) consists of nine (9) Officers General, ten (10) District Representatives (nineteen voting members), and the Parliamentarian. Five (5) regular BOM meetings shall be held annually in June, September, November, February, and May. A quorum of the BOM shall be a majority of its members.

A DRT member who is a DRT employee shall not be eligible to serve as an officer or member of a committee, except that a member employee may serve on a committee by reason of her job.

The BOM is responsible for but not limited to:
• Adoption and enforcement of policies and procedures;
• Long Term Strategic Plan;
• Budget;
• Major Projects;
• Appointments;
• Discipline or termination of member;
• MOP amendments;
• DRT Employees.

All elected and appointed officers must complete the Annual Officer Packet. (Motion 202006-10)

Failure to respect the confidentiality of BOM meetings and information provided to the BOM is grounds for removal of position/office.

At the end of their term, the outgoing BOM members shall deliver to their successors all records and information necessary to facilitate the work of each office. They shall send other appropriate items to DRT Headquarters. All BOM members shall return their pins to the Treasurer General before the installation ceremony at the Convention.

Each Officer General shall send before May 1 each year, via email, a copy of each officer’s annual report, to the President General, the Recording Secretary General, and an electronic copy to the Annual Proceedings Chair. All BOM members shall include their volunteer hours in the reports of their respective chapters.

Communications to and from the full Board of Management -- including meeting agendas, minutes, and reports; Committee minutes and reports; employees required to report to the BOM; and Chapter Presidents, shall be sent, electronically, to the DRT Headquarters Office Administrator or designated staff for distribution to the appropriate list.

The Board of Management shall give no credence to anonymous communications it receives. The BOM cannot respond so should ignore and not waste time discussing such correspondence.

**Section 8.02 President General**

The President General shall be the chief executive officer, legal representative, and the only official spokesman of DRT. She shall preside at the Convention and at the BOM meetings. She shall be responsible for ensuring that the DRT activities are conducted in accordance with the DRT Mission and Objectives.

She is an *ex officio* member of every committee, except the Nominating Committee.

The President General appoints the CRT Director and Parliamentarian with BOM approval.

The President General appoints all committee chairs and committee members, except the Nominating Committee and certain committees otherwise defined within the bylaws and this MOP. Her appointments must be approved by the BOM. Each year, the June BOM meeting shall include
endorsement of the President General’s appointment of one-half of the members of each Administrative Committee, except the Cradle Committee, for two-year, staggered terms.

The President General shall announce her project at the beginning of her term through electronic media and at district meetings. She shall report progress on the project routinely, and at the conventions of her term. If there is a surplus after the project has been completed, the President General may direct the use of this surplus. [See Bylaws Article V, Section 1 and 2].

It is the responsibility of the President General to ensure that all deeds, abstracts, contracts, leases and other legal documents pertaining to DRT are processed in accordance with DRT Bylaws Article IX and procedures in this MOP.

### Section 8.03 President General-Elect

The President General-Elect shall assist the President General and preside whenever she is requested to do so by the President General. She shall serve two (2) years as President General-Elect and two (2) years as President General. The President General-Elect shall administer the DRT Strategic Plan. She shall be a member of the Legislative Committee, *ex officio*.

### Section 8.04 Chaplain General

The Chaplain General shall deliver the invocation and benediction at Convention and BOM meetings. If requested and convenient, she may perform these duties at chapter chartering, district and local meetings.

She shall keep a record of the deaths, with dates, of all members reported to her. She shall send a card or letter of condolence to the family of the deceased member. She shall maintain the Book of Memory, therein preserving items and articles concerning deceased members. She shall notify HQ of a member’s death.  *{Update 11/10/2019: Motion 201909-12}.*

She has charge of the Memorial Service at Convention, presides at the ceremony, and displays the Book of Memory. She invites families of the honored members, arranges music and flowers, and provides the Registrar General with the names of the deceased two weeks in advance of convention.

At each Convention the Chaplain shall administer the oath of office to the new BOM members. She presents each new Board member with her pin and places the ribbon sashes on the incoming President General and Retiring President General.

### Section 8.05 Recording Secretary General

The Recording Secretary General records and distributes minutes of all regular and special (called or electronic) BOM meetings. The minutes of the BOM meetings shall be approved by the BOM within three weeks of the meeting. Three members of the BOM will be selected at each BOM to review and correct the meeting minutes. Once approved, she shall distribute to BOM, Committee Chairs, and Headquarters.  *{Update 11/10/2019: Motion 201909-17}.*
**Executive Session minutes**: Recording Secretary General puts a printed copy of the Executive Session minutes in an envelope to be given to the Custodian General for filing, with an unbroken seal. Only Board of Management members may read this. Headquarters will accept the sealed Executive Session minutes and file in a vault. The Recording Secretary General may request these minutes for a current BOM member to read. The RSG will then seal them in the envelope again and return them to headquarters. Minutes from an Executive Session may not be put on any electronic device, i.e.: cd, flash drive, or saved on anyone’s computer. The Custodian General will control access to Executive Session minutes. There will be a record of the date, signature of BOM member accessing the file and the Custodian General’s signature. Only current Board of Management members may access the Executive Session Files.  {Update 11/08/2018, Motion # 6}

The Recording Secretary General shall record the proceedings of the Annual Convention. These minutes will be reviewed and approved by the Convention Minutes Approval Committee. These are distributed to the BOM, Committee Chairs, Chapter Presidents, and Headquarters. When bylaws amendments are adopted, she shall coordinate the recording of these with the Bylaws Committee Chair.

Her annual report shall include:
- Bylaws amendments adopted at convention;
- General officers and/or District Representatives elected that year, including their contact information; and
- Committee Chairs and members appointed and approved at BOM meetings, including contact information.

She is responsible for providing up-to-date lists of General Officers, District Representatives, Committee members and chairs to Headquarters who shall forward the information to the Webmaster. Complete address, phone number and e-mail information must be included.

She shall assemble any material, including Convention proceedings, requested by the Annual Proceedings Committee.

She shall ensure that all official correspondence of the BOM is sent to Headquarters for filing.

The Recording Secretary General is encouraged to attend and assist the CRT Recording Secretary General in preparing the minutes for the CRT Convention. The CRT Director will name a DRT member to assist the CRT Recording Secretary General in the absence of the DRT Recording Secretary General.

It is the responsibility of the Recording Secretary General, with the President General, to ensure that all deeds, abstracts, contracts, leases and other legal documents pertaining to DRT are processed in accordance with DRT Bylaws and filed and recorded at Headquarters.

At the conclusion of her term of office, she shall deliver to the new Recording Secretary General all materials from her term within thirty days of the conclusion of the DRT fiscal year.

**Section 8.06  Treasurer General**

As the chief financial officer of DRT, the Treasurer General is responsible for the funds and securities of
DRT and chairs the Financial Committee.

She shall be an authorized signatory on all DRT financial accounts and no other officer or committee chair may open an account with a financial institution for DRT or CRT. The Treasurer General shall be given the additional duty of being permitted to serve as Acting Secretary for banking purposes. {Update 11/10/2019: Motion 201909-05}

She will supervise the all collection and disbursements of DRT funds by staff, contractors or committees. She is the direct supervisor of all accounting activities at Headquarters, including the work of the accounting consultant, accountant, or bookkeeper. She shall be involved in the hiring and performance reviews of any staff member who performs accounting work.

The Children of the Republic of Texas (CRT) operate as an IRS sub-group of DRT; therefore, the Treasurer General shall also have oversight of all CRT funds. With the CRT Director and CRT Registrar as cosignatories, she will maintain separate CRT accounts, which will be included in the annual audit of all DRT funds. [See Bylaws Article IX, Section 2, B]

The Treasurer General shall maintain separate financial accounts for the DRT Library Collection, Republic of Texas Museum, and the Cradle with their respective chairmen as co-signatories. The Treasurer General shall maintain all funds collected for specific purposes as separate funds, but not necessarily in separate accounts. {Update 11/10/2019: Motion 201909-18}

The Treasurer General shall present financial statements at every regular BOM meeting.

Budget: With the Finance Committee, she shall prepare an annual budget to present to the BOM at their February meeting. She shall request each administrative committee to submit its proposed budget to her by mid-January for the coming fiscal year.

Audit: She shall select and submit to the BOM, for approval at its February meeting, the name of an auditor, not related through family or business to a member of the BOM, in the first year of her term, in even-numbered years, a proposal to include a review in the first year and an audit the second year of her term. She shall have a review of her books one year and a certified audit at the end of her term.

The Treasurer General shall give a financial report to the Convention of all receipts and disbursements and shall present to the Convention for adoption the proposed DRT annual budget recommended by the BOM for the coming year.

NTLP Fund: Funds shall be deposited quarterly (State fiscal calendar year) into the DRT’s NTLP bank account. By September 30th each year, the Treasurer General shall provide the State with a financial report containing detailed and documented explanations of the expenditures and their relevance to the stated purpose of the project. Upon request from the State, DRT shall open to inspection all books and records reflecting NTLP Fund transactions.

Employee Payroll: The Treasurer General is responsible for the payroll for all DRT employees. The actual payroll is prepared and paid by a third-party payroll company from funds in a separate payroll account. The Treasurer General must verify the information from the payroll contractor and ensure the appropriate funds are available in the payroll account. The state and federal payroll tax reports and W-2
Forms are prepared by the third-party payroll company.

Federal and State Reporting: She shall be responsible for having all tax returns and forms filed as required by the Internal Revenue Service and the State of Texas.

IRS Form 1099-Misc.: If work is done by an individual who is not an employee, the Treasurer General prepares Form 1099. This must be provided for non-employee compensation paid during the year. The deadline for providing Form 1099 to the individuals is January 31.

IRS Form 990: The Treasurer General is responsible for timely filing of IRS Form 990 for DRT, which must be done annually with the IRS by October 15 and should be prepared by a Certified Public Accountant or the Treasurer General.

Texas Sales & Use Tax: The Treasurer General is responsible for filing Texas Sales & Use Tax form with the State Comptroller, per State reporting requirements and schedule.

The Treasurer General shall prepare a list of all donations of $5,000 or more for the prior fiscal year and send it to the President General and Annual Proceedings Chair by June 30.

Outgoing Treasurer General: The outgoing Treasurer General shall pay all bills of the outgoing administration before turning over her records and funds to her successor by July 1. There shall be no outstanding debts left unless authorized by the BOM. Sufficient funds must be available to the incoming Treasurer General to cover the necessary operating expenses of DRT until September 1. At the June BOM meeting of each new administration, the she shall distribute financial statements (unaudited) and give the new officers a short explanation of DRT’s finances.

BOM Pins & Sash Ribbon: The Treasurer General is responsible for the set of 14 karat gold BOM Officers’ Pins. The Treasurer General shall maintain a "sign out" sheet, indicating who received what pin and when it was returned. After BOM installation, each BOM member signs "out" her respective pin. If that pin is lost during her term, it is that officer’s responsibility to replace it. At the end of their term, each BOM member will return her respective pin to the Treasurer General, making sure that this is recorded in the Treasurer General's records. Between installations, the pin box with extra pins shall be stored in the vault at Headquarters.

The Treasurer General is responsible for obtaining from Headquarters, the ribbon presented to the incoming President General's sash (blue) and the Retiring President General's sash (white) during the Installation Ceremony at Convention.

Expense Reimbursement: All expenses submitted for payment to the Treasurer General must have an expense report filled out accompanied by the appropriate documentation. Mileage expense for business use of a personal vehicle: DRT will compensate the designated officers in accordance with our bylaws [See Article IV, Section 4] and the current IRS mileage rate for documented business travel. This would include the date, destination, total miles and purpose. You could also establish the date of each trip with a receipt or other documentary evidence.

For expenses to be reimbursed, by DRT, you must furnish two items: (1) original receipts for expenses and (2) a detailed listing of such expenses. Although receipts are not readily available for
Individual miscellaneous expenditure for $10 and under, such as gratuities, parking, etc., receipts are encouraged whenever possible.

Expense Reports should be submitted on a monthly basis unless the amount due is large enough to warrant more frequent submissions. All receipts should be taped (not stapled) on letter size paper in chronological order.

Financial record keeping is supervised by the Treasurer General:

- Record all income into the appropriate category;
- Deposit funds into appropriate bank account;
- Record all approved invoices for payment and print checks when authorized by Custodian General and/or Treasurer General;
- Enter all merchandise for sale into inventory;
- Record all sales of merchandise;

Section 8.07 Registrar General

The Registrar General is the officer on the Board of Management who reviews and approves the applications for membership and supplemental applications. She ensures that the documentation meets DRT standards. She encourages research into our ancestors and promotes the development of tools for applicants and chapter registrars. The process for application review is contained herein. The Registrar General is chair of the Membership Committee.

The Registrar General shall appoint the CRT Registrar and the Member-at-Large Registrar. These two offices will serve on the Membership Committee.

Any proposal to republish, revise or amend the currently existing Membership Form M.07 (printed or computer generated) is to be coordinated with the Registrar General before initiating action. The Registrar General is responsible for approving any proposal to republish without change or, with BOM concurrence, to change the design, format or content of membership application forms, whether printed or computer generated.

It is the responsibility of the Registrar General, and the Membership Committee, to evaluate the closure of a line of ancestry where proof of ancestry previously accepted is found to be incorrect, invalid, or insufficient.

The Registrar General should save receipts for postage or other supplies for which she is entitled to be reimbursed. Upon approval the Treasurer General shall issue a check.

The Registrar General prepares a written report for each regular BOM meeting. The report should include: number of new member applications received since the last report and year to date (separated by new member and supplemental) and number of new member and supplemental applications approved. Also included are all activities related to the office of Registrar General, including training session, and other presentations to promote DRT both within DRT and with the public. Reports need to be sent to the Recording Secretary General at least 10 days prior to the BOM meeting.
As chair of the Membership Committee, she will also prepare a report of the committee’s activities since the last BOM meeting. She should retain a copy of all Registrar General reports and motions.

At the end of the fiscal year (June 1 – May 31), the Registrar General will submit the following reports:

- Annual summary, which includes totals by Districts and Chapters of all new members, supplementals, and posthumous members. This report is used in the Annual Proceedings. The deadline for this report is published in the spring of each year.
- Listing of all new members by District, alphabetical listing of Chapters in the District and alphabetical listing of names. Headquarters may be able to assist with his report.

When applications and supplements are received, they should be placed in legal-size file folders. On the tab record the following:

- Check #
- Applicant’s Name (as it appears on the form)
- Name of Ancestor
- Type of Application (R, S, T, MAL, P)
- Member # when approved

When the Registrar General leaves office, she passes on to the next Registrar General all books, materials and equipment pertaining to her office, including the CD application files, log of applications rejected and the review forms for those applications, and a book of closed lines with details of actions taken. She provides copies of reports she has made and generally assists her successor in any way she can.

Section 8.08 Custodian General

The Custodian General is the chair of the DRT Headquarters Committee, which has the responsibility for submitting all proposed changes to policies and procedures relative to DRT Headquarters to the BOM for approval. The Custodian General must be willing and able to serve as the Operations Administrator in case of a vacancy in this position. She should also assume the role during vacations or illnesses of this employee.

She is responsible for ensuring that there are enough volunteers from her committee and DRT to assist with the operations of the Headquarters staff in coordination with the Operations Administrator.

The Custodian General will control access to Executive Session minutes. There will be a record of the date, signature of BOM member accessing the file and the Custodian General’s signature. Only current Board of Management members may access the Executive Session Files. {Update 11/08/2018, Motion # 6}

The Custodian General receives and approves the applications for Emerita status.

Ensure that any changes to procedures or forms are coordinated with Headquarters before implementing action. All forms must have a creation or revised date with the form name indicated. A copy should be sent to the Webmaster for publication on the website.
The Custodian General and members of the Headquarters Committee are to handle sales of Headquarters merchandise at the DRT Convention and District Meetings.

Upon the death of a Past President General, the Texas flag at DRT Headquarters shall be flown at half-mast on the day of the memorial service. Afterwards, the flag shall be presented to the family.

All financial operations performed by Headquarters’ staff are supervised by the Treasurer General.

Copyright
The Custodian General shall be responsible for applying for (registering) copyright on newly published projects as soon as they are delivered from the printing company. The on-line form on the U.S. Copyright Office website may be used for registration, both to expedite completion and to pay a lower fee. The US Copyright Office website is at http://www.copyright.gov/, Library of Congress, Copyright Office, Records Research and Certification Sec., 101 Independence Avenue SE, Washington, DC 20559-6300.

Section 8.09 Executive Secretary General

The Executive Secretary General will plan and coordinate all meetings of the BOM. She will make the meeting room, meal, and lodging arrangements. She will be in charge of all logistics of the BOM meetings, including audio/visual setup.

Upon final negotiations for BOM meetings she will oversee the execution of the contracts by the President General and the Recording Secretary. An executed copy of the contracts should be received by the President General, Recording Secretary, Treasurer General and Custodian General. {Added by Motion 202002-21}

She is the chair of the Meetings Logistics Committee, which selects and books the facilities for the annual Convention.

The Executive Secretary General sets the dates for the District Meetings with the District Representatives for the following year during a designated time at the February BOM meeting. {Update 05/19/2018, Bylaws Consent 11} {Update 11/10/2019: Motion 201909-19}

The Executive Secretary General oversees the execution of the DRT BOM Annual Policy and Confidentiality Review during each June BOM meeting or each time a new guest is in attendance. {Added by Motion 202002-20}

The Executive Secretary General shall prepare the Annual Officer Packet which is to be presented at the June BOM meetings to all Officers for execution, as well as, Committee Chairmen and Committee Members. She shall be responsible for filing all forms with the appropriate officers and DRT Headquarters after completion. Should a new officer/committee chairman be appointed mid-term, the Executive Secretary General shall also be responsible for the appointee’s execution of the Annual Officer Packet. {Motion 202006-12}

She shall also be responsible for coordinating the ordering and delivery of business essentials from Headquarters for the Officers/Committees including name tags and business cards.
Should any non-BOM member be in attendance during a BOM meeting the Executive Secretary General shall have a Confidentiality Agreement executed by each attendee. {Motion 202006-12}

Section 8.10 Historian General
(a) General Information
The Historian General is responsible for promoting Republic of Texas historical research and education. 
- Increase the knowledge of students about Texas History and use of the Texas Flag by developing education projects such as essay contests, slide shows, video projects or other projects or studies.
- Arrange and preside over the program for the Historical evening with local chapter historians. Arrange judging of the Mamie Wynne Cox award and present the award.

(b) Mamie Wynne Cox Award for Historical Research
The Historian General is responsible for the Mamie Wynne Cox Award for Historical Research. She secures impartial judges and gives the winner's name to the Custodian General, who has the wall plaque engraved. Each year the Historian General presents a plaque and a framed official DRT certificate of award to the winner at the historical dinner at Convention. The Historian General will purchase and be reimbursed for the plaque for the winner of the Mamie Wynne Cox Award that the winner will retain. The Custodian General will have the wall plaque engraved which shall be on display at DRT’s Republic of Texas Museum.

Created for the purpose of encouraging research by DRT members in Texas history, this award honors the memory of Mrs. Mamie Wynne Cox, historian and devoted Honorary Daughter of the DRT. A silver tray, given to DRT by Mae Wynne McFarland (Mrs. I. B.), a niece of Mrs. Cox and also an Honorary Daughter of DRT, was engraved with the winners' names until 1991. A second tray was purchased by DRT to continue the tradition and was filled in 2005, at which time the BOM established the wall plaque which shall be displayed.

Entrants should submit an unpublished monograph or essay of merit in the field of Texas history, preferably during or before the period of the Republic. Any subject may be addressed. If no essay of sufficient merit is submitted, an award will not be made that year. A member may submit more than one entry. Submission of entries for the Mamie Wynne Cox Award gives DRT the right to publish winning essays.

Essays must be in scholarly form and must be based for the most part upon the use of source material, properly documented. Important statements must be accompanied by explicit notations as to sources, and a bibliography shall be appended. Essays are to consist of no less than 1,000 words. In making the award, the committee will consider effectiveness of research, originality of thought, accuracy of statements, excellence of style, and value of the contribution to Texas. Entries will be judged by a group of qualified historians who are not members of DRT.

All entries must be typed, double spaced, with a 1½-inch margin on the left side of all pages for binding. A sealed envelope must be attached to each entry containing the author’s real name and address and title of entry, with the entrant’s nom de plume and title of essay on the outside of the envelope. Contestants should retain duplicate copies of their manuscripts. The Historian General shall place the original of the winning paper in the DRT Library within thirty days after Convention.
The deadline for entries is March 31, and all essays must be in the hands of the Historian General by that date. Entrants will be notified of competition results before May 1. {Update 05/16/2018 Motion # 10}

(c) Historic Education Committee
She will be the chair of the Historic Education Committee.
She shall communicate with the Chapter Historians at least once a year, in late summer or early fall, to inform them about project or contests sponsored by the Committee, and to notify them of the appropriate deadlines.

She shall, with her committee, conduct annual Outstanding Texas History Essay Contests for fourth and seventh grade students and annual Outstanding Texas History Teacher Contests for fourth and seventh grade teachers. {Update 06/29-30/2017 Motion # 37}

(d) Museum Committee and Historian General
She is an *ex officio* member of the Republic of Texas Museum Committee.
She will assist with the Republic of Texas History Forum.

Section 8.11 District Representatives

(a) General Information
District Representatives are officers who shall serve on the BOM and are installed in even numbered years. They are elected at a District meeting along with a District Alternate. They cannot alternate or take turns serving. {Updated: Motion 202002-33}

(b) Vacancy
In the event a District Representative moves to a chapter outside her district or may no longer serve, her District Alternate shall serve out the term. In the event neither the District Representative nor the District Alternate is available to serve, the President General shall appoint a member whose chapter is in that District to serve out the expired term. If a District Representative has been elected for the next term, she shall be allowed to fill the vacancy without compromising her eligibility to serve her elected term. {Updated 02/23/2018 Motion # 1} {Updated: Motion 202002-33}

(c) Responsibilities
District Representative responsibilities are as follows:
- Shall be a member of the Chapter Organization Committee.
- Shall contact the Chapter Presidents in her district, as soon as possible after the start of her term, and offer to help in any way she can and request a copy of their yearbook and an invitation to visit one of their meetings.
- Shall assist the chapters in her district to promote the teaching of Texas history and the observance of Texas Honor Days in all schools. She shall encourage chapters to have programs on Texas history.
- Shall remind each Chapter President to read the latest Bylaws and MOP from the member’s website and to have a chapter copy of Roberts Rules of Order, most recent edition. She should assist them with and questions that they have.
• Shall chair and plan the annual district meeting and have a schedule of chapter rotations.
• Shall assist the chapter in designing chapter pins to ensure that they meet DRT requirements. She shall submit chapter pin requests to the BOM
• Shall be responsible for planning and hosting the DRT or CRT Convention (with the CRT Director) when it meets in her district.
• Shall distribute approved BOM minutes to the Chapter Presidents in her district.

{Update 11/10/2019: Motion 201909-17}

Section 8.12 District Alternate

Duties are as follows:
• Shall serve when the office of District Representative for her district is vacated.
• Shall fill in for the District Representative at District functions as appropriate
• Shall assist the District Representative in any way necessary.
• Shall be a member of Chapter Organization Committee and be available to the Meeting Logistics Committee when needed.

Section 8.13 Appointed Officers

(a) CRT Director
The CRT Director is appointed by the President General and serves as the Chairman of the CRT Committee and Director of the Children of the Republic of Texas. She shall begin her official duties July 1 of elected year.

The CRT Director shall be responsible for the day to day activities of the CRT. She shall sign all CRT Applications and Certificates as approved by the CRT Registrar, DRT.

The CRT Director shall act as liaison between CRT and DRT on all matters. The CRT Director shall submit a report for all DRT BOM meetings.

The CRT Director shall attend all meetings of the CRT BOM, the CRT Executive Committee and the Organization. She shall be Ex officio member and advise all CRT committees.

The CRT Director shall advise the CRT BOM and general membership on protocol and procedure. She shall not guide the members on how to vote on any matter regarding the organization.

The CRT Director shall attend District Workshop meetings to promote the annual CRT President General's Project, present annual Project Book, and host sales table. She shall request speaking time for herself and the CRT President General or their representative with each District Representative.

The CRT Director shall encourage the CRT BOM members and members of the CRT Committee to attend the district workshops to assist with the sales table. She shall submit a “Workshop Fund Report” to the District Representative within five business days of the workshop.

The CRT Director shall direct the selection and instruction of pages for CRT and DRT Conventions. All pages shall be members of the CRT. She shall work in conjunction with the DRT President General as to
her selection of her own personal CRT page (See “CRT-DRT Convention Page Application”).

The CRT Director shall work with the CRT President General and the appropriate District Representative to arrange for the annual CRT Convention, which shall be the weekend after Father’s Day weekend and arrange CRT BOM meetings. There shall be CRT BOM regular meetings held annually in August, December, February, May and June (The December meeting is usually held at DRT Headquarters and the CRT BOM and other members decorate Headquarters. Arrangements should be made with the Chairman of the Headquarters Committee). She shall electronically distribute a meeting reminder, conference call instructions, if meeting via conference call, and tentative agenda to all BOM members at least one week in advance of a meeting.

The CRT Director shall be a co-signor on the two CRT Chase Bank accounts (General Fund and Money Market Scholarship). In odd-number years the incoming CRT Director shall submit a letter on CRT letterhead to Chase Bank directing the immediate outgoing CRT Director and DRT Treasurer General names be removed and add the incoming CRT Director and DRT Treasurer General.

The CRT Director shall pay all CRT expenses from the CRT General Fund. She shall report monthly expenditures to the DRT Treasurer General including the monthly Chase Bank statements by the 10th of each month. She shall provide copies of deposits, checks and receipts, as well as, an explanation of the source of income and distribution of all expenses including sales, application and initiation fees, and donations to the President General’s Project, Scholarship Fund and general fund (See CRT Financial Action Form). The CRT Director shall write scholarship awards from CRT General Fund, transfer the funds from the Money Market Account necessary to do so, as well as, write a check to the Scholarship Fund for all donations to the Scholarship Fund. She should maintain copies of all submissions to the Treasurer General.

The CRT Director shall have her CRT Committee audit the accounts before the books are turned over to the incoming CRT Director.

The CRT Director shall purchase the “Raffle Chance” Prize for the annual President General’s Project.

The CRT Director shall receive award and scholarship applications, as well as, secure impartial judges and arrange all trophy plaques, individual plaques, and James Avery Texas shaped charm for the Grandmother of the Year Award. She shall arrange presenters for all awards. (Carolyn DeKeith Cook Roth Memorial Trophy, Edward Philmore Haltom, Jr. Memorial Trophy, James Milton Rash Award, Grandmother of the Year Award, CRT Leadership Scholarship (possible 3 recipients) Aaron Lee Evan Noack Scholarship, Melody Harris Horn Pearson Scholarship.

The CRT Director shall secure the Retiring President General’s sash (AmericanRibbon.com - Canterbury 2½”), President General’s sash (AmericanRibbon.com – Metallic Classic 2 ¾”) and pin (J. Brandt Ancestor Bar – CRT President General 00-00) to be presented to the incoming President General to be distributed during the Officer Installation Ceremony.

The CRT Director shall receive all officer nomination forms and present the vetted candidates to the Nominating Committee at the annual CRT Convention.

The CRT Director shall design, print and distribute the annual CRT Project Book. She shall correspond
with the new CRT Officers General advising them of their duties and instructing them to prepare their individual projects (Word document), which are to be submitted by July 1, for insertion in the CRT Project Book.

The CRT Director shall direct the chartering ceremonies for new CRT chapters and the day-by-day business and correspondence of CRT. She shall report the exact charter dates of any and all new CRT Chapters to DRT Headquarters as soon as possible after said chartering ceremony.

The CRT Director shall contact a CRT chapter when it falls below five members. She shall inform its District Representative and the BOM if the chapter does not increase to at least five (5) members within a year or if its members prefer to transfer to another chapter or to member-at- large during the current fiscal/dues year.

The CRT Director shall receive a copy of Annual Proceedings Reports and Membership Rosters from all CRT Chapters.

The CRT Director shall submit an annual report, as well as, newly elected officers to the Annual Proceedings Committee Chairman and Headquarters within two weeks of the Annual Convention.

The CRT Director shall maintain the CRT website: www.CRTTexas.org and communicate with the appointed coordinator of the DRT website for all postings regarding CRT.

The CRT Director shall assure all forms, certificates, applications, bylaws, Manual of Procedures, etc. associated with CRT are updated as necessary.

The CRT Director shall select and maintain inventory for the CRT Sales Table for District Workshops, DRT Convention and CRT Convention. She shall also maintain inventory of official CRT Pins and membership ribbon. (AmericanRibbon.com – Metallic Classic 1 ½”)

The CRT Director shall deliver to her successor all records, a flash drive of all files and information necessary to facilitate the work of this office by August 1.

Children of the Republic of Texas

Convention Room Types Required

<table>
<thead>
<tr>
<th>DAY</th>
<th>ROOM TYPE</th>
<th>PURPOSE</th>
<th>SPECIAL NEEDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>Board Room</td>
<td>CRT BOM</td>
<td>Board Room Style, minimum 18</td>
</tr>
<tr>
<td>Friday</td>
<td>Board Room</td>
<td>Nominating Committee</td>
<td>Large Paper Pad, markers and easel</td>
</tr>
<tr>
<td>Friday</td>
<td>Small Business Room</td>
<td>Hospitality Suite</td>
<td>Access to water</td>
</tr>
<tr>
<td>Friday</td>
<td>Board Room</td>
<td>Scrapbook Judging</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>Business Room</td>
<td>Silent Auction/Market</td>
<td>Skirted tables, minimum 14</td>
</tr>
<tr>
<td>Friday</td>
<td>Suite</td>
<td>CRT President General</td>
<td>Lodging - late checkout prearranged</td>
</tr>
<tr>
<td>Friday</td>
<td>Suite</td>
<td>CRT Director</td>
<td>Lodging - late checkout prearranged</td>
</tr>
</tbody>
</table>
Fri-Sat
Fri-Sat
Saturday
Saturday
Double Rooms
King Rooms
Large Business Room
Large Business Room
Lodging
Lodging
Business Session I & II
Business Session I & II
and luncheon
50 Rooms
5 Rooms
Head Table - minimum 18
Head Table - minimum 18
Delegate seating - minimum 30
(classroom style is preferred for delegates but not necessary if no room for approximately 200 round table seating)
Non-Delegate and (210 if no classroom seating available)
Guest Seating 180
Head Table Podium with microphone.

Convention Tasks

Date ___________________________________________
Location _______________________________________
Convention Chairman ___________________________
CRT Director _________________________________
District Representative _________________________
Convention Co-Chairman _______________________
Convention Co-Chairman _______________________  

<table>
<thead>
<tr>
<th>COORDINATOR</th>
<th>CONTACT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color Guard Coordinator</td>
<td></td>
<td>Arrange for a Color Guard to post and retire the flags during the business meeting on Saturday.</td>
</tr>
<tr>
<td>Flowers/Décor</td>
<td></td>
<td>Arrange for flower purchases and convention decorations</td>
</tr>
<tr>
<td>Friday Event Coordinator</td>
<td></td>
<td>Arrange Friday night food and entertainment.</td>
</tr>
<tr>
<td>Marshall</td>
<td></td>
<td>Shall coordinate the Opening Processional. The Marshall is typically a CRT Past President General and will be arranged by CRT Director</td>
</tr>
<tr>
<td>Meals Coordinator</td>
<td></td>
<td>Arrange meals as delegated</td>
</tr>
<tr>
<td>Memorial Service Coordinator</td>
<td></td>
<td>Should there be an unfortunate passing of a CRT member there shall be a Memorial Service. This coordinator shall assist the CRT Director and CRT Chaplain General.</td>
</tr>
<tr>
<td>Platform Coordinator</td>
<td></td>
<td>Prepare head table including nameplates, décor and drinks.</td>
</tr>
</tbody>
</table>
Proclamation Coordinator: Arrange for local civic leader to present a proclamation to CRT.

Publicity Coordinator: Seeks publicity locally through newspapers, radio and television.

Registrar: Receives and records all members’ fees for registration, meals and activities. Shall report to the CRT Registrar General prior to the start of the business meeting on Saturday so the Credentials Report may be given. Shall give updated credentials in the final session. (This could possibly be during lunch depending on the business of CRT). Prepare Registration Packets as well as designate meals and activities.

Room Coordinator: Ensures rooms are set up as requested by the CRT Director or Convention Co-Chair.

(b) Parliamentarian

The Parliamentarian:

- Is not a member of the BOM, and shall have no vote, nor privilege of making a motion at BOM meetings;
- is an advisor to the President General, the BOM, and chapters upon request in matters pertaining to parliamentary procedure and Bylaws, especially regarding elections;
- is a member of the Bylaws Committee;
- shall notify the Nominating Committee of the time and place to elect a chair and preside at that meeting; and
- shall approve the Bylaws for all newly organized chapters. The Parliamentarian, before implementation; shall first approve all updated chapter bylaws. She shall maintain a file of copies of the Bylaws of each chapter
- shall be encouraged to attend the CRT convention as the advisor to the CRT Parliamentarian.
- {Update 05/16/2018 Motion # 11}; {Update 05/24-25/2017 Motion # 17}

(c) Director of Membership:

{Update 05/19/2018, Bylaws Consent 6}

The Director of Membership:

- Is not a member of the BOM, and shall have no vote, nor privilege of making a motion at BOM meetings;
- Is Chair of the Chapter Organization Committee and is in charge of organizing new and disbanding old chapters through this committee;
- Is responsible for programs to promote membership growth and membership retention;
- Will communicate with Members-At-Large on all DRT matters. including, but not limited to the following: {Added with motion 201911-05}
  - Ensure a standard letter explaining the purpose of the Members Biographical form M.05 including the form and where to submit a completed copy are included with a new
Membership at Large certificate when mailed. She is requested to have each member complete a copy of the Member Biographical Form M.05 and keep it on file as outlined in the MOP under chapter chaplain duties. This notebook will be signed over to the next Director of Membership.

- Ensure a copy of the above letter including the form is sent with all MAL dues notices starting 2020.
- Responsible for obtaining a MAL unpaid dues report form HQ once all dues have been entered. Follow-up research the reason(s) dues are unpaid (financial: attempt to place on emeritus status if the criteria is met on death: forward notice to Chaplain General).
- Responsible for researching/Follow-up of return MAL dues notices and correcting information in database.
- Report all MAL deaths to the Chaplain General on Deceased Members form M.04, [See Bylaws Article IV, Sec.3 and MOP, Chapter and Chapter Officers, Chapter Chaplain].”

(d) CRT Registrar

The CRT Registrar is appointed by the Registrar General. The CRT Registrar assists Chapter CRT Registrars with application papers and questions. She shall understand the DRT Bylaws and MOP, and with the CRT Bylaws and Procedures. She shall fill in for the Registrar General if the Registrar General becomes unable to fulfill her responsibilities of office. She is an ex officio member of the Membership Committee.

She shall process all application in accordance with the procedures in the MOP - Members. After carefully examining CRT applications and proofs, she approves those found acceptable. She signs and dates the application papers. The signed and dated applications, proofs, and certificates are sent to Headquarters for processing, transfer to electronic media, filing and mailing. She notifies the CRT Director of all new members with the fees attached. She notifies the Chapter Registrar when applications are approved and handles all correspondence with Chapter Registrar concerning CRT applications. She will perform the same recordkeeping and reporting duties for CRT applications as the DRT Registrar General keeps for the incoming DRT applications.

A list of children who shall age-out (reach their twenty-first birthday) is received annually from Headquarters. The CRT Registrar mails notices to Chapter CRT Registrars notifying them of their members who shall age out in the next year.

The CRT Registrar assists the CRT Director with the CRT Convention by supplying statistical information on membership and chapter enrollment and by conducting the installation ceremony for new CRT officers.

(e) Member at Large Registrar

The Member-at-Large Registrar is appointed by the DRT Registrar General to assist prospective member-at-large applicants through the application process. Inquiries from prospective members-at-large will be forwarded to this officer who will communicate the requirements and perform the duties similar to the chapter registrar to ensure the applications are prepared in accordance with DRT requirements. This officer will have prompt and timely correspondence with prospective members.

The Member-at-Large Registrar may also assist the Chapter Organizing Committee and the Organizing Chapter Registrar with applications. This officer shall review the applications and proofs from the applicant and sign the application as “chapter registrar,” before sending to the Registrar General for review and approval.
**Article IX  ELECTION OF BOM**

**Section 9.01  Election of Officers General**

(a)  **Nominating**

The Nominating Committee Chair shall send to each District Representative no later than November 1 of even-numbered years a notice - a Call for Candidates - to distribute to each chapter President, requesting each chapter to submit the names of three (3) or more of its members who are capable and willing to serve as Officers General. Included in the notice will be a copy of the Endorsement for Board of Management (BOM) Officer General application and Board of Management Candidate Guidelines and Checklist, listing the qualifications for each office and the contact information of the Nominating Committee Chair. A similar notice will be sent to the Chairs of all the Administrative Committees (Headquarters, Cradle, DRT Library Collection and Republic of Texas Museum and the Finance Committee), to submit one (1) qualified member-at-large, who has served on those committees. {Update 20181021, Motion # 1, Motion # 2}

Candidates must be endorsed at a chapter/committee meeting of which notice was given and a quorum was present. The “Nomination Package,” which includes the Endorsement for Board of Management (BOM) Officer General Application form, Candidate's biography (no more than 300 words), photograph, the checklist from the Candidate’s Guidelines and, where specified, any other certifications or professional experience. This "Nomination Package" shall be emailed to the Nominating Chair no later than March 1. {Update 10/21/2018, Motion # 3}

The Nominating Committee will use Qualifications Checklists, specific to each Office General, as the means to verify the qualifications of each nominee for Officers General presented by the chapters and/or Administrative and Finance Committees. The Committee should update these checklists, bringing them into compliance with any changes in the DRT Bylaws or MOP, before beginning to accept nominations. The primary source for verification will be the Nominee’s record of DRT service, which is on file at Headquarters. {Update 10/21/2018, Motion # 6}

The Nominating Committee Chair will assign each Nominee to a Nominating Committee Member, who will work with the Nominee throughout the Verification Process and who will conduct the verification using the appropriate Officer General Qualifications Checklist. {Update 10/21/2018, Motion # 7}

Disparities, which may occur between the record on file at Headquarters of the Nominee’s DRT chapter and / or state committee offices and the Nominees’ personal resume of offices, will be resolved by an Affidavit provided by the DRT Nominating Committee to the Nominee. The Nominee, in turn, will present the Affidavit to either the current chapter president or current committee chair where the office was held. The chapter president or committee chair will sign the affidavit, validating the office held and date of service. The signed affidavit will be returned to the Chair of the Nominating Committee.
Following the completion of verifying the Nominee’s service, the Nominating Committee will turn in the Affidavit to DRT Headquarters for correction of the official record. {Update 20181021, Motion # 8}

Notification of Verification: As a Nominee moves from submission of her Nomination Package through the verification process, the Nominating Committee will respect the confidentiality of the Nominee’s
intention. Once the deadline for nominations is reached, but no later than March 7, the Nominating Committee will present a list of Candidates for Office to the BOM and publish it on the DRT Members website. In accordance with bylaws, no member may run for more than one office.  {Update 10/21/2018, Motion # 9}

If no endorsed candidate is received for an office general by February 1st, the Chair will notify the BOM members as well as ask the District Representatives, listing those positions and asking for candidates by March 1st. {Update 10/21/2018, Motion # 10}

WITHDRAWING NOMINATION: Should a verified Candidate wish to withdraw her nomination (for any reason), she must send written notice (email) to the Nominating Committee Chair. Except in the event a personal emergency, all notifications of withdrawal should be submitted no later than two weeks (two Thursdays) before Convention. {Update 10/21/2018, Motion # 13}

The Nominating Committee will produce promotional material to encourage nomination submission and inform the membership of any procedural changes which may occur during the nomination period. Such materials may take the form of “flyers” and newsletters. The Nominating Committee will also produce a DRT Voters Guide. All promotional material is circulated through the District Representatives and posted on the DRT Members Website. Copies will also be distributed to the BOM. {Update 10/21/2018, Motion # 4}

Candidates shall select the one office for which they wish to run at least two weeks prior to the start of convention. The Nominating Committee shall revise the DRT “Voters Guide” to reflect each candidate’s final selection of office. This revised guide shall be distributed in the same manner as the initial version no later than one week before convention. {Added: Motion 202002-35}

EDITORIAL GUIDELINES FOR THE NOMINEE’S BIOGRAPHY: The length of the Nominee’s Biography will be no more than 300 words. It should be written in third person and the opening paragraph should state the Office General in which the candidate is seeking. The second paragraph should address the Nominee’s specific experiences as it relates to the Office being sought. The rest of the biography should mention the Nominee’s chapter and more broad experiences and appropriate personal information. The biographies and photographs of all the Verified Nominees (now called “Candidates”) will be published in a DRT Voters Guide, which will be available for download on the DRT Member’s Website. The Nominating Committee may recommend changes to biographies. {Update 10/21/2018, Motion # 5}

Candidates for Officers-General shall not begin their campaigns for office before April 1. Candidates who are nominated from the floor may not begin their campaigns until they have received official verification from the Nominating Committee Chair that their credentials meet the qualifications of the offices sought. Candidates may not use DRT Headquarters’ personnel and/or DRT resources to assist in their campaigns. BOM members may only distribute Nominating Committee materials. [Update 10/21/2018, Motion # 11]

Candidates, who are in competitive races for the same Office General, will be offered the opportunity to speak in front of the Convention Body for up to two minutes in support of her election. Should a Candidate prefer, she may choose another DRT member, who is present at the Convention, to speak on her behalf during this time.  {Update 10/21/2018, Motion # 15}

No later than April 1st, the Nominating Committee will produce a DRT "Voters Guide," which will include
each Candidate’s brief biography and photograph. It will be made available for download on the Members website and for distribution to the District Representatives and Director of Membership to share with their members. Courtesy copies shall be sent to the BOM.  {Update 10/21/2018, Motion # 12}

The Nominating Committee will produce a DRT “Voters Guide”, which will expand the First Ballot to include each candidate’s brief biography and photograph, which was submitted as part of the Nominations Package, within the month of April. It will be made available for download on the Members website and for distribution to the District Representatives to share with their chapters. Courtesy copies shall be sent to the BOM.

Alternate Nominating Committee Members shall have the opportunity to participate in the Nominating Committee’s procedural discussions and shall be asked to assist in preparation of the Committee’s promotional material. They may be kept informed of changes in procedures so that, in the event an alternate must step in for her District’s Nominating Committee Member, she will be prepared. As Alternates, they will have no involvement in the actual verification process.  {Update 10/21/2018, Motion # 16}

The Nominating Committee will prepare a ballot for contested races for use at the convention with the names of all the candidates qualified in alphabetical order. Names of candidates nominated from the floor will be listed on the ballot. In the event a floor nomination is not made, that candidate will be eliminated from the ballot.  {Update 10/21/2018, Motion # 14}

A member seeking a position as an Officer General after April 1st must be nominated from the "floor" at convention. A Candidate running from the floor must follow the same procedure as stated above, gaining endorsements from her chapter and/or committee and submit her Nomination Package between April 1 and the Thursday before Convention. A "Floor Nomination” will undergo the same verification of qualifications process by the Nominating Committee as was conducted for a regular nomination. If a "Floor Nomination" candidate meets the qualifications for the office sought, her name will be added to the ballot, confirming she is qualified.

If time permits before the convention, an addendum to the "Voters Guide" will be produced and uploaded to the Members website, available for download.  {Update 11/04/2016 Motion # 27}

The Nominating Committee will prepare a ballot for use at convention with the names of all candidates qualified. Names of candidates nominated from the floor will be listed on the ballot. In the event they are not nominated from the floor, their names will be stricken from the ballot.

(b) Voting at Convention
Every DRT member as defined in Article I, Section 1 A-C, shall be entitled to vote, if present. No member shall be able to cast more than one vote. Neither proxy nor absentee voting shall be permitted.

(c) District Elections
All candidates for the offices of District Representative and District Representative Alternate shall meet the requirements for Officers General defined in the DRT Bylaws, Article IV, Section 6.A.1.  {Updated Motion 202002-34}:

Candidates for District Representative shall submit a Chapter Endorsement for District Election Form
Nominations may be made from the floor of members qualified under the bylaws whose consent has previously been obtained. Each nominee, or her choice of one qualified and present DRT member, shall be allowed two (2) minutes to speak in support of her election. Votes may be cast on blank ballots; the presiding officer must give clear instructions such as, “You are to write the name of the candidate of your choice on the blank ballot distributed by the tellers.

When there are two (2) or more nominees for a given office, the election shall be by ballot. When there is but one nominee for a given office, the election may be *viva voce*.

A majority of the votes cast shall be necessary for election. If there are three (3) or more nominees for these positions and no nominee receives a majority of the votes on the first ballot, only the two (2) nominees who receive the most votes shall be on the second ballot.

If a District Representative did not receive an Endorsement for BOM Officer General Application (C.03) and resume for the District Representative alternate or Nominating Committee alternate, the nominee receiving the second largest number of votes shall be the alternate. {See Bylaws, Article III, Section 4, D, 5-6} {Updated: Motion 202002-34}

As soon as possible after the election, the presiding officer of the district meeting shall send the election results to the Recording Secretary General and to the DRT Parliamentarian. The District Representative shall include the names of the newly elected officers, or vacancies, in her next report to the BOM. {Updated: Motion 202002-34}

(d) Caucus
Districts that did not elect all four offices they may hold an election at the next Convention. The caucus shall be called by the outgoing District Representative or, in her absence, the Parliamentarian. [See Bylaws; Article VIII]

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**Article X COMMITTEES**

**Section 10.01 Committee Types**

(a) Elective Committee:
Nominating Committee

(b) Administrative Committees:
Cradle CRT
DRT Headquarters
DRT Library Collection
Republic of Texas Museum (RTMC)

(c) Standing Committees:
Annual Proceedings
Awards
Bylaws
Chapter Organization
Finance
Historic Education
Historic Sites
Historical Publication
Human Resources Committee {Update 05/19/2018 Bylaws Consent 15}
Information Technology Committee {Update 05/19/2018 Bylaws Consent 21}
J. B. Wells House {Update 05/19/2018 Bylaws Consent 14}
Legislative
Media and Communications
Meetings Logistics
Membership
Memorial Park
Texas Genealogical Research Committee {Update 05/19/2018 Bylaws Consent 23}

(d) Special Committees:
Special Committees are formed for specific purposes.

{Logo committee removed by Motion 201911-22}

Oil and Gas Lease Committee
The Republic of Texas History Center (RTHC) {Update 11/10/2019 Motion 201909-03}

Section 10.02 General Information for All Committees:
[See Article VIII, Section 2]

As an ex officio member of all committees, except the Nominating Committee, the President General shall receive all meeting notices, minutes, and committee correspondence. The President General must be informed of all issues that exist at the property.

All committee chairs and members must actively participate in the operations at the site or business of the committee. The Chair shall assign specific duties to committee members.

All Committee Chairs and members must compete the Annual Committee Packet. {Motion 202006-10}

All Committees must submit an annual report to the Annual Proceedings Chair by May 1. Financial reports are the joint responsibility of the Committee Chair and the Treasurer General.

Offer de-accession property to all other DRT properties (Cradle, DRT Headquarters, DRT Library Collection, Museum, Republic of Texas Museum, and J.B. Wells House.) before offering to membership or other means of sale.

Section 10.03 Elective Committee
[See Bylaws Article III, Section 1 A, 2, 3; and Article VIII Section 3]

(a) **Nominating Committee:**
The Nominating Committee members are elected by members in even numbered years District Meetings. The Committee meets to elect its chair at the following convention. The committee conducts the evaluation of candidates for office in accordance with the procedure in this MOP under Elections.

**Section 10.04 Administrative Committees**

(a) **General Information:**
[See Bylaws Article VIII, Sec 4]
All Administrative Committee Chairs shall submit a written report on committee business at each regularly scheduled BOM meeting unless excused by the President General. Reports should be emailed to the BOM prior to their meeting. Committee chairs shall attend BOM meetings as requested by the President General.

The committee secretary is responsible for typing and sending minutes of committee meetings to the BOM, committee members and a copy to the DRT Headquarters within two (2) weeks after the meeting. The committee chair and secretary must approve and sign the minutes.

Each chair shall report to the Annual Convention on all major activities of the committee during the previous year and include financial statements as of March 31. Before May 1st, the chair shall send electronically one copy of this annual report to the President General, Recording Secretary General, and Annual Proceedings Chair.

All Administrative Committee discussions regarding employee job performance or salaries shall be conducted in executive session, and only the Committee chair shall inform the employee. Executive sessions are confidential and must never be discussed outside of the meeting. To do so is grounds for disciplinary action.

The BOM shall designate the specific hours of operation for the DRT Headquarters, and the Republic of Texas Museum. Printed notice of these hours shall be displayed in each building.

A called committee meeting must comply with DRT Bylaws.

Projects begun but not completed by the previous committee must be honored by the next committee. If the project cannot be continued, the BOM must be notified and consent to the action. Each Committee is responsible for acknowledging donations benefiting their entity. They shall use a donation acknowledgement letter (or card) prepared by the Treasurer General and approved by the BOM. The Committee shall receive donor information from HQ Staff, after the donation is recorded and deposited. All donations should be acknowledged within a month of its receipt. [See MOP: Donation Processing and Acknowledgement above]

The Administrative Committee chairs shall present an insurance report to the BOM annually at the September BOM meeting. This report shall include a listing of all insurance carried and the coverage provided, including but not limited to commercial multi-peril, commercial liability umbrella, workman’s compensation, fidelity bonds, and hired and non-owned auto insurance.
The chairs of all Administrative Committees should be available daily for consultation and issues, which may arise. It is especially important that they be available between the hours of 8 a.m. and 5 p.m. All members of a committee overseeing a property are expected to work at the property.

(b) Cradle Committee:
[See Bylaws Article VIII, Sec 2, 4; B]
The Cradle financial accounts and disbursements are the responsibility of the Treasurer General, including funds received by the Cradle as memorials, grants and/or gifts. If the Treasurer General chooses to establish a checking account for the Cradle, all checks shall require two (2) authorized signatures of the following: President General, Treasurer General, The Cradle Chair, the President of the Sidney Sherman Chapter or one (1) of the members of the committee designated by the committee and the Treasurer General.

The Cradle funds are a part of DRT funds and are therefore included in its audit every two (2) years.

The Cradle reports monthly using the checking account at Texas First Bank funds and these funds are audited every year. The BOM voted to approve the "Wells Fargo Account" as a restricted fund in 2014. It can be used only in an emergency or if The Cradle has to be moved to another lot. Wells Fargo mails monthly reports to The Cradle and Headquarters. The Chair does not include any data found in these reports in the monthly reports based on the checking accounts.

The restricted Wells Fargo account requires four signatures from members of the Cradle Committee:
1. Sidney Sherman Chapter #1 President or Secretary;
2. One from another chapter;
3. One from Sidney Sherman Chapter #1;
4. Cradle Chair.

The Cradle Chair shall prepare financial reports to be included with the minutes of each committee meeting sent to the BOM. Either the Chair or the Treasurer General shall prepare a year-end (May 31) financial report to be included in the Annual Proceedings.

The Chair shall prepare an annual inventory of all property at the Cradle. By May 1 she shall send one copy to the President General and one copy to the DRT Headquarters. One copy should be kept in the committee’s permanent files.

(c) CRT Committee:
[See Bylaws Article VIII, Sec 4 C]
The CRT Committee, chaired by the CRT Director, shall encourage and aid in the organization of new CRT chapters and shall provide training in patriotism and leadership to today’s youth. In addition to duties found in DRT Bylaws Committee members shall assist the CRT Director with her duties, including CRT sales tables at DRT meetings and Convention.

All financial accounts and disbursements of CRT funds, including funds, which have been received as memorials, grants, or gifts, are the responsibility of the Treasurer General, and shall operate as defined in Article IX Funds and Projects. [See also CRT Bylaws]
(d) DRT Headquarters Committee

[See Bylaws Article VIII, Sec. 1, B, Section 2 and Section 4 D]

DRT Headquarters Committee is chaired by the Custodian General. In the absence of the Office Administrator, the Custodian General has the responsibility for staff supervision at Headquarters. With approval of the Headquarters Committee, and under the direction of the BOM, the Custodian General shall supervise the personnel of the DRT Headquarters and Republic of Texas Museum.

Under supervision of the Office Administrator, the DRT Headquarters shall give administrative support to the entire association of DRT, which functions through specific authority and responsibility assigned to each Officer General. The Office Administrator, in carrying out day-to-day operations, consults when appropriate with Officers General in matters involving their individual areas of responsibility and authority as reflected in the DRT Bylaws and Manual of Procedure (MOP). She shall develop sufficient understanding of the DRT Bylaws, MOP, and Employee Manual to carry out her duties.

Committee members should be available to assist Headquarters Staff with administrative duties such as posting dues, filing, filling mail orders, answering the phone and any other tasks as requested by the Custodian General and/or the Office Administrator. All members are reminded to maintain a proper work environment while at Headquarters. Headquarters shall issue dues notices to members-at-large.

An attorney should be consulted by the committee before presenting any agreement, contract or document to the BOM for its approval and to the President General and Recording Secretary for their signature. A file must be kept on all DRT Headquarters Committee activities. All correspondence from the committee shall have one copy filed at the Headquarters and one copy in the Committee Secretary’s files.

The Custodian General and the Office Administrator shall prepare a proposed budget for Headquarters each year. The proposed budget shall be sent to the Treasurer General by mid-January. It will become part of the overall DRT proposed budget presented at the February BOM meeting.

The Custodian General with the assistance of the Office Administrator and the Committee shall maintain an inventory of all holdings (office equipment, furniture, supplies, etc.) of the DRT Headquarters. Before May 31 of each year, one copy of this inventory shall be sent to the President General, one copy to the Treasurer General, and one copy retained and put in the Committee’s permanent files at DRT Headquarters.

If no chapter member attends Annual Convention or picks up its chapter packet, including awards and other certificates, the Custodian General shall take the packets to Headquarters and mail ASAP to them to Chapter Presidents, with an invoice for postage.

Publications:
The publication (printed or electronic/digital file) of the following publications is handled by Headquarters staff: Annual Proceedings (with consult of the AP Chair), Member Roster, Founders & Patriots, Bylaws, Manual of Procedure and DRT Pin Book. Additional publications handled by Headquarters will be determined by the Headquarters Committee and the BOM.

Website:
The Headquarters Committee is responsible for coordinating the maintenance and development of the
DRT websites. The DRT website liaison may be a member of and report to the Headquarters Committee. {Update 05/17/2018, Motion # 16} {Update 06/19/2018, Motion # 16} The Website Liaison has the responsibility to direct corrections, updates and additions to the websites. All forms on the website must be approved by the BOM in consultation with the officer or committee responsible for the form before being added or changed on the website.

Forms on the Members website include the Chapter Elected Officer Form, Committee Member Appointment Form, Awards, Member Data Change, Deceased Member Report, Reinstatement, Transfer, Chapter Dues Report, Dues Reconciliation, Applications for Memorial Medallions Forms, and others; as well as current Announcements; lists of chapters, BOM, committee chairmen, District Meetings, Conventions, and Properties. {Update 11/10/2019: 201909-24}

Employees:
The DRT Employee manual is maintained by the Office Administrator with the assistance of the Headquarters Committee. It is to be given to every DRT employee and to Administrative Committee Chairs, when appropriate.

An attorney should be consulted by the committee before presenting any agreement, contract or document to the BOM for its approval and to the President General and Recording Secretary for their signature.

A file must be maintained containing current and past Committee minutes, correspondence, business and activities for use by the Committee. A similar Permanent Committee file should be maintained at Headquarters.

(e) DRT Library Collection Committee:
[See Bylaws Article VIII, Sec. 1, 4 E]
The DRT Library Collection is housed in a facility owned by the County of San Antonio and leased by Texas A&M University, San Antonio (TAMU-SA). DRT and TAMU-SA executed a Memorandum of Understanding on November 22, 2016, which gave TAMU-SA the administrative control of the Collection for a term of five years under restrictions contained therein.

The Library Collection Committee Chair will be the liaison between DRT and TAMU-SA. This includes participation in fundraising, library collection oversight, and other duties assigned by the BOM.

The Chair shall ensure that the Committee keeps a current inventory of Collection holdings. The Committee Chair prepares the Committee’s annual report, due on May 1, which includes a current inventory provided by TAMU-SA. Send one (1) copy of this inventory to the President General, one (1) copy to the DRT Headquarters and one (1) copy to the Treasurer General by May 31 each year.

The June Franklin Naylor Award for the Best Book for Children on Texas History is endowed by the family of June Franklin Naylor and sponsored by the Daughters of the Republic of Texas DRT Library Collection Committee. Mrs. Naylor was a former schoolteacher and long-time resident of Odessa and she served as President General of the Daughters of the Republic of Texas from 1989 to 1991. The award is presented annually to the author/illustrator of the most distinguished book for children, grades K-6, that accurately portrays the history of Texas, whether fiction or nonfiction. The winning book receives a monetary gift, the honor of a DRT Library book medallion for their book covers
and may receive an invitation to attend the Daughters of the Republic of Texas Convention. {Updated, February 22, 2018, Motion # 18}

The Virginia M. Law Award for the Best Book for Young Adults on Texas
History is endowed by Mrs. Law’s daughter, Nancy M. Law, and is sponsored by the Daughters of the Republic of Texas DRT Library Collection Committee. Mrs. Law was an active member of the Alamo Mission Chapter of the Daughters, an enthusiastic supporter of the purpose and efforts of DRT and a strong proponent of education. The award is presented annually to the author/illustrator of the most distinguished book for young adults, grades 7-12, that accurately portrays the history of Texas, whether fiction or nonfiction. The winning book receives a monetary gift, the honor of a DRT Library book medallion for their book covers and may receive an invitation to attend the Daughters of the Republic of Texas Convention. {Update, 2/22/2018, Motion # 18}

Library Funds
Collection funds shall be maintained by the Treasurer General and will be included in the DRT audit with no audit expense for the collection.

(f) Republic of Texas Museum Committee (RTMC):
[See Bylaws Article VIII, Section 1, 2, 4 G]

The chair of the Republic of Texas Museum Committee is appointed by the President General, along with all committee members. There shall be fifteen (15) members including the chair. This committee shall consist of no fewer than five (5) members from the Austin area chapters and the remainder from other chapters.

The Republic of Texas Museum Assistant and/or Chair shall submit monthly financial reports to be presented to the Republic of Texas Museum Committee and the BOM.

When invited, the Republic of Texas Museum Assistant shall attend meetings of the Republic of Texas Museum Committee.

The Treasurer General is responsible for all financial accounts and disbursements of the Republic of Texas Museum funds, including funds received as memorials, grants, or gifts. If she chooses to establish a checking account for the Republic of Texas Museum, all checks paid out of the Republic of Texas Museum funds shall require two (2) authorized signatures of the following: President General, Treasurer General, the RTMC Chair, Republic of Texas Museum Manager, or a member of the committee designated by the RTMC and the Treasurer General.

The Treasurer General shall provide monthly financial reports to the RTMC Chair for the monthly Committee meetings.

The Treasurer General supervises all income and disbursements of the Republic of Texas Museum. These funds shall be included in the audit of the DRT General Fund.

The RTMC shall formulate plans and assist in raising funds for the maintenance of the Republic of Texas Museum and, under the direction of the BOM, shall administer these funds for the benefit of the Republic of Texas Museum.
The Republic of Texas Museum Assistant and the committee shall maintain an inventory of all holdings of the Republic of Texas Museum. Before May 1 each year, one copy of this inventory shall be sent to the President General, one copy to the Treasurer General, and one copy retained and put in the Committee's permanent files.

Republic of Texas Museum Assistant and the Committee shall prepare a proposed budget for the Republic of Texas Museum each year. It shall be sent to the Treasurer General by mid-January and to the BOM at least two weeks prior to the February BOM meeting.

The ROTM Committee Chair, committee members, or the Republic of Texas Museum Assistant shall greet all-important visitors to the Republic of Texas Museum and attend all-important functions of the Republic of Texas Museum. Requests for special tours shall be considered.

The Republic of Texas Museum Committee is responsible for the annual Texas History Forum, if conducted.

Section 10.05 Standing Committees:
[See Bylaws Article VIII, Section 1, 2 & 5]
(a) Annual Proceedings Committee
The Annual Proceedings Committee shall be responsible for preparing for publication the Annual Proceedings (AP) of each year of a two-year term of office. The President General has supervisory approval of the Proceedings of her administration.

The finished product shall be delivered to the DRT Headquarters, in both printed and digital form. Distribution shall be handled by DRT Headquarters. The AP chair will work with Headquarters in selecting a printer and have final review/edit responsibility.

The AP Chair shall send members of the BOM, Committee Chairs, and Chapter Presidents instructions on sending her their reports electronically, due by May 1.

Send all submissions for the Annual Proceedings book to the Chair by e-mail ONLY, by May 1. Use “DRT (Chapter Name, City, and District) or (Committee or Office)” in the subject line of the e-mail. Send your CRT Chapter report at the same time and manner, in a separate e-mail. Paste your report into the body of the e-mail, using Times New Roman font.

Reports sent to the Chair are only for the Annual Proceedings book. If not familiar with how your report will look in the AP, please refer to a prior AP. Listings of chapters should be by District, by City, by Chapter. Please help the AP Committee keep this listing consistent throughout the AP.

Chapter reports may not exceed 300 words in length. If a report is longer than 300 words, it shall be returned to the sender for editing.

Remove all formatting such as headers and footers, page numbers, multi-columns, etc. Your report shall appear without paragraph spacing.
**Important note:** The Annual Proceedings is a permanent public record of DRT activities. Choose information about your year’s activities to show the important role DRT plays in promoting Texas and Texas History. Do not include your personal story, your illnesses, etc.

Send the following items for inclusion in the Annual Proceedings by e-mail:

**ALL BOM**
- Your photo (a digital black and white copy sent by e-mail);
- Your annual report;
- Your committee report (if different from your officer’s report);

**RECORDING SECRETARY GENERAL** is responsible for:

- BOM Minutes, motions only;
- List of Committee members in this format: First Name, Last Name (all Caps), Chapter, District. {Update 1/08/2018, Motion # 5}

**CHAPLAIN GENERAL** is responsible for:
- In Memoriam list of deceased members, by District, by Chapter noting the member’s name, DRT number, date of death and length of service. (one or two columns only) Angelic Bequest should be noted next to the deceased member by an (*). {Update 11/10/2019: Motion 201909-14} {Update: Motion 202002-14} {Update: Motion 202005-06}

**TREASURER GENERAL** is responsible for:
- Audited Financial Statements from DRT, and Library Collection;
- Approved Budget for next year;
- Monetary Gifts to DRT.

**REGISTRAR GENERAL** is responsible for:
- New members by District, by City, by Chapter;
- Number of members by District, by City, by Chapter (obtained from Membership database at Headquarters).

**CUSTODIAN GENERAL** is responsible for:
- Organizational Chart,
- Miscellaneous Information,
- Honor Days and Addresses,
- Official Calendar,
- Past President General’s list. {Updated 1/8/2018, Motion 5} {Updated 11/10/2019, Motion 201909-15}

**CRT REGISTRAR** is responsible for:
- CRT number of members by District, by City, by Chapter;

**CRT DIRECTOR** is responsible for:
- CRT Convention report;
- CRT Awards recipients;
• CRT Chapter reports.

Each **REPRESENTATIVE** is responsible for: *(Updated 11/10/2019, Motion 201909-25)*
- Your annual report;
- All of your District’s Chapter Reports;
- Chapter Elected Officer Form (odd numbered years); *(Updated 11/10/2019, Motion 201909-25)*
- List of your Chapter Presidents (by District, by City, by Chapter), with addresses, phone numbers, mail addresses in this format: First Name, Last Name (all caps), e-mail address Mailing address, Phone number.

**Special Note:**
Remind chapters to send names of the entire slate of new chapter officers in odd-numbered years, when they are elected, with addresses, phone numbers, e-mail addresses, to DRT Headquarters. Also send:
- A Convention program by e-mail and two (2) clean copies of the program;
- List of Hostess Chapters;
- List of Convention attendees by District, by City, by Chapter with total DRT, CRT, and guests.

Each **COMMITTEE CHAIR** is responsible for:
- Committee report;
- All lists by District, by City, by Chapter.

**(b) Awards Committee**
The Awards Committee is responsible for the Chapter Awards and Senior Member Awards. Chapter awards provide chapter recognition and give chapters an opportunity for self-evaluation. They stimulate pride in and enthusiasm for the goals of DRT and encourage Chapters to support the work of the Organization including preserving and promoting the study of Texas history.

Chapter Presidents should complete the four (4) Awards Forms covering seven (7) Chapter awards found in the FORMS Section of the Members website, all covering the period of April 16 the previous year to April 15 of the current year:
- A.01 Achievement Award Form;
- A.02 Attendance Award Form;
- A.03 Texas History Award Form;
- A.04 Volunteer Hours, Membership, President General’s Project, Six-Star Chapter Award Form.

**Definition of Volunteer Hours**
Volunteer hours are counted when a DRT member spends time working towards DRT’s stated purposes. These pertain to the history of the Republic of Texas, such as presenting a program in a DRT chapter or a school or civic organization. Activities may include, but are not limited to, the history trunk presentation, research days to help library patrons, reaching out to schools with presentations, encouraging high school seniors to apply for chapter scholarships, and chapter involvement in the community are also considered volunteer hours. Travel time to and from these activities are counted. Grant applications generally ask for the number of volunteer hours of an entity. This may help move a grant toward approval.
Submit the Awards Forms and Annual Chapter Narrative Reports by April 22 as follows: Mail or e-mail the awards forms to the Awards Committee Chair.

Send electronically the Annual Chapter Narrative Report to the Annual Proceedings Chair.

The Awards Committee shall receive the reports from the chapters and determine eligibility of each chapter for each award. The committee shall prepare awards certificates and distribute them at Convention.

The Awards Committee shall determine the eligibility of each chapter for each award, prepare awards certificates, and distribute them at Convention.

Senior Member Awards
A Senior Member is a member of DRT with continuous or cumulative active membership in the DRT for 25 years or longer.

Senior Member Certificates are issued at Annual Conventions to members who have reached 25, 50, or 75 years of membership during the preceding year (before June 1), based on their date of admission, whose dues have been paid every year for the designated time period.

Membership database maintained at Headquarters shall be used to identify eligible members with continuous membership, and the Awards Committee Chair shall verify their past dues payments with the Chapter Treasurers and the Membership Files previously maintained by the Second Vice President General.

The Chair shall obtain a list of potential senior members from Headquarters staff in January. By February 1st, the Chapter Presidents will be sent a letter listing their members who appear eligible to receive a certificate at the Annual Convention and asking that they verify this information with their Chapter records.

If a Chapter has a member with cumulative but not continuous membership for that many years, the Chapter President or Treasurer must notify the Awards Chair, who must verify the member’s record with the old membership records when possible.

In the event a member has been placed on inactive status without her knowledge and requests reinstatement within six (6) months of learning that she has been designated inactive, the certificate shall be based upon accumulated years rather than continuous years.

CRT membership does not count toward these certificates. Certificates shall not be awarded posthumously.

The blank certificates, seals, and ribbon for the Senior Members awards shall be provided to the Committee by the Headquarters.

(c) Bylaws Committee
The Committee is responsible for receiving Proposed Bylaws Amendments from members submitted by November 15 in odd-numbered years, review and edit for composition and determine whether the
amendment is appropriate for the Bylaws or MOP. The Bylaws Chair will present all amendments to the BOM at their February meeting. The proposed Bylaws amendments shall be sent to Chapter Presidents at least sixty (60) days before the Annual Convention for distribution to their members; and shall be posted on the DRT Members website.

The Committee shall provide an electronic/digital copy of the Bylaws to be stored for backup at Headquarters.

(d) Chapter Organizing Committee (COC)
The Chapter Organization Committee shall consist of the Director of Membership, the Executive Secretary General, the District Representatives and the District Alternates. The Committee shall be chaired by the Director of Membership. They shall assist chapters in increasing their membership and shall encourage and supervise the formation of new chapters with the approval of the President General. {Update 05/19/2018, Bylaws Consent 6}

The committee responds to requests from members or prospective members to form a chapter in an area where there is no chapter. The committee may also investigate areas where there is sufficient member density to form chapters. The membership of the committee may fluctuate based on the district in which there is active chapter formation. If a chapter is proposed in any district, the District Representative or her alternate must serve on the committee.

The procedures under Chapters – New Chapters, must be followed.

(e) Finance Committee
The Finance Committee serves in an advisory capacity to the Treasurer General in investment of DRT funds and other financial matters. The committee will be chaired by the Treasurer General and composed of six to ten members including the outgoing Treasurer General, who shall serve on the committee for the two years succeeding her term of office.

The Finance Committee will oversee and administer the distribution of the Native Texan License Plate Fund.

The Finance committee members shall be assigned duties of oversight. A minimum of two (2) committee members shall be assigned duties of oversight to all audits of all DRT entities, and a minimum of two (2) other committee members shall be assigned duties of the oversight to the investments of DRT. A nonmember of DRT, who has a background in accounting and finance, shall serve as a financial advisor to the members overseeing all audits. This advisor shall be approved by the Board of Management. All audits of DRT entities shall be reviewed by the Treasurer General; the President General; the Finance Committee members assigned the duty of oversight to audits; and the financial advisor. This advisor shall review all audits, including information and letters to management, and shall report to the Finance committee members his/her opinions.

(f) Historic Education Committee
The Historic Education Committee, with the Historian General as chair, shall stimulate interest in the early history of Texas, especially in schools by developing programs to be used in the schools. The committee members shall familiarize themselves with the standard and current publications dealing with the early history of Texas. They shall be in charge of creating historical programs for chapters. The
Committee shall assist the Historian General in planning the annual Convention historical evening dinner program. It also assembles and distributes information on Texas flags.

This committee sponsors four Texas history contests: fourth and seventh grade Texas History Teacher Contests and fourth and seventh grade Texas History Essay Contests for students.

To better prepare teachers, essay topics shall be selected a year in advance. The Historian General shall notify District Representatives and Chapter Presidents of the topics for the upcoming year during the Convention. It shall be the last duty of the outgoing Historian General to present the topics for the upcoming year to the newly elected officers and to turn over committee information to the newly elected Historian General.

Judging shall be by DRT members or other qualified individuals. Student contests should be open to any interested student. An appropriate award should be presented to the winner of each contest by the sponsoring chapter, such as a plaque, framed certificate, monetary award, or Texas charm, dated and bearing chapter name and “The Daughters of the Republic of Texas.”

Topics of the essays will be chosen by the committee with input from the nominated Historian General. Chapters will be notified of the topics no later than thirty days after Convention. Contest rules for the four contests can be found on the DRT Members website. {Updated 06/29-30/2017 Motion # 37}

The Historic Education Committee shall encourage chapters to inform the general public about the work of DRT and the contributions and sacrifices of our ancestors by collecting and maintaining and recognizing chapter media.

(g) Historic Sites Committee
The Historic Sites Committee assists donors in the placing of relics and artifacts pertaining to Texas history in Museums designated by the donor, shall locate, mark and preserve historic roads, sites, graveyards and places by promoting the Historic Site Medallion. Form MM.03 on the DRT member’s website has detailed instructions. The committee cooperates with the Republic of Texas Museum and the San Jacinto Republic of Texas Museum in the discovery and placement of artifacts pertaining to the Battle of San Jacinto. {Update 05/19/2018 Bylaws Consent 22}

The Committee should stay informed of any proposed action at Texas historical sites and the activities of their custodians. The Committee is also charged with ensuring that existing historic roads, sites and places are maintained properly.

The committee shall be responsible for the sale of historic site markers and memorial medallions. The three (3) Applications for Memorial Medallions are
MM.01 DRT-CRT Members, MM.02 Veteran-Defender-Citizen;
MM.03 Historic Site (and instructions).
These are available in the FORMS Section of the DRT member’s website.

The Chair shall maintain an alphabetical file at Headquarters with all applications for medallions and Historic Site markers. This prevents duplication of medallions for individuals and keeps permanent
records of where the Historic Site markers are located.

(h) **Historical Publication Committee**
The Historical Publication Committee shall be responsible for publication of all DRT material relating to membership and/or ancestral information, such as *Founders and Patriots, 90 Years of the Daughters*, etc. Should the committee find a historical manuscript or other historical material that they deem worthy of publication, they must secure the approval of the BOM before proceeding with any contracts, bids, etc.

Only the interest from the twenty thousand dollar ($20,000.00) restricted Historical Publication Fund shall be used for publications.

All contracts shall be signed by the President General, Recording Secretary General, and the Historical Publication Committee Chair.

The finished product shall be delivered to Headquarters, in both printed and digital form. Printing, sales and distribution shall be handled by Headquarters.

The Custodian General and DRT Headquarters Staff shall conduct pre-publication sales. Upon publication, she shall apply for the Copyright, have the pre-publication orders shipped to buyers, and make the books available for sale at District Meetings and Annual Conventions.

(i) **Human Resources Committee**
The Human Resources Committee will develop Human Resources guidelines and tools, including guidelines for employee development and appraisal and review existing practices and ensure they are compliant with both federal and state laws.

{Update 05/19/2018 Bylaws Consent 15}

(j) **Information Technology Committee**
{Update 05/19/2018 Bylaws Consent 21}

(k) **J. B. Wells House Committee**
{Update 05/19/2018 Bylaws Consent 14}

(l) **Legislative Committee**
The Legislative Committee Chair shall send a report of pending legislation and activity to each BOM meeting and shall attend when requested.

(m) **Media and Communication Committee**
The ten District Alternates shall be members of this committee.

This goal of the Media and Communication Committee is to inform and educate the general public about DRT and to promote DRT projects and activities that result in a positive image of the organization and growth in its membership. The Committee shall disseminate this information through various tools including television, newspapers, Internet (blogs, social networking, and websites), online and print publications/newsletters, radio, billboards, interviews, and electronic presentations.
This committee shall encourage the development of a corporate identity and guidelines for usage and the creation and distribution of brochures, newsletters, and fact information sheets.

This committee shall encourage chapters in publicizing Texas Honor Days, historical events, and functions of DRT. It shall try to supply chapters with a template press kit (i.e., photo library). The committee shall encourage the development of chapter websites, increased participation in the state DRT website, and the implementation of social media initiatives.

This committee shall be a resource for DRT chapter officers, the BOM, and other DRT entities in the utilization of technology tools (i.e., PowerPoint).

The committee shall continuously work to implement new and emerging technologies as well as standard information sources in order to promote a positive image of DRT.

This Committee shall be responsible for promoting the Native Texan License Plate project.

(n) Meeting Logistics Committee
The Executive Secretary General will be chair of this committee. This Committee will perform the search, selection, and booking of facilities for the annual convention. This committee may form a subcommittee to assist a district with the annual convention.

The District Representatives from the districts that will be hosting the next five conventions should be included in the planning and selection of the convention facilities.

The committee shall create a handbook for conventions to include duties and responsibilities of each function, i.e., sergeant at arms, tellers, registrar, treasurer, timekeepers, minutes approval committee, etc.

(o) Membership Committee
The membership Committee shall assist the Registrar General, who is chair of the committee, by assisting applicants and by serving as an appeal committee for applicants whose lineage papers have not been approved by the Registrar General. The Registrar General shall appoint the CRT Registrar and the Member-at-Large Registrar, who will be members of the Membership Committee.

The Committee members may assist prospective members and applicants with references for areas of research but are not expected to conduct the research. The Committee will be the final review in case of an appeal by an applicant or when the Registrar General wishes a consultation on documentation in an active application. The Committee will participate in the review during the process to close a line.

The Lineage Research Subcommittee Chair and members are appointed by the Registrar General. This subcommittee works to develop research tools, indices, and other resources to assist in the development of resources for the DRT and CRT Registrars, and applicants.

(p) Memorial Park Committee
The Memorial Park Committee shall keep the membership informed on matters concerning Memorial Park. DRT has 25% interest in reversionary rights to this park, located in Houston, TX. It shall serve as a
liaison between DRT and the various Municipal and State agencies that govern or exert influence over the Park. Members of the committee shall reside in the Houston area.

(q) **Texas Genealogical Research Committee**
The Texas Lineage Research Committee’s purpose is to assist in the developing tools and programs to assist registrars and other members in researching their Texas Roots. The President General’s Project on developing Information Technology (IT) programs to assist membership in these areas will engage this committee for advice and assistance in meeting this goal. {Update 05/19/2018 Bylaws Consent 23}

**Section 10.06 Special Committees**

(a) **General Information**
A Special committee may be appointed for a specific task or objective that the President General and the BOM shall deem necessary and dissolved after completion of the task or achievement of the objective. Special committees shall consist of three (3) or more members. The Special Committee shall give a written and verbal report at every BOM meeting until conclusion of the committee’s objective. The funds associated with any special committee shall be the responsibility of the Treasurer General. At the completion of the appointed objective, its chair shall place all articles for sale, supplies, material, and reports at DRT Headquarters

All Special Committees shall submit a written report at every regular BOM meeting, which shall include a summary of all income and expenses since the last BOM meeting until conclusion of the committee’s duties.

(b) **Oil and Gas Lease Committee**

(c) **Republic of Texas Headquarters Committee (RTHC)**
The Republic of Texas History Center (RTHC) Committee was appointed to oversee the RTHC Project, i.e., negotiate costs of properties with current owners, acquire properties when funds become available, and develop a Center by building DRT Headquarters and Republic of Texas Museum. Property, 810 ½ San Marcos Street, Austin, Texas 78702, was purchased in 2013.

(d) **Annual Convention Committee {Motion 202006-29}**
BOM shall create a DRT Special Committee(s), to be called NNNN Annual Convention Committee (where NNNN is the convention year). (where NNNN is the convention year). These committees will operate in parallel as needed.
The Chair is the District Representative of the district in which the DRT Convention will meet. [See Bylaws Article V, Sec 11]. If a Chair’s term as District Representative term ends prior to the Convention, she shall remain on the committee as a member and the new District Representative shall assume the chair.
The Chair is responsible for planning and hosting the Convention, according to guidance given in the MOP.
The Chair shall appoint members from her district to the committee, according to guidance given in the MOP.
The Chair shall submit a written report at every regular meeting of the BOM beginning no later than the February BOM meeting of the year prior to her convention and concluding after her annual convention
and after submitting Convention articles and records to DRT Headquarters and after submitting the residual funds to the Treasurer General.
The President General, Executive Secretary General, and Treasurer General shall be ex-officio members of these committees.

**Article XI**  **MEETINGS**  
[See Bylaws Article VI]

**Section 11.01**  **BOM Meetings**

**(a) General Information**
The Executive Secretary General will distribute a meeting reminder and tentative agenda for each BOM meeting electronically to all Officers and Committees Chairs at least two (2) weeks in advance of a meeting.
Officers and Committee Chairmen shall send their reports electronically to the Recording Secretary and other Officers at least ten days in advance to allow time for study and preparation for the meeting.

The BOM will have training annually to review DRT structure, governance, and responsibilities; other topics may be added as the President General deems appropriate. Legal specifications (including requirements for non-profit corporations and employee law), and financial education may be provided, as needed and as training is available. Such training may be provided in person, via webinar, via videos produced and available on the website or in any other manner deemed appropriate by the BOM.

\{Update 2/22-23/2018 Motion # 20\}

\{(Deleted: Motion 202005-11)\}
All Administrative and Standing Committees shall report on committee business at each regularly scheduled BOM meeting unless excused by the President General. All Committees shall present an electronic copy of the report to the Recording Secretary General before the BOM meeting.
Committee chairs shall attend BOM meetings as requested by the President General.

All visitors and guests at BOM meetings must complete the Annual Guest Attendee Packet. \{Motion 202006-10\}

Upon approval of the minutes by the presiding Officer, the Recording Secretary shall distribute the minutes electronically to BOM and to DRT Headquarters for forwarding to all Committee Chairmen, and District Representatives to share with chapter members. The Recording Secretary shall keep a set of minutes of BOM meetings in a loose-leaf binder.

**(b) Standing Rules for BOM Meetings**

**STANDING RULES FOR BOM MEETINGS - ADOPTED 06/30/2020 {Motion 202006-08}**
Any member who attends the business meeting shall conduct herself in such a manner as to be a credit to the organization. Any person not displaying exemplary behavior shall be subject to removal by order of the President General.

**AUTHORITY**

**PRESIDENT GENERAL**

1. The President General sets and may modify the agenda for each meeting.
2. A Minutes Approval Committee will be appointed by the President General at the beginning of each BOM meeting. This committee will review and approve the minutes of the current meeting and notify the Recording Secretary General in a timely manner.

3. A MOP Approval Committee will be appointed by the President General at the beginning of each BOM meeting. This committee will review and approve all changes to the MOP from motions made at the current meeting and notify the Recording Secretary General in a timely manner. The Recording Secretary General will then send the updated MOP to the Custodian General for posting on the website.

4. The President General shall be made aware of any printed notices, announcements or other information to be distributed in the meeting room.

PARLIAMENTARIAN

1. Parliamentary Authority: In matters not specifically addressed in the Rules or Bylaws of this Organization, the current edition of *Robert’s Rules of Order, Newly Revised*, shall be the parliamentary authority.

2. The Parliamentarian shall be the Timekeeper and Sargent-At-Arms.

MOTIONS/RESOLUTIONS

1. All motions and amendments shall be in writing on official motion forms provided by the Recording Secretary General, or downloaded from the DRT webpage, and signed by the maker of the motion, and sent immediately to the President General and Recording Secretary after being read. The maker of the motion will retain a copy of the motion form.

2. In order to obtain the floor to debate and make motions with the exception of those motions that are in order when another has the floor, each member shall raise her hand, address the chair, and wait to be recognized. When in debate, she shall state FOR, AGAINST, or REQUEST FOR INFORMATION.

3. An amendment to strike out one word or a set of words in multiple places and to insert a different word or a set of words in all of those places shall be in order and shall be deemed to include appropriate modifications in capitalization, number (singular or plural) and case.

4. If a motion affects a committee or committees, the chair(s) must be consulted prior to making of the motion and an attempt must be made to ensure that the chair is in agreement with the motion. If agreement cannot be reached, the chair(s) will be allowed to present the opposing view during debate either in person or by written statement to be read by a BOM member other than the maker of the motion.

DEBATE

1. No BOM member shall speak in debate more than twice on the same question on the same day, or longer than two minutes, without permission of the body granted by a 2/3 vote without debate.

2. Total debate on each motion shall be limited to fifteen (15) minutes, unless additional time is granted by 2/3 vote without debate.

3. Debate shall alternate between the affirmative and negative whenever possible.

REPORTS

1. The President General and Chairs of Administrative Committees shall give oral reports in full. Other members of the Board of Management, and any chairs of other committees asked to present, shall have three minutes each for their reports unless extended by a majority vote.

2. All reports shall be filed with the Recording Secretary General (RecordingSec@DRTInfo.org) according to the procedure in the Manual of Procedure. Report shall contain all actions and activity associated with the office or committee since the previous meeting. It should not contain chapter activities or attendance, personal events or milestones, or non-DRT related activities.

ELECTRONIC DEVICES

No tape or other recordings may be made of the proceedings of the meeting, other than those
made by the Recording Secretary General. Cell phones, pagers and beepers must be muted during the meetings.

MEETING SPACE, ACCOMMODATIONS & MEALS
1. All arrangements for meeting facilities and meals during the meeting will be handled by the Executive Secretary General.
2. Accommodation information will be sent to members and invited guests in advance for reservations to be made by the individuals themselves.
3. A menu selection will be sent to each member and invited guest well in advance of the meeting and each person must respond within the requested time. Last minute accommodations will not be available.

COMMITTEE CHAIRS/MEMBERS AND VISITORS:
1. Committee Chairs requesting to present their report during a meeting must notify the President General and Executive Secretary General in writing to PresidentGeneral@DRTInfo.org and ExecSecretary@DRTInfo.org in order to be scheduled on the agenda. The Chair will receive notification from the Executive Secretary of the agenda and time allotted. Should a Chair wish to bring Committee Members with her, she must notify the Executive Secretary General of the members’ attendance. Committee Chairs or Members may not speak or participate in the meeting other than during their report unless requested to do so by the President General.
2. Any DRT member wishing to visit a Board of Management meeting must be approved by the President General. A member may contact her District Representative or, if she has a specific need pertaining to an office, the appropriate Officer General, who will confirm with the Executive Secretary General that there is space available. The member shall not be allowed to participate in the meeting unless requested to do so by the President General. Any business she wishes to bring before the BOM must be brought by her District Representative or the appropriate Officer General.
3. Visitors to the Board of Management for special presentations, etc. must be approved by the President General. Once approved, visitors’ presentations must be scheduled with the Executive Secretary General (ExecSecretary@DRTInfo.org) in order to allow enough time on the agenda for the presentation.
4. In the event a motion is adopted for the BOM to move into Executive Session, all visitors shall leave the room unless the BOM adopts a motion to allow them to stay.

ATTENDANCE
1. Should a member of the BOM be absent from two meetings without first notifying the President General with a valid excuse, the office shall be automatically vacated. (Bylaws Art IV, Section 7, Unexcused Absences)
2. Individual BOM members may not participate electronically at a regularly scheduled BOM meeting without permission from the President General.
3. No member of the BOM shall participate in a meeting or vote without first having executed and/or acknowledged receipt of the following:
   - Officer Information Form
   - Acknowledge Receipt of the BOM Standing Rules
   - Acknowledge Receipt of the following policies
     - Whistleblower Policy
     - Conflict of Interest Policy
   - Executed a Confidentiality Statement
   - Executed a Photo and Video Release Form

ELECTRONIC MEETINGS
In the event the BOM is unable to conduct a regular board meeting in person due to unforeseen circumstances, the President General may approve the option to meet electronically. If this should happen, the Executive Secretary General shall tend to all electronic meeting logistics as
the Meeting Logistics Chairman.

(c) Standing Rules for Electronic BOM Meetings {Motion 202006-02}
1. These rules shall be in effect for electronic video meetings of the Board of Management (BOM).
2. The President General (PG) sets and may modify the agenda for each meeting.
3. Prior to calling the meeting to order, the Executive Secretary General (ESG) shall give a brief overview of zoom chatroom features, including how to access the participants list and the chat box, how to mute and unmute microphones, how to vote in a poll, how to display members, option of stopping sharing video if bandwidth problem, etc.
4. All attendees will be muted at all times until the President General (PG) has yielded the floor. Exception(s): The Recording Secretary General (RSG), ESG and Parliamentarian (Parli), may not be muted in an effort to assist with meeting logistics.
5. The Parliamentarian shall be the timekeeper.
6. The Executive Secretary General or designee shall be the Meeting Moderator.

REPORTS
1. The time of report shall be limited to three (3) minutes unless extended by a majority vote, except for the PG who shall present her reports in full.

MOTIONS
1. All motions and amendments shall be in writing on official motion forms provided by the Recording Secretary General, or downloaded from the DRT webpage, and signed by the maker of the motion, and sent immediately to the President General (PresidentGeneral@DRTInfo.org), the Recording Secretary (RecordingSec@DRTInfo.org) and Executive Secretary General (ExecSecretary@DRTInfo.org) after being read. The maker of the motion will retain a copy of the motion form.
2. In order to obtain the floor to debate and make motions with the exception of those motions that are in order when another has the floor, each member shall raise her hand, and wait to be recognized (The Meeting Moderator will assist the PG with maintaining order of those requesting the floor). When in debate, she shall state FOR, AGAINST, or REQUEST FOR INFORMATION.
3. An amendment to strike out one word or a set of words in multiple places and to insert a different word or a set of words in all of those places shall be in order and shall be deemed to include appropriate modifications in capitalization, number (singular or plural) and case.
4. If a motion affects a committee or committees, the chair(s) must be consulted prior to making of the motion and an attempt must be made to ensure that the chair is in agreement with the motion. If agreement cannot be reached, the chair(s) will be allowed to present the opposing view during debate either in person or by written statement to be read by a BOM member other than the maker of the motion.

DEBATE
1. No BOM member shall speak in debate more than twice on the same question on the same day, or longer than two minutes, without permission of the body granted by a 2/3 vote without debate.
2. Total debate on each motion shall be limited to fifteen (15) minutes, unless additional time is granted by 2/3 vote without debate.
3. Debate shall alternate between the affirmative and negative whenever possible.
4. If an attendee would like to speak, they should enter their name in the chat box, along with either “opposed” or “in favor” or “comment”. The ESG shall maintain the speakers list, and shall, from time to time, list the next individuals in order to speak.
5. Individuals having Point of Order (POO), a Request for Information (RI), or a Question of Privilege (QP) shall enter their name in the chat box, along with the code for their request or inquiry. The ESG shall call on these interrupting motions next.
6. Parliamentary Inquiries shall be directed, via private chat, to the Parliamentarian General.

VOTING
1. Wherever possible, votes shall be taken via general consent. Otherwise, the polling feature shall be used. The ESG shall be responsible for setting up all polls. Should a roll call vote be requested, the request must be made prior to the vote and the ESG will instruct members as to how a roll call vote will be conducted.

Section 11.02 District Meetings

District meetings are held each year August through October of each year, except for the weekend before Labor Day or the 3rd Saturday of September, when no District meeting shall be held. The District Representatives and the Executive Secretary General shall meet during a designated time during the February BOM meeting and agree upon a schedule for the District Meeting dates for the following calendar year. All Districts shall follow each other in numerical order in choosing their District Meeting dates. The first District to select a meeting date shall be the District hosting the Annual Convention of the same year: For example, if District I is hosting Convention, it has first choice of District Meeting dates that year. The next to choose would be District II, and so on. The following year, District II would have first choice; District III would have second choice; and District I will be the last to choose its meeting date. The hostess chapter(s) for the meeting should be established by a rotation of chapters within the district. It is up to the district. Some districts vote to rotate alphabetically by chapter city; others by some other method. {Update 2/22/2019, Motion # 25} {Update 11/10/2019: Motion 201909-20}

They provide an opportunity for the BOM to communicate with chapter officers and members. They allow Chapter Presidents an opportunity to briefly report on the chapter's activities and accomplishments during the previous year and their plans for the future. Hold breakout sessions with those Officers Generals in attendance and their chapter counterpart and may be held with Committee Chairs and other members who wish to participate.

The District Representative should schedule a planning meeting for the district meeting with the Host Chapter(s) President(s) and committee. She shall guide the committee on the necessary arrangements for the District Meeting (See District Meeting Planning Guide). Door prizes, decorations and table favors are optional. The chapter(s) should try to keep the cost of the meeting as low as possible and not treat it as a fund-raising event for the chapter(s). {Update 11/10/2019: Motion 201909-21}

The Host Chapter should prepare a district meeting announcement and registration form, have them reviewed and approved by the District Representative and distributed no later than 60 days prior to the meeting. Invitations should be sent to BOM members, committee chairmen, and electronically to Presidents of the District’s Chapters for ease in forwarding to members and posted on the DRT Members website.

The hostess chapter(s) often sponsors a social function the evening before the meeting for the BOM and others from out of town. This may be as simple as a Dutch treat dinner at a restaurant or a covered dish dinner at a member’s home.

The Host Chapter(s) should make a reservation and cover the cost of a standard King Size room for the President General. The confirmation number should be sent to the President General (PresidentGeneral@DRTInfo.org) and the Executive Secretary General (ExecSecretary@DRTInfo.org). (Please be sure the President General’s name is on the reservation so there are no complications upon check-in for the President General.) {Update 11/10/2019: Motion 201909-23}
(a) Minutes
The District Representative presides at the meeting and should appoint a member as secretary to record the minutes of the meeting and shall appoint a Minutes Approval Committee. When the minutes are approved, within thirty days of the meeting, the secretary shall distribute the minutes to the District Representative and hostess District Chapter President and send a copy to DRT Headquarters for filing; If possible, the meeting should be limited to five (5) hours and adjourn by 2 p.m. A copy of the minutes shall be retained by the District Representative to pass to her successor, and a copy of the minutes shall be filed at DRT Headquarters.

(b) Scheduling District Meetings
All Districts shall follow each other in numerical order in choosing their workshop dates. The first District to select a workshop date each year should be the District hosting the Annual Convention of the same year.

For example, if District I is hosting Convention, it has first choice of workshop dates that year. The next to choose would be District II, and so on. The following year, District II has first choice; District III has second choice; and District I shall be the last to choose its workshop date.

District Meetings are scheduled during a designated time at the February BOM meeting each year by the Executive Secretary General and the District Representatives. District Representatives of adjoining districts should try to schedule consecutive meeting dates. [Updated 05/29-30/2019, Motion # 8]
{Update 11/10/2019: Motion 201909-22}

The hostess chapter(s) for the meeting should be established by a rotation of chapters within the district. It is up to the district. Some districts vote to rotate alphabetically by chapter city; others by some other method.

(c) Registration fee
All members who attend District meetings, even if only to sell items, must pay the registration fee, except for CRT members.
The registration fees for the President General are waived and her meals and lodging costs are paid by the district. If a BOM officer is requested to attend a District Meeting, her registration fee will be waived.

(d) Sales Tables
Sales tables for Administrative Committees, Historic Sites Committee, Republic of Texas History Center Committee and CRT are given priority and should be complimentary. Sales tables are made available to DRT chapters for a small fee, but not to individuals or non-DRT entities.
{Update 02/22/2018 Motion No. 17}

(e) Special District Meetings
A special District Meeting may be called by the District Rep and shall be called upon the receipt of written requests by three (3) chapter presidents. Notice shall be sent to all of the District’s Chapter Presidents for distribution to members not less than 30 days or more than 60 days before the special meeting. Only that business described in the notice shall be conducted.
Section 11.03 Convention

(a) Convention Duties

The District Representative of the host district is Convention Chair, responsible for planning and hosting the DRT Convention when it meets in her district [See Bylaws Article V, Sec 11]. It is her responsibility to acquire the necessary assistance within her district. She shall coordinate with the CRT Director when the CRT convention is in her district.

She, and her committee, shall designate individuals from the district chapters to be responsible for the following duties:

• **Color Guard Coordinator** will obtain a Color Guard who posts and retires the flags at the opening ceremony. It may be a military or historical period color guard.

• **Convention Registrar** is Chair of the Credentials Committee and shall receive and record all members' registration fees and activities, prepare registration packets, and assign seating for meals.

• **Convention Treasurer** shall accept and deposit registration fees from the Convention Registrar, record deposits and other Convention income, pay bills approved by Convention Chair, and prepare the Convention's financial report for the BOM.

• **Coordinator** serves as the Convention Chair's general assistant. The District Alternate will serve in this position.

• **Marshall** is responsible for the opening processional. She shall assume responsibility for inviting representatives of historical/genealogical Organizations as guests to the opening ceremonies and provide the President General with information on those attending to be used in introductions.

• **Memorial Service Assistant** assists the Chaplain and is an excellent job for a chapter chaplain.

• **Music Coordinator** selects the music and musicians, when necessary, and acquires and coordinates the sound systems.

• **Platform Coordinator** plans the seating, decorations, etc., for the platform/head table(s) used during meetings. She shall coordinate the seating at the head tables with the President General and the Convention Chair, as well as the Historian General for the Historical Evening. She will attempt to accommodate their preferences for the seating of the head table to the extent possible. {Updated: Motion 202002-37}

• **Publicity Person** seeks publicity locally through newspapers, radio and television.

• **Sales Tables Coordinator** plans the layout of the sales tables and record reservations for them. Sales tables for Administrative Committees, Historic Sites Committee, Republic of Texas History Center Committee and CRT (state) are given priority and should be complimentary. Sales tables are made available to DRT chapters for a fee, but not to individuals or non-DRT entities unless they provide a significant service to DRT such as the firm which makes DRT insignia. {Update February 22, 2018 Motion No. 17}

• **Resolution Committee** shall write the convention resolutions. See past Convention programs for examples.

• **Sergeant-at-Arms** ensures that the doors to the meeting room are closed during voting and during closed business meetings.

• **Tellers** distribute, collect and count all votes made by the membership during the business meetings.

• **Timekeepers** time any necessary portions of the Convention business meetings.
(b) Convention Call
[See Bylaws Article VI, Sec 1 (C)]
The official “Convention Call” must be issued in accordance with the State of Texas Business Organizations Code (BOC); Title 2. Corporations; Chapter 22. Nonprofit Corporations; Subchapter A. General Provisions, Sec. 22.156. Notice of Meeting. This statute requires that the official Call provide “written notice of the place, date, and time” of the Convention. The notice is required to be delivered to each member entitled to vote at the Convention “not later than the 10th day and not earlier than the 60th day before the date” of the Convention.
Although required to issue the official Call containing the above stated information within the restricted timeline, there is no restriction placed on the Convention committee that prohibits the committee from sending early notices to all members informing them of the Convention, its date, time, place, activities and costs. This information shall be sent electronically to all chapter presidents, Administrative Committee chairmen and BOM members and is to be posted on the DRT Members website before February 1st.
Notices sent prior to the official Convention call should include the registration form with instruction about how and where to send the completed form. Each member registering for the Convention must fill out a registration form, which is either mailed with a check in the proper amount by the registration deadline or paid by electronic means as instructed by the convention committee. Registration payment is due (two (2) weeks before the start of the Convention). {Updated: Motion 202002-38}

(c) Convention Cost
[See Bylaws Article II, Sec 3 (E)]
The Convention pays for, among other things:
• rooms for the President General;
• flowers for the President General or fruit and cheese;
• Professional Registered Parliamentarian who is selected by the President General [See Bylaws Article VI, Sec. 1, G]
• public address system, microphones, etc., if hotel does not provide
• meals for the President General, speakers, Pages, guest of Clara Driscoll Fellowship for Research in Texas History and/or other contest winners for that year.
• Rooms for winners of the 4th and 7th grade Texas History Essay Contest as well as teacher winners and any other sponsored contest for the year such as the Mamie Wynn Cox, etc. if the winners live not more than 150 miles from the convention site. {Added: Motion 202005-15}
• flowers for opening night;
• refreshments served at the reception honoring the President General on opening night;
• printing responsibilities include programs, napkins for the opening evening reception, meal tickets, badges, etc.

The DRT Treasurer General shall send the District hosting the convention seed money not to exceed $5,000 for deposits and advance monies, to set up a checking account for the convention. {Update 11/10/2019: Motion 201909-10}

The Installation Service for the Officers General and Representatives General, should be planned and coordinated with the outgoing Chaplain.

The registration fee (not to exceed $50) and meals set in the Convention call should be based on the Convention Committee’s best estimate of number in attendance, costs of meeting rooms, number and
costs of meals sold, and other expenses. The purpose of Conventions is not to make a profit on members attending, but if possible, to break even rather than create a deficit. Any profit after all bills are paid and the seed money has been reimbursed to the Treasurer General shall be turned over to DRT for the operating fund within ninety (90) days, or at the September Board meeting. Any deficit shall be absorbed by the hostess District chapters on a per capita basis.

(d) **Order of Opening Processional**

The opening evening processional comprises six (6) groups:

1. CRT Pages;
2. Chapter Presidents of the hostess district;
3. BOM; The BOM begins with the Representatives General commencing with District X and ending with District I. The remainder of the BOM begins with the (follows succession order) Parliamentarian, Chaplain General, Historian General, Executive Secretary General, Custodian General, Registrar General, Treasurer General, Recording Secretary General, and President General Elect.  *(Updated Motion 202002-04)*
4. Past Presidents General; The Past Presidents General are led by the Retiring President General; followed in order by the one with the least seniority to the one with the longest seniority.
5. President General’s Page who shall be the CRT President General, a CRT Board Member or a relative of the President General who is a member of CRT and aged 10 and up; and
6. President General.

(e) **Order of Business for the DRT Convention**

The President General shall determine the time necessary for the transaction of the business of DRT and, working with the Convention Chair and the Convention Parliamentarian, shall determine the agenda for the Business Meetings according to the following order of business. *(Updated: Motion 202002-37)*

1. Call to order by the President General
2. Invocation
3. Pledge to the United States Flag
4. Pledge to the Texas Flag
5. Report of Credentials Committee
6. Reading and acceptance of minutes, but not necessary when committee to approve Convention minutes has been appointed.
7. Reading of officer’s reports
8. Reading of Administrative Committee reports
9. Reading of Standing Committee reports
10. Reading of Special Committee reports
11. Chapter reports filed
12. Unfinished business
13. New business
14. Installation of new officers General (odd-numbered years) District Representatives (even-numbered years)
15. Benediction

(f) **Credentials Committee**

The Convention Registrar is chair of the Credentials Committee. This Committee records the number of members registered at the Annual Convention. A count of registered members in attendance is usually called for at least three (3) times during the Convention, at the beginning of the first business session on
the first full day of the Convention, at the beginning of the second business session following lunch on
the first day, and at the beginning of the third business session on the second day of Convention (i.e.,
first day at 8:30 a.m. and 2 p.m.; second day at 8:30 a.m.).

(g) Convention Pages
The CRT Director is responsible for obtaining, assisting and supervising the six (6) official pages at the DRT
Convention. The CRT President General usually serves as page to the DRT President General. Five
(5) other CRT Officers General or CRT members ages 10 and up serve as pages during the DRT
Convention and should submit their names to the DRT Convention Chair for inclusion in the Convention
program. The CRT Director should request a CRT sales table at

(h) Memorial Service
The Chaplain General has complete responsibility for coordinating the memorial service at the annual
Convention. She selects the place, time, music, prayers and participants, including other chaplains and
she may invite the Registrar General to call the roll of deceased members. At the discretion of the
Chaplain General, each deceased daughter is represented by a flower: red flowers for a fifty-year
member; blue flowers for twenty-five to forty-nine-year members; and white flowers for all others.
{Updated: Motion 202002-24}
A woman who has been a member for many years, but dues has not been paid because of age or illness
shall, on the occasion of her death, be included in the roll call of deceased daughters at that year's
memorial service.

Members are asked to stand when their chapter member's name is called. The annual memorial service
is a solemn occasion and should not be interrupted. The Chaplain General closes the service with a
benediction.

The cut-off date for the Chaplain to receive names of deceased Daughters for remembrance at this
service is April 15. Names received after this date shall be included in the ceremony at the following
Convention.

(i) Special Convention
The President General may call for a special convention or shall call for a special convention on the
written demand of four District Representatives. No special convention shall be called with less than
thirty days' notice, or more than sixty days' notice. Only that business specifically mentioned in the Call
to the Special Convention may be conducted. The requirements of Article VI, Section 1, where
applicable, shall each apply to a special convention

Article XII MEMORIAL MEDALLIONS
All medallions shall be sold only by submitting the proper form to the Historic Sites Chair. The
medallions will be shipped to purchaser by Headquarters. [See MOP Headquarters Committee duties.]

Section 12.01 Qualifications for Medallions:
(a) **CRT/DRT Member Medallion:**
A current or a deceased member is eligible to have a Member Medallion. The application may be made by chapter or individual.

Real Daughters qualify for a DRT Member Medallion. A Real Daughter is a DRT member, during her lifetime, whose DRT eligible Ancestor is her parent. {Update 2/22/2019, Motion # 29}

DRT Medallions will be provided without cost to deceased Past President General.

(b) **Ancestor Medallions:**
The applicant for Veteran, Defender and Citizen ancestor medallions must provide documentation by submitting the proof of service for the ancestor as outlined below. Proofs in foreign languages must be accompanied by translation in English. Also required is primary proof that the individual is the same as represented in record of eligibility.

(c) **Veteran Medallion:**
Documented proof of service preceded and rendered in the Texas Revolutionary War, which spanned from 1821 (when Moses Austin was first given permission to settle 300 families in Texas) to 1836. For example, military incidents occurred in 1826, 1832, and 1835 preceding the decisive movement before the Battle of Gonzales.

(d) **Defender Medallion:**
Documented proof of military service rendered for The Republic of Texas between April 23, 1836 and February 19, 1846.

(e) **Citizen Medallion:**
Documented proof of place of residence in The Republic of Texas between April 23, 1836 and February 19, 1846.

(f) **Historic Sites Medallion**
The Historic Site medallion is to be placed on a site, landmark, structure or trail that was important to the creation of and/or during the Republic of Texas. Structures must have existed before 1846 and reflects the appearance that was exhibited during the Republic of Texas period. The goal of the DRT Historic Site medallion is to ensure that each marker is historically accurate. Every word included in a proposed marker’s text must be substantiated on the basis of primary documentation (original sources). The entire text must be included in the application and approved by DRT’s Fourth Vice President General Historic Sites Committee Chairman.

Include all of the following items below with this application:

1) A sketch of the proposed marker showing the placement of the DRT medallion and the exact wording to be placed on the marker (maximum of 150 words). If there are already any other markers or plaques at this site, please include either a photograph or a transcription of the text of the other marker(s). It is important that the text of a new DRT marker not duplicate that of any pre-existing markers.

2) Verification of the historical facts associated with this marker must include:
   a) Documentation, drawn from primary source materials and/or scholarly secondary source materials that verify the historical and geographical accuracy of each and every one of the
statements that appear in the wording of the marker. It is the responsibility of the DRT sponsoring chapter or district to obtain the necessary proof for inclusion in a marker application package. These letters **MUST** include a complete copy of the exact wording that the person is approving.

b) At least two letters from non-DRT historical experts. Letters may be written by such people as university professors and/or professional staff members at historical societies and other historical institutions that have in-depth, scholarly knowledge of the subject matter, indicating the accuracy and significance of the facts presented in the wording of the marker. These letters must include a complete copy of the exact wording that the person is approving.

3) A precise description of where the marker is to be located. If possible, include sketches, photographs and/or maps of the site.

4) A written statement authorizing installation of the marker from the property owner/custodian of land where marker is to be placed. The letter must be dated within the past year. The signed, dated letter should include a statement explaining by what right the writer has the authority to grant permission.

Cost of marker and medallion is the responsibility of the applicant. Marker may be made of stone or metal with the medallion affixed to it. Medallion will be placed, with proper permission, at the nearest site available to the actual historic site location. Current owners, restorers of the property or persons not directly connected to the Republic of Texas will not be mentioned in the marker inscription. If appreciable or unwanted changes are observed or have been made to a structure, DRT has the right to withdraw designation and claim ownership of the marker and medallion. Advance permission by the Historic Sites Committee Chairman must be obtained to move or rededicate a DRT Historic Site medallion.

**Procedure for Historic Site Medallion Application:**

The applicant will send the application, proof, and payment to DRT Headquarters.

1. Headquarters will scan copies of the application and payment and email them to the Historic Sites Committee Chair to approve or disapprove.

2. Headquarters will then file the application and the payment in a locked filing cabinet under “Memorial Medallion Applications Pending” until the Historic Sites Committee chair approves or disapproves the application.

3. The Historic Sites Committee receives the copy of the application and the payment and will then send a notification (by e-mail or letter) to the applicant notifying them that the application is being processed.

4. **If approved,** the Historic Sites Committee will notify the applicant (by e-mail or letter) and copy Headquarters by e-mail that the application has been approved and instruct them to process the check according to DRT procedures and then mail the DRT or CRT medallion to the applicant. If not mailed, the applicant is informed that their DRT or CRT medallion is ready for pick-up.

5. **If not approved,** the Historic Sites Committee Chair will notify the applicant (by e-mail or letter) and copy Headquarters by e-mail that the application has been disapproved and indicate the reasons for disapproval and any recommendations needed for further consideration such as additional proofs, wrong amount of money sent, cemetery permission not received, etc.

6. Headquarters will continue to hold the Memorial Medallion application for one month to wait for the arrival of the necessary proofs, etc. If not received by then, application and
check will be returned to applicant.
Article XIII NATIVE TEXAN LICENSE PLATE (NTLP)

Section 13.01 General Information
Per the agreement between DRT and the State of Texas, NTLP funds are to be used “for the purpose of all aspects of preserving Texas historic sites or funding educational programs that teach Texas history, including but not limited to the maintenance and preservation of historic properties and furnishings as well as acquisition, maintenance, preservation and cataloging of historic documents and artifacts.”

The likeness of the whole plate is the property of the Texas Department of Transportation (TXDOT). The Texas artist, Benjamin Knox, retains ownership of the Native Texan License Plate artwork. DRT must obtain permission from both TXDOT and Mr. Knox to use this design. Requests for use of the NTLP image or artwork should be addressed to the BOM who shall obtain the required permission.

Section 13.02 NTLP Grants
Grant requests must be for projects qualifying under the above quoted purposes. Projects may be sponsored by DRT or other organizations.

Requests for NTLP funds shall be sent to Headquarters and addressed to the Treasurer General, using the NTLP Grant Request Form found on the DRT website. Two grant request forms are available: one for DRT Committees or Chapters, and the other for non-DRT maintained historic sites or projects. Both forms contain detailed information and instructions.

Requests should be sent no later than two weeks before a Board of Management meeting. The Finance Committee shall present the requests to the BOM. The BOM considers each grant individually and votes to approve or disapprove.

The grant’s requestor will supply copies of paid receipts within one month of the project’s completion. This information must be supplied annually by DRT to the State of Texas.

A list of the recipients will be published at the end of the year in the Annual Proceedings.

Article XIV DONATIONS POLICY

Section 14.01 General Information
The minimum donation required by the DRT to establish a permanent, restricted endowment is $100,000.00. 90% of the income must be used for the purpose of the endowment. The donation must be documented with a donation form reviewed by the Finance Committee and approved by the BOM. The BOM will determine if a requested name for the fund is acceptable and appropriate.

{Update 09/21/2018, Motion # 9}

All donations received for restricted purposes will be accepted only on the condition that should the purpose for which the funds are provided cease to exist, the DRT BOM may re-designate the purpose of the funds and the distributions from the fund, or release such restriction, provided that the Fund shall continue to bear the name (if any exists) of the Donor and that the amended use shall adhere as closely as possible to Donor’s original intent.

{Update 9/21/2018, Motion # 10}
**Section 14.02 DONATION PROCESSING**

All donations, designated or undesignated, should be sent to Headquarters with an accompanying note indicating the beneficiary of the donation.

Contributions to the President General’s Project should be a separate check either mailed separately or with a dues report.

When sending a memorial donation, please include the name and address of the person(s) who should receive acknowledgment and notification.

Upon receipt of a designated donation, HQ staff shall process the deposit and send the donors name, address and donation amount to the designated committee or project. This may be done by list, accompanying letter or any other system agreed upon by the Committee Chair, the Office Administrator and Treasurer General.

Each Committee is responsible for acknowledging receipt of the donation using a donation acknowledgement letter (or card) prepared by the Treasurer General and approved by the BOM. All donations should be acknowledged within a month of receipt.

**Article XV CHAPTERS AND CHAPTER OFFICERS**

[See Bylaws Article X]

**Section 15.01 General Information for Chapter Officers**

Chapter officer elections and terms of office are defined in DRT Bylaws Article X, and general chapter information is in Bylaws Article X. Chapters may wish to add in their bylaws the following to the definition of the term of office: ‘or until her successor is elected’. All chapter officers are encouraged to own and be familiar with the current DRT Bylaws and MOP available on the member’s website.

Chapter officers shall become familiar with the duties assigned to their position in the chapter bylaws and standing rules as well as in the DRT Bylaws and MOP. These duties shall be performed by the assigned officer, or by a committee of which she is the chair, in a timely and effective manner. Any officer who anticipates experiencing difficulty in performing the duties or in meeting the deadlines shall inform the chapter board and request assistance. The board shall assist officers to the extent practical, including assigning an assistant or committee to assist the officer needing help. As a last resort, the chapter may choose to vacate the office early and elect another member to complete the term.

Chapter officers shall become familiar with the duties assigned to their position in the chapter bylaws and standing rules as well as in the DRT Bylaws and MOP. These duties shall be performed by the assigned officer, or by a committee of which she is the chair, in a timely and effective manner. Any officer who anticipates experiencing difficult in performing the duties or in meeting the deadlines shall inform the chapter board and request assistance. The chapter board shall assist officers to the extent practical, including assigning an assistant or committee to assist the officer needing help. As a last resort, the chapter may choose to vacate the office early and elect another member to complete the term.
Chapters may wish to add in their bylaws the following to the definition of the term of office: “or until her successor is elected.” [Updated 05/30/2019, Motion # 6]

The Chapter President, Treasurer and Registrar should download, study, and implement the Chapter Officer Handbook This resource may be found on the DRT members' website. Review the information in the Bylaws in Article IX, Chapters and Officers.

Chapters should include in their Bylaws a provision for the replacement of non-functioning officers.

Section 15.02 Chapter Bylaws - Creation and Maintenance

General Instructions:
1. For the purposes of this discussion, the term “Bylaws” includes both Bylaws and Standing Rules.
2. Chapters shall adopt and maintain Bylaws and, as needed, Standing Rules for their guidance which shall not conflict with the Bylaws or standing rules (MOP) of DRT. (Ref DRT Bylaws Article X, Section 2)
3. Chapter Bylaws shall be provided to all chapter members.
4. Chapter Bylaw file(s) shall be provided to the DRT Parliamentarian upon initial creation and after every change. (Ref DRT Bylaws Article X, Section 2)
5. A record of changes shall be maintained in the electronic file and shall contain as a minimum:
   a. Date and purpose of most recent update or revision. (Example: “Updated Jan 2017 Standing Rules”);
   b. Date of the most recent DRT Bylaws incorporated. (Example: “Updated IAW DRT Bylaws 2016-2018”. Note: “IAW” stands for “in accordance with”).
6. One chapter member shall be designated as the keeper of the official copy of the Chapter Bylaws electronic file(s).
7. Current versions of this/these file(s) shall be shared with at least two other chapter members for backup.
8. The file format in which Chapter Bylaws, Standing Rules, and associated files (e.g., amendments) are provided to the DRT Parliamentarian shall be .DOC, .DOCX, or .PDF. {Update 11/08/2018, Motion # 13}

Creation:
1. Organizing Chapters shall base their bylaws on a sample chapter bylaw file provided by the DRT Parliamentarian.
2. Organizing Chapters shall have their bylaws reviewed and approved by the DRT Parliamentarian prior to chartering.

Maintenance:
1. Chapters shall compare their bylaws with the resulting DRT Bylaws. {Update 11/08/2018 Motion # 13}

Section 15.03 Chapter President
The Chapter President presides at all meetings, conducting the business in the prescribed manner. It is her duty to expedite the business in an orderly manner, allowing all members the right to speak or debate on questions according to the most current edition of Robert’s Rules of Order Newly Revised. The presiding officer does not speak for or against any subject.
She shall share all information received from the BOM and the Headquarters, including Minutes of BOM and Administrative Committee meetings, with her officers and members as quickly as possible, by forwarding reports she receives via e-mail and having copies available at meetings. She shall electronically notify Headquarters immediately after chapter election the list of new officers.

The meeting program may be scheduled at whatever time is convenient for the speaker and the chapter, but other than that, the following is the suggested order of business for a chapter business meeting:

Call to order Invocation
Pledge to the United States flag Pledge to the Texas flag
Reading and acceptance of minutes Reading of officers’ reports Reading of committee reports
Unfinished business
New business
Benediction

The President appoints and is an ex officio member of all committees except the Nominating Committee. The President shall call a board meeting for the preparation of a budget at the beginning of the chapter year (unless the Chapter Bylaws require a different procedure, i.e., through a financial or budget committee).

The President shall send by e-mail, no later than April 15, one copy of the Annual Chapter Narrative Report to the Annual Proceedings Chair and one to the President General. She shall complete and submit by April 22 each year the four (4) completed Award Forms to the Awards Committee Chair, covering the period of April 16 to the next April 15 [See A.01, A.02, A.03, and A.04 in FORMS Section of the DRT Members website].

For a Chapter to endorse its member(s) to the Nominating Committee for officer candidates for the Board of Management, the Chapter must vote at a Chapter meeting in which a quorum is present. A completed Chapter Endorsement for General Office Form C.04 must be sent to all ten (10) members of the Nominating Committee, postmarked by December 1. It may be submitted by e-mail only if the form is scanned and shows the signatures (See Bylaws, Article VI, DRT member’s website – Forms).

For a Chapter to endorse its member(s) for election at its District Meeting, the Chapter must vote in a Chapter meeting at which a quorum is present. The Chapter President must notify her District Representative in writing before the District Workshop, sending the Chapter Endorsement of Member for District Election Form C.03, or a letter which provides all the same information, signed by the Chapter President, Recording Secretary, and the member [See District Information Section, BOM Representatives, and Forms Section of the DRT member’s website].

Section 15.04 Chapter Treasurer
The chapter treasurer should download, study, and implement the Chapter Officer Handbook – Treasurer. This resource may be found on the DRT members' website. Review the information in the Bylaws in Article IX, Chapters and Officers.

The chapter treasurer is responsible for the following:
• Collecting and Remitting Dues – See Dues Collection
• Preparing the Chapter budget
• Maintaining chapter financial records
• Filing chapter 990
• Files annual sales tax report
• Makes and records chapter donations
• Responsible for all deposits and expenditures of chapter funds
• Chapter reinstatements, transfers, membership change information – See Membership
• Signs insignia forms for member [Update 11/10/2017 Motion No. 10]

Dues notices shall be sent by Chapter Treasurers to chapter members by April 1, a second notice to those unpaid by May 1; and if necessary, a third notice by June 1. [Update 11/10/2017 Motion # 10]

New members whose applications are approved in the months of March, April and May are not liable for Organization or Chapter dues again until the following year. Organization dues must be received by the Chapter Treasurer by July 1 and postmarked no later than July 10. [Update 11/10/2017 Motion # 10]

A completed Chapter Dues Reporting Form, the Chapter Dues Reconciliation Form and a check payable to DRT for the State dues should be mailed to DRT Headquarters by the deadlines outlined in the Dues Reconciliation Form.

Reinstatement and Transfer Request Forms are M.08 and M.09 under FORMS on the member’s website and must be received by Headquarters at the time a reinstatement or transfer is requested with any appropriate fees. Forms may be copied for your use or downloaded from the website. It is important that chapter officers have a copy of the latest edition of the DRT Bylaws and MOP. Detailed information may be found in the MOP under Membership. [Motion 202006-20]

Ordering DRT Supplies
Application papers, CDs, ribbons, books, etc., should be ordered from DRT Headquarters. A current supply list is found on the members' website. Applications for memorial medallions must be sent to Headquarters, attention Historic Sites Committee. The Treasurer General does not sell anything.

Checks
All checks sent to the Registrar General for applications, to Headquarters to purchase DRT supplies, for dues and fees, or for designated or undesignated donations should be made payable to DRT

Donations and Memorials
All donations, designated or undesignated, should be sent to Headquarters with an accompanying note indicating the beneficiary of the donation. Contributions to the President General’s Project should be paid with a separate check and may be mailed separately or with a dues report. When sending a memorial donation, please include the name and address of the person(s) who should receive acknowledgment and notification. [Update 11/10/2017 Motion # 10]

Chapter Financial Review [Update 11/10/2019: Motion 201909-38]
• A financial review should be conducted biennially before new officers take office the next term
(On or before May 31).

- The chapter president should appoint 2 chapter members who are not authorized check signers and who do not have the ability to authorize payments to conduct the review of all chapter records with the chapter treasurer present at this review. A time and place for the meeting should be set by the chair of the committee at the convenience of those involved in the review. (The chapter president is an ex officio member of this committee, has no vote, and does not lead the meeting.)

- A review of all chapter records relating to finance should be looked at and the Financial Review Checklist should be checked off, signed, and dated by the two members of the committee as well as the chapter treasurer. (Checklist is found on the DRT website under forms, Pg. 2 of related entity form).

- Results of the review and the checklist should be submitted to the chapter secretary to include in the minutes of the next chapter meeting.

Detailed information is in the Chapter Treasurers' Handbook on the following:

- Sales Tax Collection and Remittance;
- Tax Exempt Chapter Purchases;
- Federal IRS 990N Filing Requirements (Chapter Treasurers must file an IRS 990N before October 15 each year. Failure to do so will result in a substantial fine from the IRS.)

Section 15.05 Chapter Registrars and Chapter CRT Registrars

The Chapter Registrar is custodian of the chapter's file of all application papers, active, inactive, emerita, transferred-out, and deceased.

The Chapter Registrar is responsible for seeing that the membership applications and proofs submitted by her chapter is properly completed before sending them with the appropriate fees to the DRT Registrar General or the CRT Registrar General. She should verify all names, dates and places typed on the applications against those on the proofs submitted. [See DRT Bylaws Article I; Article II, Sec. 1-2; Article XIV, Sec. 4; and MOP, Membership Section.]

Section 15.06 Chapter Chaplain

The Chapter Chaplain shall open Chapter meetings with a prayer and may close with a benediction.

She sends notice of the death of a member to the Chaplain General as soon as possible [See Bylaws Article IV, Sec. 3]. Her duties may include sending condolence cards to members who have had deaths in their family and/or get-well cards to members who are ill or hospitalized. She also may conduct a chapter memorial service for deceased members, either annually or as the need arises.

She is requested to have each member complete a copy of the Member Biographical Form M.05 and keep it on file in the chapter, with a picture, if possible, in a 3-ring binder. The Form may be used for speaker information, record of activities of members, chapter Memorial Service, and to complete the Deceased Member form to be submitted to the Chaplain General when reporting a member's death.  

{Update 11/10/2019: Motion 201909-13} {Update Motion 202005-07}
The death of a chapter member is reported to the Chaplain General on the Deceased Member Report Form M.04, to include a copy of the obituary, funeral service and other pertinent information on the member. Deaths reported after April 15 will be included in the next year’s Memorial Service. {Update 11/10/2019: Motion 201909-13} {Update Motion 202005-07}

Both forms are given to each chaplain in the Chaplain General’s Instruction Package. [See DRT Members website, Forms]

Section 15.07 Chapter Recording Secretary

The Chapter Recording Secretary shall keep the minutes of all chapter meetings and all chapter board meetings.

She shall assist the President in the preparation of the chapter's annual narrative report and must co-sign the report. She shall co-sign the Chapter Endorsement for District Election Form C.03 when the Chapter votes to nominate its member(s) for election to District Representative or Alternate, or Nominating Committee member or Alternate, at the District Meeting.

She shall co-sign the Chapter Endorsement for Officer General Form C.04 of the Nominating Committee when the Chapter votes to endorse its member(s) for election to the Board of Management.

Section 15.08 Chapter Historian

The information below relates to chapter history books, chapter publicity, and chapter yearbooks. Some chapters have a Chapter Historian, a Publicity Committee Chair, and a Yearbook Committee Chair, in which case the job descriptions shall apply separately.

The Chapter Historian shall document the chapter’s activities in a history book. She shall take photographs whenever possible at chapter meetings and activities. She shall encourage interest in locating, marking and preserving historic sites.

She shall prepare a chapter yearbook. {Updated 11/10/2019, Motion 201909-35} [Update 05/07/2019, Motion # 10]

Section 15.09 Chapter CRT Sponsor

In many chapters one of the vice presidents is the CRT sponsor. She directs the activities of the CRT and arranges CRT meetings. She places special emphasis on the study of Texas history, endeavors to interest CRT members in the preservation of documents and relics and encourages CRT members to cherish their heritage.

It is her duty to work with the CRT Registrar (or Chapter Registrar) to determine the eligibility of applicants and to seek qualified new members. In some chapters the CRT Sponsor and the CRT Registrar are the same.

The sponsor should inform the CRT members about the CRT Convention and encourage members to
attend and participate in all activities. If at all possible, she accompanies them to the CRT Convention.

She shall prepare an annual report describing the chapter's work. Before the first of May, one copy of the annual report and the membership roll shall be sent to the Recording Secretary General, one copy each to the CRT Director, Custodian General, and electronically to the Annual Proceedings Chair.

Section 15.10 NEW CHAPTERS:
[Bylaws Article IV, Sec 2(1); Article IX, Sec 2]
(a) General Information
The Director of Membership and/or members of the Chapter Organizing Committee (COC) may proactively look for geographic areas where there are clusters of members who may be interested in forming a chapter. A group of members, or prospective members, may contact the Director of Membership requesting chapter formation.

1. District Assignment: Once a cluster is identified the Director of Membership in consultation with the President General and the COC will assign the new chapter to a district.
   a. District placement for new Chapters within the State of Texas will be determined by the current geographical boundaries of the 10 Districts.
   b. For new Chapters outside the State of Texas, preference will be given to geographic proximately for District placement.

2. When a cluster is identified, members (both members-at-large and chapter members) in that area are contacted to determine an interest in forming a new chapter. If there is interest, a subgroup of three COC members, including the district representative or alternate from the new district will be named to assist with the formation.

(b) New Chapter Formation Approval
Formation of a new chapter must first be approved by a vote of the BOM. The District Representative for the new chapter will present a motion to the BOM proposing the formation of the chapter, including three possible chapter names, location and the District to which it is to be assigned. Chapter Names must be associated with the Republic of Texas time frame. The COC subgroup will work with the prospective chapter to prepare a list of three possible chapter names and to write a brief description of the relevance of each name to the Republic of Texas time frame (not to exceed 50 words for each name).

The organizing chapter shall have two years in which to form and charter from the date the BOM gave its approval to organize.

If a new chapter is organized in a city where a previously disbanded Chapter existed, DRT Bylaws Article X, Section 11 requires either the reactivation of name, records and gavel of the previous chapter or an exception be granted by the BOM.

Selecting Chapter Organizing President and Chapter Organizing Registrar
The COC subgroup assigned to assist in the organization of this chapter must select a Chapter Organizing President and Chapter Organizing Registrar. While it is advisable that these officers be members of the organizing chapter, it is not a requirement. It is most important that these officers understand the DRT bylaws and MOP. These two organizing officers will work under the direction of the COC subgroup designated to organize this chapter.

1. The Chapter Organizing President should have served one term as a DRT chapter president. She
will serve as the primary organization contact with the COC subgroup assigned to this chapter. She will help determine a meeting place and the details of the chartering ceremony.

2. The Chapter Organizing Registrar shall have served at least one term as a DRT chapter registrar. She will work with the COC subgroup fulfilling all of the requirements of a chapter registrar, following all application requirements of the bylaws and MOP. She will file periodic reports on membership approvals and transfers. These reports should be sent to the Director of Membership for inclusion in her report to the BOM.

3. When these two officers are selected their names are provided to the President General for her approval.

4. When approved the Registrar General must be provided their names and contact information.

Service as Chapter Organizing President or Chapter Organizing Registrar does not fulfill the eligibility requirements for a term of service for General Officer or District Representatives, per the DRT Bylaws Article V, Section 6. Nor does service as Chapter Organizing President or Chapter Organizing Registrar qualify the individual to purchase a Chapter President Pin or Chapter Officer Pin.

(c) Membership Requirements for Organizing Chapter
Chapters may be formed in any location where no chapter exists, or where the city contains an existing chapter of fifty or more members. A new chapter is required to have a minimum number of nine, as described below, before it may be chartered.

1. Chapters to be located in area where no chapter exists
   a. Members-at-Large of DRT who live more than 40 miles from the nearest chapter or
   b. Members of a DRT chapter who currently live outside of Texas may be counted in the nine members required to start a new chapter in their areas.
   c. Newly approved DRT Members

2. Chapters to be located in an area where a chapter exists
   a. In an area where there is already a chapter of fifty or more members, other chapters may be organized, provided that each secondary chapter shall contain at least nine newly approved members.
   b. Members-at-Large and other Chapter members may transfer into new chapter, but do not count toward the required nine members.

(d) Process for Placement into Organizing Chapter
New members
1. Submit membership application for approval by Registrar General following the procedure outlined within this MOP. Include the Organizing Chapter Name on the application to ensure that the member is placed correctly.

2. This application may be submitted at any time after the BOM gives approval for chapter formation.

3. New members placed into an organizing Chapter will be considered a Member-at-Large until the Chapter officially charters. Refer to Chapter Status and Operations While Organizing Section for further information.

4. If for any reason, after their application for membership is approved, the chapter fails to form, these new members may transfer to another chapter or stay as Member-at-Large without a transfer fee.

Members-at-Large and Chapter members
1. Members-at-Large and Chapter members who transfer to the Organizing chapter may do so at any
time after the BOM gives approval for chapter formation. The Member Transfer Request Form M.09
and the process included within this MOP must be followed.

2. If Members-at-Large and Chapter members transfer to the organizing chapter, they will be
considered a Member-at-Large until the Chapter officially charters. Refer to Chapter Status and
Operations While Organizing Section for further information.

3. In the event the chapter is not organized within two years of its formation new members and
transfer members on its roster may transfer to back to member-at-large or another chapter without
payment of the transfer fee.

(e) Charter Period and Charter Membership
The timeframe considered for “charter membership” in the chapter starts on the date the DRT BOM
approves organization and ends on the date the Chapter is officially chartered. Members are considered
“Charter Members” of the chapter if they join the chapter during the charter period or their applications
are received by the Registrar General during the charter period.

(f) Chapter Status and Operations While Organizing
While the Chapter is still organizing, members will have the status of Members-at-large until the chapter
has officially chartered. As such these members will be able to attend, vote, and make motions, etc. at
the annual Convention.

Members of an organizing Chapter are encouraged to attend the District Workshop in their proposed
District. However, these members are considered Members-at-Large and are not officially assigned to a
chapter/district until the Organizing Chapter has chartered. As such, these members may not vote at
District Workshops or be nominated to run for a district office.

(g) Dues Payment
Until such time as the Organizing Chapter is officially chartered, dues submission will be sent directly to
Headquarters, as per the Member-at-Large Model.

(h) Annual Reports
Until such time as the Organizing Chapter is officially chartered, no annual reports need to be submitted.

(i) Deceased Members
In the event that a member dies prior to the Organizing Chapter officially chartering, the member will be
considered a Charter Member. However, the deceased member will not be included in determining if
the membership requirements have been met for the Organizing Chapter.

(j) Selecting Chapter Officers
Once the Organizing Chapter has met the minimum membership requirements, the Organizing Chapter
President will preside over a meeting to elect chapter officers prior to requesting a chartering date.
Minutes from this meeting must be recorded and maintained for the chapter files. The following offices
are required by the DRT Bylaws: President, Secretary, Treasurer, Registrar and Chaplain. Chapter officer
requirements and duties are found in the DRT Bylaws Article X and this MOP. Officers will be installed
during the Chartering Ceremony.

The Organizing Chapter President must send the chapter officer list to Headquarters and the
appropriate District Representative as soon as possible after election.

The District Representative will provide the incoming Chapter Officers with copies of the Chapter Handbooks for President, Treasurer and Registrar. Additionally, Chapter Officers and new members will be given instructions on how to download the following documents from the DRT website.

- Current Bylaws and MOP
- Chapter President’s Manual
- Chapter Treasurer’s Manual
- Chapter Registrar’s Manual
- Chapter Registrar’s Resource Manual

(k) Chapter Bylaws
The organizing chapter must contact the DRT Parliamentarian for assistance in the preparation of chapter bylaws. The DRT Parliamentarian must have approved the chapter bylaws before the chapter may request a chartering date.

(l) Chapter Chartering Date/Ceremony
The COC subgroup will plan the chartering ceremony along with the Organizing Chapter. The President General, President General Elect, Chaplain General, Registrar General, Director of Membership and the District Representative from the organizing District must be consulted about their schedules prior to proposing a date. The date for the chapter chartering must be presented to the BOM for approval.

The ceremony will consist of: Presentation of the Chapter, Oath of Membership and Installation of Officers and Presentation of Charter and Gavel. The ceremony as presented in the Chapter Chartering Ceremony will be followed. The BOM and members of the organizing chapter’s District will be invited to the ceremony.

The Director of Membership is responsible for ensuring that the Chapter Charter is ordered and available at the chartering. She is also responsible for ordering the chapter gavel, which is paid for from DRT funds, and inscribed with the name of the chapter and chartering date.

(m) After Chartering
The new Chapter Treasurer must contact the Treasurer General for guidance with the necessary application for the Federal Identification Number, and Sales Tax Exemption, and reporting requirements. Each new chapter must have a federal identification number. To obtain this number, a chapter must first obtain an Application for Employer I.D. Number (Form SS-4) by calling the Internal Revenue Service at 1-800-829-3676. After completing the Form SS-4, call the IRS in Austin at (512) 462-7843 to obtain a Federal Tax Identification Number. This may also be done on the IRS web site at http://www.irs.gov

The new Chapter Treasurer should open a checking account for the chapter. Items needed for opening checking account are the Chapter’s Federal ID # and the minutes from the meeting when the officers were elected. Signers on the account should be the Treasurer, Chapter President and the Secretary, with only one signature needed to conduct transactions; this allows for emergency situations where the chapter needs funds, but the treasurer is sick, on vacation, etc. {Update 1/08/2018 Motion # 3}

Section 15.11 Disbanding Chapters
The process for chapter disbandment is as follows:

**Chapter Election:**
Chapters of any size may elect to disband upon a majority vote of its membership. A notice of the vote must be sent 7 days in advance of the vote. The vote may be taken electronically in a meeting, or by mail-in vote.

**Chapter Attrition:**
A chapter whose membership falls below nine (9) shall be given one year to increase its membership to at least nine (9) members. [See Articles X, Sect 10]

The Chapter Organizing Committee will request a report from DRT Headquarters, which provides the number of active members in each chapter. This report should be requested at least every six months. The committee will review the report.

District Representatives and/or Alternates should identify all chapters in their district who are having difficulty with membership numbers. This should include chapters with membership near or below the nine-member minimum. They should work with these chapters.

When a chapter elects to work on increasing their membership to nine (9) or more and has not increased their chapter’s membership in one year, their District Representative shall report to the BOM. The chapter shall be declared disbanded by the BOM. Members may be transferred as noted below.

**Disbanding Process:**

The Chapter Treasurer will complete the following filings/reports:
- Related Entity Form
- IRS 990N
- Dues Report
- Dues Reconciliation Report.

**Membership Transfer:**
The District Representative and the Chapter officers shall work together to facilitate the transfer of members. Any member who does not express a preference shall be recorded as a member-at-large for the year of the chapter’s disbandment or the reminder of the dues paying year only. To remain a member-at-large, DRT dues must be paid annually. The members of the chapter may be transferred to member-at-large or to membership in another chapter without paying a transfer fee and shall be informed of their options by their District Representative.

**Transfer of Assets and Records:**
The Chapter President and Treasurer shall complete and sign a checklist for chapter disbandment. (Checklist found under FORMS on the DRT website) The checklist form will be sent to the District Representative for presentation to the BOM. The Chapter President shall send gavel and charter, as well as chapter flags to DRT Headquarters for storage. They should also send in chapter funds to DRT Headquarters. These items are to be stored permanently at Headquarters. In the event the chapter is reactivated the chapter items will be returned to the chapter. Assets, unless otherwise restricted shall become the property of DRT.

{Updated May 7, 2019, Motion # 4}
### CHECKLIST FOR DISBANDING A CHAPTER

<table>
<thead>
<tr>
<th>Name of Chapter</th>
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**Chapter Election to Disband by Majority Vote (notice must be sent to members 7 day in advance of vote)**

<table>
<thead>
<tr>
<th>Date of Vote</th>
<th>Number of Members in Chapter</th>
<th>Number of Members Voting</th>
<th>Number of Votes FOR Disbanding</th>
<th>Number of Votes AGAINST Disbanding</th>
</tr>
</thead>
</table>

**How was election conducted?** Email Meeting Mail in Vote

<table>
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<tr>
<th>Date of Completion for the Following Reports by Chapter Treasurer</th>
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<table>
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<tr>
<th>Date of Report</th>
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<tr>
<th>Related Entity Form</th>
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<tbody>
<tr>
<td>IRS 990N</td>
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<tr>
<td>Dues Report (for current year)</td>
</tr>
<tr>
<td>Dues Reconciliation Report</td>
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**Membership Transfers (Attach a list of members going At-Large or to other chapters. (Please indicate chapter to which members are transferring)**

<table>
<thead>
<tr>
<th>Number of members going at-large</th>
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<tbody>
<tr>
<td>Number of members joining other chapters</td>
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</table>

If there are pending applications those should be returned to prospective members to take to a new chapter and the chapter registrar should assist in finding a new chapter. If prospective member chooses to go at-large chapter registrar should assist in that filing. If the Registrar General has any pending applications she should be advised of the wishes of the prospective member and where to return review/approval results.

**Transfer of Records to Headquarters**

<table>
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<th>Indicate Date Sent</th>
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<tr>
<th>Gavel</th>
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<tbody>
<tr>
<td>Charter</td>
</tr>
<tr>
<td>Chapter Flag</td>
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<tr>
<td>Chapter Funds (see below)</td>
</tr>
</tbody>
</table>

**Outstanding Liabilities of Chapter**

**Balance in Accounts**

<table>
<thead>
<tr>
<th>Name of Account/Bank</th>
<th>Amount in Account</th>
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### Real Estate or Property the Chapter Owns or is Custodian of and Disposition of the same

<table>
<thead>
<tr>
<th>Description of the Property</th>
<th>Disposition of the Property</th>
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### Chapter Officer Signatures

<table>
<thead>
<tr>
<th>Chapter President</th>
<th>Chapter Treasurer</th>
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<tr>
<td>Date</td>
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### Board of Management Action

<table>
<thead>
<tr>
<th>Date of BOM Acknowledgement</th>
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<tr>
<td>Date of HQ Acknowledgement of Receipt of All Chapter Items</td>
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### Headquarters Acknowledgement

<table>
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<tr>
<th>Custodian General</th>
<th>Date</th>
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1 copy filed with BOM minutes where acknowledgement is made
1 copy filed with Chapter materials stored at HQ

{Update May 7, 2019, Motion # 3}
Article XVI FINANCES, RESTRICTED FUNDS, AND ENDOWMENTS

Section 16.01 Clara Driscoll Fellowship Award

The Clara Driscoll Fellowship Award for Research in Texas History and Texas Sesquicentennial Fellowship Awards are presented each year to the most promising graduate student(s) conducting research in Texas history at The University of Texas at Austin. The chair of this committee shall be a resident of the Austin area and shall be able to work closely with The University of Texas.

The recipient(s) and a guest shall be invited as guests of DRT for dinner and recognized at the Historical Evening of the DRT Convention. DRT is not responsible for any expenses incurred by recipient(s) in order to attend Convention.

Section 16.02 Laura Lanigan Texas History Fund

To encourage and reward participation in the DRT’s Texas History contests, the DRT has established a Restricted Fund named the Laura Lanigan Texas History Fund. The principal is to be maintained in a fully insured, interest bearing account drawing maximum interest commensurate with safety. Only the annual interest from this fund may be used. Unused portion of the annual interest is reinvested in the Laura Lanigan Texas History Fund. The monetary awards shall be presented at DRT’s Annual Convention and at district level. {Update 11/10/2019: Motion 201909-41}

Section 16.03 Historical Publication Fund

Only the interest from the twenty thousand dollar ($20,000.00) restricted Historical Publication Fund which was established by vote of the Annual Convention of 1927 shall be used for publications. All contracts shall be signed by the President General, Recording Secretary General, and the Historical Publication Committee Chair.

After obtaining three (3) bids and consulting with the Treasurer General, the BOM shall approve the lowest and best bid from a printer. A price (including postage and handling) shall be set. The committee shall then conduct a prepublication sale to members of DRT by notifying Chapter Treasurers of the prepublication sale and price. The publications shall be delivered to and shipped from Headquarters and made available for sale at Conventions and District Meetings.

Section 16.04 DRT Building Fund

In November 1991, the Daughters purchased a building to house the DRT Headquarters and Republic of Texas Museum. A building fund drive was established with a goal of two hundred fifty thousand dollars ($250,000.00), which would replenish the unrestricted funds used to purchase the building and create a reserve fund to be available for repairs and maintenance. This goal was achieved in 1996, and the DRT Building Fund is now a reserve (restricted) fund to be available for repairs and maintenance to the DRT Headquarters and Republic of Texas Museum Building and its contents.

The Daughters welcome donations in any amount from individuals or chapters, with an award system based on the amount of the donation. The awards listed below are named in honor of our two founders.
and the first three Presidents General of DRT:

- $5,000 donation: Hally Bryan and Betty Ballinger Award
- $2,500 donation: Mrs. Anson Jones Award
- $1,000 donation: Rebecca Jane Fisher Award
- $500 donation: Clara Driscoll Award
- $100 donation: President’s Club

Many companies may match an employee’s (and retiree’s) contribution made to a nonprofit organization. A list of known participating companies may be obtained from the DRT Headquarters.

Send your check, payable to DRT, to the Treasurer General with the following information: Name, Address, City/State/Zip, Phone, and Name of person(s)/chapter(s) to be honored if other than donor.

**Section 16.05 DRT Living Legacy Endowment Fund**

In order to encourage major donations and bequests and to help maintain DRT’s financial security, the DRT has established an Endowment Fund named the “DRT Living Legacy Endowment Fund.” The principal is to be maintained in a fully insured, interest-bearing account drawing maximum interest commensurate with safety. Only the annual interest from this fund may be used. Unused portions of the annual interest will be reinvested in the “DRT Living Legacy Endowment.” The amount of the endowment fund is not limited. However, after an initial goal of ten thousand dollars ($10,000.00) having been reached, the BOM shall name at its February meeting the recipient(s) for that fiscal year and designate the amount to be used out of the earned interest from this endowment and shall name the property or fund in greatest need, such as a named DRT property, fund, or “DRT, General Funds.” Donors shall be recognized at the following levels:

- $1,000 or more received from a deceased person’s estate: DRT Angelic Bequest
- $5,000 or more: Pioneer Woman Award
- $2,500 - $4,999: Beautiful Bluebonnets Award
- $1,000 - $2,499: Texas Skies Award
- $500 - $999: Texas Star Award
- $100 - $499: Yellow Rose Award

Recognition shall be given in a manner similar to that utilized for the DRT Building Fund except that DRT Angelic Bequests shall be acknowledged during the Annual Convention’s memorial service by the Chaplain General. Names of deceased from whom the DRT Living Legacy Endowment Fund has received bequests shall be engraved on brass plates placed on a plaque inscribed “DRT Angelic Bequests,” and maintained at DRT Headquarters. The names of other donors of $500.00 or more shall be engraved on brass plates placed on plaques inscribed with the name of the award and maintained at DRT Headquarters. The President General shall recognize all donors at the Annual Convention.

All levels of donations shall be recognized in DRT’s Annual Proceedings. By the first day of May each year, the Treasurer General shall send one copy of the list of contributors and amounts each contributed to the President General, the Chaplain General, the Recording Secretary General, and electronically to the Annual Proceedings Chair.
The Treasurer General shall tell the President General immediately upon receipt of a donation to this endowment so that the President General may write an appropriate letter of appreciation.

**Section 16.06 Projects**

[See Bylaws, Article IX;]

Consideration of any non-emergent major project, defined as involving expenditure of $100,000 or more, into which DRT enters shall be assigned to a committee for thorough study and the preparation of a plan of procedure. This plan shall be submitted by the President General to the Convention for approval before work can be started on said project. Changes to the project due to technical difficulties or other unforeseen circumstances shall be brought to the BOM for approval. A revised plan of procedure stating both the changes to the plan and the circumstances, which arose, requiring the plan to be changed, shall be distributed with the minutes of the BOM meeting at which the change was approved. Expenditures may not be divided into smaller amounts in order to be within the expenditure limit.

Any project into which DRT enters must have Board of Management approval. All committees appointed on the project must then abide by the adopted plan, alteration of which may be made only by a succeeding Convention. Each project of DRT shall be under the control of an administrative or a special committee responsible to the BOM.

If a time-sensitive major project is approved by the BOM but cannot wait until Convention to present to the membership, the President General shall inform the DRT membership about the project and its source of funds, and shall conduct a vote of the membership by electronic media or postal mail, utilizing procedures as defined in the MOP.

Any project of DRT involving unbudgeted expenditure of two Thousand dollars ($2,000.00) or more shall be under the control of an administrative committee. The project shall be presented to the BOM (and, if approved, shall be presented to the Convention for final approval or rejection) approval. Emergency repairs are not affected by this rule.

If a project involving business contracts or agreements cannot be completed by the close of an administration, those contracts and agreements shall be honored by the new administrative committee and BOM.

Major Project between Conventions: If a time-sensitive major project is approved by the BOM, but presentation to the membership cannot wait until convention, the President General shall inform the DRT membership about the project, its source of funds, and conduct a vote of the membership by electronic media or postal mail, utilizing procedures as defined in the MOP. Examples of such a project might be the purchase or construction of a building.

DRT may put its stamp of approval upon the project of another organization. After careful study by its Historical Publication Committee and the BOM, DRT may give a stamp of approval to the publication of a book or the presentation of a cinema, either of which would deal with some phase of Texas history.
Article XVII    EMPLOYEES

[See Bylaws, Article VIII, Section 2 G].

Employees are named by the BOM, on the recommendation of the appropriate committee, and salaries are fixed by the BOM: DRT Executive Director, DRT Headquarters Manager, Republic of Texas Museum Assistant, Director, Republic of Texas History Center Director and such other employees for projects as the demand arises. {Update 11/10/2019 Motion 201909-03}

The DRT Employee Manual is maintained by the Office Administrator with the assistance of the Headquarters Committee. This Manual is to be given to every DRT employee and to Administrative Committee Chairs, when appropriate.

Article XVIII    SEAL AND INSIGNIA

DRT Bylaws Article XI, Section 1.A and B and Section 5.A, B, and C govern the appearance and usage of the DRT seal. Bylaw XI, Section 1.B allows the BOM to specify further rules for usage of the seal in the MOP. Any additional rules levied by the BOM are documented below.

The Seal is always placed above the words: “[The] Daughters of the Republic of Texas” and the chapter’s name (if applicable) is placed below these words. Nothing shall be printed or placed above the seal.

The seal may be placed above or left of name, chapter, and address on name badges, stationery, and business websites.
{Update 11/08/2018 Motion # 1}

Article XIX DRT PINS

Section 19.01    DRT Pins Ordering information

Members may purchase DRT membership pins, ancestor bars, and twenty-five, fifty, and sixty-year member rockers through J. Brandt Co., 2816 W. Lancaster Avenue, Ft. Worth, TX 76107, phone: 817-877-0513. [See Forms J.01 and J.02 for Jewelry/Insignia Order Forms for CRT and DRT members in the FORMS on the DRT Members website.]

Section 19.02    Placement of DRT Pins on Official Ribbon

The one-inch insignia membership pin goes on the top of the membership ribbon and worn over the left breast at official DRT functions. No other item shall be worn above the membership pin with the exception of the plain, gold fastener bar approved by the BOM. The ribbon may be suspended from beneath the bar. The official DRT pins that may be worn on the membership ribbon and the order in which they should appear is as follows:

- One-inch membership pin
- Service Year Rocker Pin(s)
- Senior Member pin
- Ancestor bars
- BOM pins
- Ex-BOM pins
• RTHC Final Push Pin with Dangle (donation of a minimum of $500) [Updated 02/21/2019, Motion # 24]
• Preservation Projects Donor pin (approved 2/3/06-donation of $100 or more required)
• DRT General Committee pin (approved by BOM Nov. 1995)
• DRT General Committee bar
• Chapter President pin
• Ex-Chapter President pin
• YOUR Chapter pin (approved by BOM)
• Chapter Officer pin (approved by BOM 10 Feb. 1994)
• Six-Star pin
• Six-Star bar pin
• Star Pin
• Bluebonnet pin
• Commemorative pins (approved by BOM)

The three-quarter inch insignia (or recognition pin) may be worn as a piece of jewelry at meetings of DRT and on such occasions as are worthy of its display.

If a member finds it necessary to wear multiple widths of ribbon, the membership pin, ancestor bars and DRT service pins (senior member pins) should be worn on the inside ribbon. The commemorative pins should be displayed on the outside ribbon, lower than the membership pin. The Official DRT ribbon is worn on the left ONLY. The official DRT ribbon is not to be worn on the right, nor is it to be used to display any pin not approved by the BOM. [Updated 11/10/2019: Motion 201909-16]

ONLY those pins approved by the BOM may be worn on the DRT ribbon. This prohibits trinkets such as derricks, Texas-shaped charms and rhinestone Texas pins, from being worn on the ribbon. Insignia of other organizations, such as Chamber of Commerce, DAR or UDC pins, also are not to be worn on the ribbon.

Section 19.03 Unofficial or Commemorative Pins
Pins not approved by the BOM, and which cannot be worn on the ribbon, are sometimes sold by DRT chapters and committees as fund-raising projects. An example is the San Jacinto Heroes Monument pin sold by Sidney Sherman Chapter, Galveston.

Section 19.04 Chapter Pins and Pin Designs
(a) General Information
Chapters wishing to have chapter pins that can be worn on the official ribbon must adhere to the following procedure:
• The proposed design must be sent to the District Representative for presentation to the BOM as a motion. The motion must include as a minimum the following information:
  1. Color drawing of the design
  2. Size
  3. Rationale/explanation of the design, what does it commemorate, etc.
• The chapter must not produce the pin or any other items using the design until receiving notice of approval by the BOM.

Chapter pin designs must adhere to the following design and production requirements:
• Height and width of pin must not exceed one and one-fourth inch.
• The design must commemorate something or someone before 1860.
• The design **must** include “The Daughters of the Republic of Texas” or “Daughters of the Republic of Texas” at the top of the pin.

Once the BOM has approved the pin, the chapter must submit one pin to Headquarters for inclusion in the DRT pin collection.

**(b) Use of BOM Approved Pin Design for Other Purposes**

Chapter pin designs which have been approved by the BOM may be used by the chapter on sales items or members’ personal use items in color or black and white, enlarged or reduced formats. Items with the name of Daughters of the Republic of Texas or DRT can only be used by DRT Members. The BOM shall retain the right to direct the chapter to cease sale or production of any item deemed to fail to represent the organization in good taste.

**Section 19.05 Disposition of Deceased Member’s Pins**

Upon the death of a member, any family member eligible to wear the insignia may do so. Otherwise, the local chapter should offer to take or purchase the insignia until the Organization finds an appropriate person to whom to give or to sell the insignia.

{Update 11/08/2018, Motion # 1}

**Section 19.06 Guidelines for Submitting a New Pin to BOM for Approval**

The proposed design should be sent to the District Representative. Design specifications should not exceed one and one-fourth inch. The design should commemorate something or someone before 1860. The design should include “The Daughters of the Republic of Texas” or “Daughters of the Republic of Texas” at the top of the pin.

**Section 19.07 Ribbons**

Pins not approved by the BOM, and which cannot be worn on the ribbon, are sometimes sold by DRT chapters and committees as fund-raising projects. An example is the San Jacinto Heroes Monument pin sold by Sidney Sherman Chapter, Galveston.

Trinkets, such as derricks, Texas-shaped charms and rhinestone Texas pins, are not to be worn on the ribbon. Insignia of other organizations, such as Chamber of Commerce, DAR or UDC pins, also are not to be worn on the ribbon.

If a member finds it necessary to wear multiple widths of ribbon, the membership pin, ancestor bars and DRT service pins (senior member pins) should be worn on the inside ribbon. The commemorative pins should be displayed on the outside ribbon, lower than the membership pin.
Article XX  DRT POLICIES

Section 20.01  Finance Policies

(a) Capital Assets and Depreciation Policy
All capital assets with an acquisition price of $5,000 or greater shall be recorded as a fixed asset in DRT’s financial statements. Capital assets include land, land improvement, buildings, building improvements, fixed and moveable equipment, furniture and fixtures, computer systems and software, art and other such items.

Land cost to be capitalized as land includes all costs connected with the acquisition of land. These include but are not limited to the costs of purchase, appraisals, professional services and title insurance.

Building cost to be capitalized includes all costs related to the acquisition or construction of buildings. Acquisition cost includes but is not limited to the costs of purchase, professional services, appraisals and title insurance. Construction cost includes but is not limited to the costs of professional services, test borings, materials and site preparation. Building improvements to be capitalized are significant alterations or structural changes that cost in excess of $5,000 and that increase or amend the usefulness, enhance efficiency, or prolong the useful life of the subject building for a period of at least five (5) years.

Equipment to be capitalized is an article of non-expendable tangible personal property with a useful life of at least two (2) years and a cost in excess of $5,000 per unit, excluding freight charges and taxes. In addition, acquisitions of individual items of software with an acquisition cost of $5,000 or more shall also be considered a capital asset.

Repair and maintenance costs are normal and recurring expenditures made to maintain a property in an efficient operating condition without adding value to or prolonging the life of the building or equipment. These costs are not capitalized.

Land and building improvements and equipment repairs not capitalized (based upon capitalization policy) shall be recorded as a current expense.

Equipment repair costs to be capitalized are those repairs or equipment replacement costs in excess of $5,000 intended to extend the useful life of equipment of at least two (2) years.

Depreciation

Depreciation on entity assets shall be expensed monthly in accordance with applicable financial accounting pronouncements, offsetting the purchase price in the accumulated depreciation account.

All entity assets shall be depreciated using the straight-line method for financial reporting purposes. All entity assets shall be depreciated over a useful life as determined by the Treasurer General and in accordance with GAAP.

Asset Disposals
The Treasurer General shall be responsible for accounting for the disposal of all DRT assets at the time of disposal in accordance with the applicable financial accounting pronouncements. The Treasurer General shall notify in writing via email or letter within 10 business days of the disposal of a capital asset.

(b) Capital Renewal and Replacement Fund

A reserve fund of $100,000 shall be established for Capital renewal and replacement which is defined as a systematic management process to plan and budget for known cyclic repair and replacement requirements that extend the life and retain usable condition of facilities and systems and are not normally contained in the annual operating budget. Capital renewal is a planned investment program that ensures that facilities shall function at levels commensurate with the priorities and missions of an institution. Included are major building (this would include the Vision’s purpose and would be a sub-fund of this fund) and infrastructure systems and components that have a maintenance cycle in excess of one year, in case of necessary emergency needs, including but not limited to repairs and replacements of furniture, equipment, and other building expenses.

(c) Cash Fund Deposits Policy

All persons processing financial donations shall follow the “Guidelines for Processing Donations to DRT” prepared and issued by the Treasurer General. These guidelines address administration of DRT funds in a manner adequate to ensure donor directives are followed. Refer questions the Treasurer General for clarification.

(d) Credit Card Policy

The Board of Management of the Daughters of the Republic of Texas authorizes the issuance of credit cards to employees to purchase merchandise and/or non-travel related services that are in compliance with the approved budget of the governing administrative committee. Purchases may be made in person, over the telephone, or on the Internet in accordance with the regulations of the Daughters of the Republic of Texas. Credit cards are encouraged to be used when the check payment process shall not secure the merchandise or services in a timely manner.

Procedures

The governing administrative committee must approve the authorization of all credit cards issued for the respective program that it administers. The supervisor of the employee to whom the credit card is issued shall be responsible for monitoring the proper use of the credit card system.

Authorized employees who are issued credit cards are responsible for card’s protection and security. If an employee receives a unique card with his/her name on it, only that cardholder is authorized to use that card. All other credit cards issued to the Daughters of the Republic of Texas, or one of its subordinate organizations, are to remain in a secure, locked location in the financial office of the entity when not used by an employee.

The supervisor of the cardholder of the employee making a credit card purchase is responsible for:

- Approving all charges
- Reviewing all charges
• Ensuring all purchases are in compliance with the approved budget or have the approval of the Board of Management ensuring that the credit card was not used for a prohibited purchase
• Ensuring that detailed receipts for all credit card purchases are retained and attached to the credit card statement when received.

The Cardholder is responsible for:
• Obtaining an itemized receipt/invoice that includes:
  o The description, quantity, and price per unit of items purchased.
  o Shipping/handling charges, if any.
  o The following additional notation: the purpose of the purchase, if there was any under/over quantity shipment, damaged goods, or errors to be resolved.
  o Total amount.
• If the receipt is not itemized, he/she must write the items purchased on a separate sheet of paper and sign the sheet.

The security of Corporate Credit Card:
• Giving the receipts for credit card purchases to the department supervisor in a timely manner.
• Handling all credit card purchase disputes.
• Payment for all prohibited or unauthorized purchases.

Lost or stolen credit cards shall be reported to the credit card company as soon as the loss is discovered. The approving supervision should also be immediately notified.

Prohibited Transactions:
• Cash Advances, leases, maintenance agreements, or other term contracts.
• Personal purchases.
• Alcoholic beverages/tobacco products.
• Travel Expenses.

Consequences of Misuse

Any employee guilty of misuse of a credit card issued to the Daughters of the Republic of Texas shall be subject to disciplinary action and/or possible dismissal.

I have read and understand the Daughters of the Republic of Texas' Credit Card Policy and Procedures and I agree to adhere to them.

Signature___________ Date____

Section 20.02 CRT Financial Review Policy

At each district workshop in which Children of the Republic of Texas funds are raised or received, through sales or donations, the funds shall be counted by a minimum of two (2) members of DRT. If present, one member of the Board of Management of the CRT should be included. The total funds
received shall be classified in the following two manners:

A. First:
   Sales
   • Donations
   • Total funds received

B. Second:
   • CRT General Funds
   • CRT President General’s Fund
   • Itemize additional CRT donor directed funds received at the workshop.
   • Total funds received

The total of A must equal the total of B.

The record of the funds received and classified shall be signed by all DRT and CRT members involved in counting the funds and shall be completed within five business days of the Workshop.

At each district workshop, the information in 1.b. shall be reported to the recording secretary, who shall record the CRT funds raised for each respective project in the workshop minutes.

The CRT Director or her representative shall report the information in 1(a) and 1(b) to the DRT Treasurer General.

At each DRT and CRT convention, the CRT sales table shall be attended by two unrelated persons at all times.

At the close of each sales day, all CRT funds received shall be counted by a minimum of two unrelated DRT members, and, if present, the Treasurer General or another member of the Board of Management of the Children of the Republic of Texas. Procedures for counting and recording daily funds shall be consistent with Procedure #1.

Each day’s Total funds, including the amounts received for each respective CRT Fund, shall be reported to the CRT Director and the DRT Treasurer General.

All statements for accounts of the Children of the Republic of Texas received from financial institutions shall be received by the CRT Director and the Treasurer General. The DRT Treasurer General shall review the statements to reconcile deposit amounts with reports received from workshops/conventions and shall verify that deposit amounts were made in a timely manner.

The CRT Director shall document all monetary disbursements from CRT funds with a vendor receipt, minutes of a CRT Board of Management meeting, and/or minutes of a CRT Convention. The purpose of the disbursement shall also be recorded.

At the end of each fiscal year, May 31, all CRT financial records, including financial statements, documents validating monetary disbursements, and an inventory count of unsold goods purchased by CRT for fund raising purposes, shall be examined by two DRT Finance Committee members who are not
check signers.

Section 20.03  In-Kind Contributions Policy
DRT receives numerous non-monetary contributions of both time and various types of tangible items.

Services
In accordance with SFAS 116, significant services received which create or enhance a non-financial asset or require specialized skills that DRT would have to purchase if not donated shall be recorded as an increase in unrestricted net assets in the financial statements.

Tangible Goods
Contributions of equipment or other non-collection tangible items are recorded at fair market value as an increase in unrestricted net assets where there is an objective basis upon which to value these contributions and where the contributions are an essential part of DRT’s Republic of Texas Museum activities.

Section 20.04  Investment Policy

(a) General Information
Gifts to the Daughters of the Republic of Texas are generally given with the donors’ expectations that the funds shall stay intact and shall grow from earnings, which may then be used for current or long-term needs of the Daughters. Records shall be maintained by the Treasurer General on the separate funds to ensure that the corpus of each fund remains intact and does not violate the terms of the donor agreements.

The funds shall be invested in accordance with these general policies:

- **Preservation to Capital.** Both with respect to the overall Fund and to the assets assigned to each investment manager, the DRT Finance Committee members assigned investment oversight, the Treasurer General, and the Financial Advisor should make conscious efforts to preserve capital within the framework of the policy and consistent with the primary objective of safety, understanding that losses may occur in individual securities.

- **Risk Aversion.** Understanding that risk is present in all types of securities and investment styles, the DRT Finance Committee members assigned investment oversight recognize that some risk is necessary to produce long-term investment results sufficient to meet the Fund’s objectives. However, financial advisors are to make reasonable efforts to control risk, and they shall be evaluated regularly to ensure that the risk assumed is commensurate with the given investment style and objectives.

- **Adherence to Investment Discipline.** Financial Advisors are expected to adhere to the investment management styles of The Daughters of the Republic of Texas and shall be evaluated regularly for adherence to investment discipline.

(b) Investment Objectives
Specifically, the primary objective in the investment management of fund assets shall be:

- To preserve purchasing power after spending
• To achieve returns that are more than the rate of inflation plus spending over the investment horizon in order to preserve purchasing power of fund assets.
• To control risk in the investment of fund assets: Allowable Assets:
  • Cash Equivalents
  • Treasury Bills
  • Money Market Funds
  • Certificates of Deposit Fixed Income Securities
  • U.S. Government and Agency Securities
  • U.S. Corporations
  • Notes and Bonds
  • Preferred Stock Equity and Securities
  • U.S. Corporations
  • Common Stocks
  • Convertible Notes and Bonds
  • Convertible Preferred Stock
  • American Depository Receipts of Non-U. S. Companies
  • Mutual Funds (Mutual Funds, which invest in securities as allowed in this statement.)

Prohibited Transactions:
• Short Selling
• Margin Transactions
• Purchase of:
  • Privately held securities
  • Real Estate Properties (The does not exclude gifts of real estate to DRT)
• Derivative securities Asset Allocation Guidelines

Equities, including any convertible securities, shall constitute no more than 50% of the total portfolio market value at any time; the remainder (a minimum of 40%, and up to 100% of the total market value) shall be invested in fixed obligations (bonds, cash or cash equivalents). Foreign domiciled stocks shall be limited to a maximum of 20% of the portfolio market value. The Investment Committee may direct the asset allocation or delegate that to the financial advisor within the above limits.

Guidelines for Equity Investments:

American Depository Receipts of Non-U. S. Companies (ADRs) are limited to no more than 15% of the total market value of the Fund at the time of investment. To ensure sufficient trading liquidity, at least 80% of the total equity portfolio (by market value) shall be in companies having a market capitalization of greater than $500 million.

Guidelines for Fixed Income Investments and Cash Equivalents:

Corporate bonds must be “investment grade,” rated A by Standard and Poor’s (S&P) and A by Moody’s at the time of investment
Fixed income maturity restrictions are as follows:
• Maximum maturity for any single security is 15 years
• Weighted average portfolio maturity may not exceed 10 years
• Money Market funds selected shall contain securities whose credit rating at absolute
minimum would be rated investment grade by S&P, and/or Moody’s.

(c) Spending Policy
If the endowment, net asset fund, or trust agreement contains specific directives for income distribution, the donor directives shall be followed. If the endowment, net asset fund, or trust agreement does not have specific directives for income distribution, no more than 5% of the last 12-quarter market average value as of May 31 for the previous fiscal year shall be appropriated. Income shall be composed of interest earnings, dividends, and realized capital gains. Any exceptions to the maximum distribution of 5% of investment market value shall require the approval of the Board of Management of the Daughters of the Republic of Texas.

(d) Selection of Financial Advisor Policy
The Investment Committee’s recommendations to the DRT Board of Management regarding the selection of a Financial Advisor must be based on prudent due diligence procedures. A qualifying investment manager must be a registered investment advisor, or a bank.

Financial Advisor Performance Review and Evaluation:

The Investment Committee shall, at least quarterly, review and measure the performance of the total portfolio, as well as asset class components, against commonly accepted performance benchmarks. Consideration shall be given to the extent to which the investment results are consistent with the investment objectives, goals, and guidelines as set forth in this statement.

The Investment Committee intends to evaluate the portfolio(s) over at least a two (2) year period, but reserves the right to terminate a financial advisor for any reason, including the following:

- Investment performance that is significantly less than anticipated, given the discipline employed and risk parameters established, or unacceptable justification of poor results.
- Failure to adhere to any aspect of this statement of investment policy, including communication and reporting requirements.
- Significant qualitative changes to the investment management organization.

The Investment Committee shall review the Financial Advisor regularly regarding performance, personnel, strategy, research capabilities, organization and business matters, and other qualitative factors that may impact their ability to achieve the desired investment results.

The DRT Finance Committee members with duties of investment oversight shall evaluate the portfolio(s) over at least a two-year period, but reserve the right to terminate a financial advisor for any reason, including the following:

- Investment performance that is significantly less than anticipated, given the discipline employed and risk parameters established, or unacceptable justification of poor results.
- Failure to adhere to any aspect of this statement of investment policy, including communication and reporting requirements.
- Significant qualitative changes to the investment management organization.
Section 20.05  Purchased and Donated Collections Policy

The Daughters of the Republic of Texas (“DRT”) maintains numerous historical collections at its various Republic of Texas Museums and custodial properties as part of its mission to foster preservation of documents and relics pertaining to Texas history.

The collections are maintained for public exhibition, education and research in furtherance of public service rather than for financial gain. DRT’s collections acquired through purchase and donation are not recognized as assets in the financial statements. Purchases of collection items shall be recorded in the year in which the items are acquired as decreases in unrestricted or temporarily restricted net assets, depending on the source of those assets used to purchase the items and whether those assets were restricted by donors. Contributed collection items are not reflected in the financial statements. Proceeds from deaccessions, which are reflected as increases in temporarily restricted net assets, are used exclusively to acquire, restore, and maintain Republic of Texas Museum artifacts for this collection.

Section 20.06  Purchasing and Procurement Policy

To establish uniform and systematic procurement procedures and basic standard forms for DRT purchases.
To assure complete and adequate control over all procurement practices for maximum benefit to the DRT.

Purchasing Guidelines
Purchases shall be made under competitive conditions, where feasible, which provide the Company the lowest price consistent with quality, quantity, delivery and service.

Suppliers shall be selected based on fair and equitable consideration of proposals from all financially responsible and reliable sources.

Except for bona-fide emergencies, non-budgeted expenditures over fifteen hundred dollars ($1500), Purchase Orders (P.O.) must be approved by the BOM before placing any order or request for services.

Where it is advantageous, purchase agreements should be negotiated for repetitive purchases of the same component or services.

Forms
Standard procurement process shall be used by the DRT and all committees to initiate authorize and procure goods and services.

Purchasing Procedure
When necessary, each administrative committee handling funds shall establish specific purchasing procedures suitable to their operating requirements and circumstances within the framework established by the BOM.

Responsibilities
All Daughters delegated the authority to initiate or approve DRT purchases shall be responsible for:
Compliance with all guidelines and practices designated by "Purchasing and Procurement" statements and all other established DRT practices.

The Committee Chair shall be responsible for establishing adequate internal control and accounting procedures necessary to administer this policy.

A committee chair, committee member, or employee may be held personally liable for payment of any DRT expenditure that does not comply with the Bylaws and DRT Purchasing Policy. Financial liability for expenditures that are not in compliance with DRT Bylaws and Purchasing Policy shall be determined by the DRT Board of Management.

Proceeds from deaccessions, which are reflected as increases in temporarily restricted net assets, are used exclusively to acquire, restore, and maintain Republic of Texas Museum artifacts for this collection.

Section 20.07 Copyrights Policy

All formal material prepared for publication under the name of DRT must be copyrighted by the Custodian General, but under current U.S. Copyright laws, cannot be copyrighted before publication.

Copyrights noted in the publication and upon delivery from printer shall be established by the Custodian General.

Section 20.08 Conflict of Interest Policy

Article I - Purpose
The purpose of the conflict of interest policy is to protect this tax-exempt organization’s (Daughters of the Republic of Texas) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a member of the Board of Management, committee member, or management employee of this organization or might result in a possible excess benefit transaction. This policy supplements, but does not replace, applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II - Definitions
Interested Person – Any member of the Board of Management, an administrative committee, or a management employee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest – A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

An ownership or investment interest in an entity with which The Daughters of the Republic of Texas have a transaction or arrangement.
A compensation arrangement with The Daughters of the Republic of Texas or with any entity or individual with which this organization has a transaction or arrangement, or
A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Daughters of the Republic of Texas is negotiating a transaction or
Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Sec. 2, a person who has a financial interest may have a conflict of interest only if the Board of Management or governing committee decides that a conflict of interest exists.

Article III - Procedures
Affirmation of Compliance – Each year the Treasurer General will send a Conflict of Interest Form to the “interested persons” after each convention. These must be signed and returned to the Treasurer General.

Duty to Disclose
In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board of Management and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists
After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board of Management or governing committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board of Management or governing committee members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest
An interested person may make a presentation at a Board of Management or Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The President General or the chair of the governing committee shall appoint, if appropriate, a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the Board of Management or governing committee shall determine whether the Daughters of the Republic of Texas may obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Management or governing committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the Daughters of the Republic of Texas’ best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
Violations of the Conflicts of Interest Policy
If the Board of Management or governing committee has reasonable cause to believe an employee or member has failed to disclose actual or possible conflicts of interest, it shall inform the employee or member of the basis for such belief and afford the employee or member an opportunity to explain the alleged failure to disclose.

If, after hearing the employee’s or member’s response and after making further investigation as warranted by the circumstances, the Board of Management or governing committee determines the employee or member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV – Records of Proceedings
The minutes of the Board of Management and all committees with board delegated powers shall contain:

- the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest;
- the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and
- the Board of Management’s or governing committee’s decision as to whether a conflict of interest in fact existed.

The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V – Compensation
A voting member of Board of Management who receives compensation, directly or indirectly, from the Daughters of the Republic of Texas for services is precluded from voting on matters pertaining to that member’s compensation.

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Daughters of the Republic of Texas for services is precluded from voting on matters pertaining to that member’s compensation.

No voting member of the Board of Management or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, is prohibited from providing information to any committee regarding compensation.

Article VI – Annual Statements
Each member of the Board of Management, each member of a committee with governing board delegated powers, and each management employee shall annually sign a statement, which affirms such person:

- Has received a copy of the conflicts of interest policy,
- Has read and understands the policy,
- Has agreed to comply with the policy,
- Understands that the Daughters of the Republic of Texas are charitable, and, in order to maintain their federal tax exemption, they must engage primarily in activities which accomplish one or more of their tax-exempt purposes.
Article VII – Periodic Reviews
To ensure that the Daughters of the Republic of Texas operate in a manner consistent with their charitable purposes and do not engage in activities that could jeopardize their tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm’s length bargaining.

Whether partnerships, joint ventures, and arrangements with management organizations conform to the Daughters of the Republic of Texas' written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

Article VIII - Use of Outside Experts
When conducting the periodic reviews as provided for in Article VII, the Daughters of the Republic of Texas may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Management or the governing committees of their responsibility for ensuring periodic reviews are conducted.

[See DRT website for Conflict of Interest Information Form.]

Article XXI General Records Retention Schedule Policy

Section 21.01 Introduction
The Daughters of the Republic of Texas present this retention schedule to its membership and its employees as a guide to the proper retention and disposition of the records of the organization at its constituent properties: DRT Headquarters, the Republic of Texas Museum, the Alamo, the DRT Library Collection, and the Cradle. The organization intends for this retention schedule to be used by all offices in the organization.

This retention schedule is meant to be used in conjunction with the records management policies adopted by the Board of Management and records management guidelines and procedures adopted by the constituent properties in a records management manual.

Section 21.02 Definitions
Retention – the amount of time a record is kept in the office after it has lost its usefulness as a current record. This is sometimes called a semi-current record. In other words, you no longer use the record regularly, but may consult it from time to time.

Record - information recorded on a tangible medium (paper or electronic media being two common examples) and intentionally retained and managed as evidence of an organization’s activities, events, or transactions for business, legal, regulatory, and/or historical purposes.

Record copy – the original, official copy of the record.

Duplicate copy – a copy of the record that is not the record copy.

Archival value – whether the record has any historical value for preservation in the organization’s
archives.

OSA – “Obsolete, Superseded, or Administrative value is lost.” All duplicate copies of records in the organization are considered to be “OSA” unless otherwise stated in this retention schedule. When a record is OSA, then the person approved to discard the material may discard it according to approved disposition procedures.

Section 21.03 Retention Schedule Items:

Accession Records - records of acquisitions for materials of cultural or intellectual value (archives, manuscripts, publications, ephemera) that include donor information and dates of acquisition.
Retention: permanent
Record copy belongs to:
Archival value: high

Accounts Payable Records - records related to accounts payable transactions.
Retention: three (3) years
Record copy belongs to:
Archival value: none

Accounts Receivable Records
Retention: three (3) years
Record copy belongs to:
Archival value: none

Annual Reports
Narrative reports to the Board of Management. Retention: permanent
Record copy belongs to:
Archival value: high

Applications for Hire
Not Hired - Applications, resumes, and related materials whose submission by candidates for vacant positions is required on the application forms.
Retention: two (2) years
Record copy belongs to:
Archival value: none

Audit Reports - Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit.
Retention: permanent for audits and reviews reports, seven years for any backup data for the audit
Record copy belongs to: Treasurer General and Custodian General
Archival value: Historical, Financial. {Update 02/22/2019, Motion # 31}

Bank Statements
Retention: seven (7) years
Record copy belongs to:
Archival value: none
**Bid Documentation** - Includes bid requisitions and authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid evaluations.
Retention: closing/termination of bid plus three (3) years
Record copy belongs to:
Archival value: none

**Budgets and Budgetary Documents** – includes all documents used for the determination of annual budgets.
Retention: three (3) years
Record copy belongs to:
Archival value: none

**Building Construction Project Files** – planning, design, and construction records; accepted bids; correspondence; etc.
Retention: construction termination plus ten (10) years.
Record copy belongs to:
Archival value: none

**Building Plans and Specifications** – Includes architectural and engineering drawings, profiles, and blueprints.
Retention: permanent
Record copy belongs to:
Archival value: high

**Calendars, Appointment and Itinerary Records** -- Calendars, appointment books or programs and scheduling, or itinerary records, maintained by staff during business hours that document appointments, itineraries, and other activities of officials or employees.
Retention: one (1) year
Record copy belongs to:
Archival value: review necessary

**Cancelled Checks/stubs/warrants/drafts**
Retention: three (3) years
Record copy belongs to:
Archival value: none

**Cash Deposit Vouchers and Cash Receipts** – cash deposit slips and receipts for fees.
Retention: three (3) years
Record copy belongs to:
Archival value: none

**Chapter Bylaws Archive** - Digital copies of the bylaws files of all chapters.
- Copy 1 - Given to the Custodian General on physical media, e.g., Flash drive, CD for retention at HQ.
- Copy 2 - Given to the incoming PG on physical media, e.g., Flash drive, CD - or - uploaded to a sharing platform such as Dropbox for use by the Parliamentarian during her term.
Retention:
· Copy 1 - Copies to be kept for three terms.
· Copy 2 - To be kept up to date for use during the term then submitted to the new Custodian General and President General at the end of term.
Record copy belongs to:
· Copy 1 – Custodian General
· Copy 2 -Parliamentarian
Archival value: none [Updated 05/29/2019, Motion # 2]

Contracts and Leases – Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings.
Retention: expiration of contract/lease plus four (4) years
Record copy belongs to:
Archival value: none

Correspondence - Administrative -- Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.
Retention: three (3) years.
Record copy belongs to:
Archival value: review necessary

Correspondence - General -- Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.
Retention: one (1) year
Record copy belongs to:
Archival: none

{Motion 202006-06}
Correspondence - General -- Committee Information Records - Records pertaining to Committees which includes Committee Member Information Page, Name Badge and Business Card Order Form, Confidentiality Statement and Photo and Video Release Form.
Retention: one (1) year after term of committee expires
Record copy belongs to: Executive Secretary General
Archival Value: none

{Motion 202006-05}
Correspondence - General -- Officer Information Records - Records pertaining to Officers General and District Representatives which includes Officer Information Page, Name Badge and Business Card Order Form, Standing Rules Acknowledgment Form, Conflict of Interest and Whistleblower Policy Acknowledgment Form, Confidentiality Statement and Photo and Video Release Form.
Retention: one (1) year after term of office expires
Record copy belongs to: Executive Secretary General
Archival Value: none
**Customer Surveys** - Surveys returned by the customers or clients and the statistical data maintained rating an agency's performance.
Retention: as long as administratively valuable
Record copy belongs to:
Archival value: none

**Daily Cash Receipt Logs**
Retention: three (3) years
Record copy belongs to:
Archival value: none

**Destruction Authorizations** — Documents authorizing the final disposition of records under the retention schedule.
Retention: ten (10) years
Record copy belongs to:
Archival value: none

**Directives** -- Any document that officially initiates, rescinds, or amends general office procedures.
Retention: one (1) year
Record copy belongs to:
Archival value: none

**Electronic Funds Transfers** — Records such as direct deposit registers and receipts for electronic funds transfers.
Retention: three (3) years
Record copy belongs to:
Archival value: none

**Equipment History/Calibration/Inventory Files** — Records related to agreements or contracts between vendor and organization to provide maintenance service for equipment, calibration records, and inventory records for equipment owned or leased by the organization.
Retention: Termination of contract or loss/replacement of equipment plus three (3) years.
Record copy belongs to:
Archival value: none

Equipment Manuals
Retention: loss/replacement of equipment plus sixty (60) days
Record copy belongs to:
Archival value: none

**Evacuation and Emergency Preparedness Documentation** — Records Organization with plans for evacuation of the facilities and grounds and for emergency preparedness and recovery.
Retention: one (1) year
Record copy belongs to:
Archival value: review necessary
Facilities Inspection Records — Building and other facility inspection records.
Retention: inspection plus ten (10) years
Record copy belongs to:
Archival value: none

Facilities Reservation Requests/logs
Retention: occupancy or denial of occupancy plus one (1) year
Record copy belongs to:
Archival value: none

Finding Aids, Indices, and Catalogs — automated or print indices, lists, registers, and other finding aids used in libraries and archives to provide access to records and manuscripts.
Retention: permanent
Record copy belongs to:
Archival value: high

Former Employee Verification Records — Minimum information needed to verify employment, including name, social security number, exact dates of employment, last known address.
Retention: Termination of employment plus seventy-five (75) years
Record copy belongs to:
Archival value: none

Forms — Print masters of all versions of forms used by the organization.
Retention: one (1) year
Record copy belongs to:
Archival value: none

General Ledgers
Retention: permanent
Record copy belongs to:
Archival value: high

Hardware/Software Documentation — Records documenting operational and maintenance requirements of computer hardware and software, such as operating manuals.
Retention: one (1) year
Record copy belongs to:
Archival value: none

Insurance Policies — Policies on vehicles, equipment, and facilities.
Retention: expiration of policy plus four (4) years
Record copy belongs to:
Archival value: none

Internal Fiscal/Financial Reports -- Includes monthly budget reports.
Retention: three (3) years
Record copy belongs to:
Archival value: none

**Inventory Files**
Retention: three (3) years
Record copy belongs to:
Archival value: none

**Legal Opinions and Advice** -- from legal counsel, including any requests eliciting the opinions.
Retention: as long as administratively valuable
Record copy belongs to:
Archival value: none

**Library Circulation Records**
Retention:
Record copy belongs to: DRT Collection Library
Archival value: statistical compilations have archival value.

**Litigation Files** -- Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.
Retention: one (1) year
Record copy belongs to:
Archival value: review required. Attorney working papers, if archived, shall have restricted use for fifty (50) years

**Lost and Stolen Property Reports**
Retention: loss of property plus three (3) years
Record copy belongs to:
Archival value: review necessary

**Meeting Agenda and Minutes** -- Official agenda and minutes of the Board of Management and all committees, subcommittees, task forces, working groups, chapters, or other bodies of the organization.
Retention: permanent record.
Record copy belongs to:
Archival value: high. Records must be retained in organization archives.

**Meeting Notes** – Notes taken during meetings of the Board of Management and all committees, subcommittees, task forces, working groups, or other bodies of the organization.
Retention: six (6) months
Record copy belongs to:
Archival value: none

**Meeting Supporting Documentation** – Documents submitted at meetings of the Board of Management and all committees, subcommittees, task forces, working groups, or other bodies of the organization, including documents sent in advance of meetings for briefing purposes.
Retention: two (2) years
Record copy belongs to:
Archival value: none

**Miscellaneous Financial Records** – Records of a financial nature that does not fit into any other category of financial records in this retention schedule.
Retention: three (3) years
Record copy belongs to: 
Archival value: none

**Republic of Texas Museum Exhibition Records**
Retention: 
Record copy belongs to: Republic of Texas Museum 
Archival value: 

**Organizational Charts** — Records pertaining to the development of organizational charts and the charts themselves.
Retention: As long as administratively valuable.
Record copy belongs to: 
Archival value: none

**Payroll Records** — Records of employee payroll that differ from personnel records (see Personnel Records) which include: employee deduction authorizations, earnings records, federal tax records, income adjustment authorizations, W-4 forms, wage rate tables, unemployment compensation records, workers compensation records, and direct deposit authorizations.
Retention: Termination of employee plus four (4) years.
Record copy belongs to: 
Archival value: none

**Personnel Policies and Procedures** — Any internally distributed manual, guideline, or similar record that defines organization-wide policies and procedures concerning personnel.
Retention: three (3) years.
Record copy belongs to: 
Archival value: none

**Personnel Records** — Record files that include materials such as applications for employment, employee counseling records, employee insurance records, employment contracts, employment selection records, employee grievance records, employee performance appraisals, employee corrective action documentation, personnel disciplinary documentation, criminal history checks, results of blood/urine screenings, physical examination/medical reports, accumulated leave adjustment requests, leave status reports, overtime authorizations, educational achievement records (transcripts and certificates), time cards and time sheets, sick leave documentation, employee benefit records, resumes/curriculum vita, and job descriptions.
Retention: Termination of employment plus five (5) years.
Record copy belongs to: 
Archival value: none (lists of employees and dates of employment may be permanent records)

**Plans and Planning Records** -- Plans and records relating to the process of planning new or redefined
programs, services, or projects of an agency that are not included in or directly related to other records series in this schedule.
Retention: three (3) years.
Record copy belongs to:
Archival value: review necessary

**Policies and Procedures** — Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by the organization that set out the rules, policies, and procedures that govern the programs, services, or projects of the organization.
Retention: three (3) years
Record copy belongs to:
Archival value: review necessary

**Postage Records** — Records and reports of postage expenses.
Retention: three (3) years
Record copy belongs to:
Archival value: none

**Property Damage Reports** — Internal and external reports and forms related to the damage of property owned by the organization.
Retention: damage plus three (3) years
Record copy belongs to:
Archival value: review necessary

Property Destruction Certificates
Retention: destruction of property plus three (3) years
Record copy belongs to:
Archival value: none

**Public Relations Records** — News, press releases, or any public relations files maintained or issued by the organization.
Retention: two (2) years.
Record copy belongs to:
Archival value: review necessary

**Purchasing Logs** — Logs, registers, etc., providing a record of purchase orders issued, orders received, and procurement status.
Retention: purchase plus three (3) years.
Record copy belongs to:
Archival value: none

**Quality Control Reports**
Retention: two (2) years.
Record Copy belongs to:
Archival value:
Records Retention Schedule – This schedule and its revisions.
Retention: permanent record
Record copy belongs to: DRT Collection Library
Archival value: high

Returned Checks/warrants/drafts
Retention: three (3) years.
Record copy belongs to:
Archival value: none

Sales/receipt/expenditures Journals
Retention: three (3) years.
Record copy belongs to:
Archival value: none

Security Access Records -- Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to organization facilities, equipment, or automated systems.
Retention: two (2) years.
Record copy belongs to:
Archival value: none

Software Programs -- Automated software applications. Retention: one (1) year.
Record copy belongs to:
Archival value: none

Speeches, Papers and Presentations -- Notes or text of speeches, papers, or reports delivered in conjunction with organization’s work. Note: This includes presentations to community and civic groups and organizations and presentations at professional conferences by individual employees.
Retention: as long as administratively valuable
Record copy belongs to:
Archival value: review required

Strategic Plans -- Information resources and operational strategic plans.
Retention: six (6) years
Record copy belongs to:
Archival value: review necessary

Surplus Property Sales Reports Note: This does not include sales of cultural property or publications/ephemera.
Retention: sale plus three (3) years
Record copy belongs to:
Archival value:

Training Materials -- Instructional materials developed by an agency for training employees or
volunteers.
Retention: one (1) year
Record copy belongs to:
Archival value: none

Transitory Information - Records of temporary usefulness that are not an integral part of a records series of an agency, are not regularly filed within an agency's record-keeping system, and are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an on-going records series.

Note: Transitory records are not essential to the documentation of organization functions. Some examples of transitory information, which may be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; post-it notes; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.
Retention: 3 months
Record copy belongs to:
Archival value: none

Utility Usage Reports/bills
Retention: one (1) year
Record copy belongs to:
Archival value: none

Vouchers – Encumbrance, purchase, expenditure, and general journal vouchers.
Retention: three (3) years
Record copy belongs to:
Archival value: none

Article XXII Whistleblower Policy

It is the intent of the Daughters of the Republic of Texas to adhere to all laws and regulations that apply to this organization, and the purpose of this Whistleblower Policy is to support this organization’s goal of legal compliance. The support of all employees and volunteers is necessary to achieve compliance with various laws and regulations.

If any employee or volunteer reasonably believes that some policy, practice, or activity of the Daughters of the Republic of Texas is in violation of federal or state law or in violation of this organization’s bylaws, a complaint may be filed with the chief employed executive or with the governing administrative committee chair. If both of those persons are implicated in the complaint, report, or inquiry, it should be directed to the President General of the Daughters of the Republic of Texas.

The Daughters of the Republic of Texas prohibit retaliation by or on behalf of the organization against staff or volunteers for making good faith complaints, reports, or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose
allegations are made in good faith but prove to be mistaken. The Daughters of the Republic of Texas reserve the right to discipline persons who make bad faith, knowingly false complaints, reports, or inquiries or otherwise abuse this policy.

**Article XXIII  DRT Websites Policy**


The Headquarters Committee is responsible for coordinating the maintenance of the DRT public and DRT Members websites.

On the DRT Members website, all current BOM-approved official forms are provided for posting by the Bylaws Committee. They are for the use of members, BOM, and Committee Chairmen, and include Awards, Chapter Endorsement of Member for Election, Chapter Dues Reports, Dues Reconciliation, CRT Transfer to DRT Short Form, Deceased Member Report, Member Data Change, Jewelry/Insignia Order, Request for Reinstatement, Transfer, and Applications for Memorial Medallions Forms, and others. Assigned organizational e-mail addresses of BOM and Committee Chairmen shall be posted on the DRT Members website. Obtain written consent of the individual before posting personal contact information of the BOM, committee chairs, chapter officers, or other members on the DRT websites, only with written consent of the individual. Distribute to Chapter Presidents (for use only in chapter yearbooks by chapter counterpart officers) a list of BOM and Chairmen’s addresses. Pictures of children may not be shown on DRT websites without written parental consent and may not be named.

Also posted are Current Announcements; lists of Chapters and links to Chapter websites, BOM, committee chairmen, District Meetings, Conventions, Properties, and names of DRT Ancestors.

Every DRT chapter is encouraged to have a chapter website. It is good public relations for our organization, may help to attract new members, and is a good resource for chapter members. A link to the chapter president’s assigned organizational e-mail address, and optionally to the Webmaster’s e-mail address may be shown.

Instructions for accessing DRT membership digital application images on-line: Step 1: Go to [http://familysearch.com](http://familysearch.com)
Step 2: Click on “Records”
Step 3: Click “Browse All Collections”
Step 4: Click on “United States of America”
Step 5: Scroll down and click on “Texas”
Step 6: Select “Texas, Daughters of the Republic of Texas”
Step 7: Select the “Volume Number or Application Range” which includes the application number you wish to see, including images of proofs, for an average of 15 images per application, to reach the one you want.

END