

**Pennsylvania State Society  
Children of the American Revolution**

The following guidelines have been formulated to assist those planning and acting as the host Society for the annual Pennsylvania State Conferences. Procedures may vary from time to time, but this guide should provide basic information concerning what needs to be done and how to do it.

The General Chairman of State Conferences and Meetings is the Senior State Vice President. The A appoints a Conference Chairman, often the Senior Society President of the Host Society, for each State Conference. The Senior State Treasurer receives all money from the Reservation Chairman and pays all bills.

**I. INVITATION TO HOST STATE CONFERENCE**

The invites a Society to serve as host Society for the Annual State Conference. It is customary, if possible, to rotate the State Conference around the Commonwealth (East, Central, West). The official invitation to State Conference should be issued by the Society President of the designated host Society at the Banquet at the preceding State Conference.

**II. HOTEL/MOTEL ARRANGEMENTS**

- A. As soon as the invitation to host the next State Conference is accepted, the State Conference Chairman, Senior Society President, and the General Chairman, will choose a location at which to hold the Conference.
- B. She chooses a site that will provide the necessary space for the Conference, keeping in mind that prices are an important factor.
  - 1. If possible, the State President and Senior State President should accompany the General Chairman of the Conference to the hotel to make the preliminary arrangements.
  - 2. Meeting rooms, complimentary rooms offered, block of sleeping rooms, menus for meals to be included, etc. should be chosen at this time. If a church for the Memorial Service has been selected, this should also be checked and approved.
- C. PRICES should be set as soon as possible. This is done by the General Chairman with the approval of the Senior State President. REMEMBER: THE STATE CONFERENCE MUST PAY FOR ITSELF. There are no State funds available to subsidize the Conferences. Set prices high enough to cover all anticipated expenses.
- D. Space needed for the Conference is as follows:
  - 1. Two tables for Conference Registration will be needed Friday afternoon through Saturday noon.

2. Two tables in same area as Registration for Friday evening meal distribution (Bag it for Books dinner.)
3. Two rooms for Board meetings (Member Board and Senior Board)
4. Large Room set auditorium style for the Friday evening and Saturday morning Business sessions. Wide center aisle needed.
  - a. Auditorium style seating for approximately 150 people (This can be adjusted depending on number of attendees expected).
  - b. Raised platform containing a skirted table with podium and microphone for 12 persons—6 on each side of the podium for officers and dignitaries depending on attendees. If space permits, four chairs are placed behind the two center chairs for personal pages/aides.
  - c. Standing podium with microphone on the floor in front at the end of the head table for use by those giving reports.
  - d. Piano (tuned) needed for both sessions, if available. If no piano is available, electrical connection is needed for other music systems.
  - e. Small table with two chairs in front of head table to the left of the State President for the State and Senior State Recording Secretaries.
  - f. Designated area in rear or side of room for award presentation.
  - g. A minimum of four long tables in back of the room for displays and items to be raffled.
  - h. Table in the rear of the room for young children activity area.
  - i. Water pitchers and glasses on head table, and a water stand in the back of the room and waste baskets.
  - j. Designated area for candidate receiving line in the hallway or another room.,
5. Room for Friday night campaign party for members. This may be a pool area or another room for an activity, etc.
6. A table for Credentials will be needed in the same area on Saturday morning only.
7. Room for Saturday luncheon, if applicable, or a box lunch distribution area.
8. Small room with several tables and chairs for voting on Saturday morning. This should be as close to the meeting room as possible.
9. Room for Saturday evening Banquet. Head table with podium and microphone. This table should be on a raised platform with seats for 12 persons plus any honored guests. Second head table, directly in front of raised one, on the floor for any incoming State Officers not already seated at the raised one. This number is to be figured once the

election results are available. A piano is needed, if available. A dance floor is required with a designated area for the disc jockey or band. A large screen and projector for the State President's slide show should be placed in a front corner of the room.

10. A designated room for Senior Reception. The living room of the Senior State President's suite MAY be used; however, it is better to have a separate room set aside for this purpose so that the suite is free for Board meetings.

- a. Refreshments are ideally provided by the local DAR Chapters both Friday and Saturday evenings.
- b. Member refreshments should be provided Friday evening at the Campaign Party and Saturday after the Banquet.
- c. Senior Reception refreshments, after the evening sessions, may be as simple as punch, coffee and cookies or as elaborate as the Chapter members may wish to make it.
- d. Breakfast should be provided if it is not included in the hotel.

E. Sleeping rooms: A block of sleeping rooms should be set aside by the hotel for those attending the State Conference. The number of rooms should be based on previous years' attendance.

1. Each person attending MUST be registered with the hotel. Individuals make room reservations directly with the hotel.
2. The following room charges are paid for by the State Conference:
  - a. State President (If he or she has a roommate, that person pays his/her own share of the room cost.)
  - b. Senior State President: NOTE: It is usually customary for the hotel to provide one free suite for the use of the Senior State President. If not, the Conference pays for her room.
  - c. If the National President and/or the Senior National President attend, ALL THEIR EXPENSES are paid by the Conference. (This includes rooms, Conference events and any restaurant charges, etc.).

F. The Senior State President approves the location, prices, tour and evening activities.

### III. MEMORIAL SERVICE

The Memorial Service is the responsibility of the State and Senior State Chaplain. They arrange the details of the service.

- A. The location for the Memorial Service should be included in the Call to Conference.
- B. The General Chairman selects the church with the approval of the Senior State President.

1. Arrangements are made for the use of the church and organ. If the church does not allow outsiders to play the organ, the church organist may be used. It is usual to make a small donation to the church. Any charges for the organist, and/or janitor are paid by the Conference.
2. The Senior Music Chairman should be consulted to play music for the Memorial Service and to work with the State Chaplain on music selection.
3. The State Chaplain and Senior State Chaplain decide if hats are to be worn. Dress code is in effect for the Memorial Service. Participants in the service should wear gloves.
4. The Senior State Chaplain notifies the Conference Chairman how many carnations are needed for the memorials. These may be all white, OR white for members and red for Seniors. The State Chaplain and Senior State Chaplain shall decide if flowers for other people will be placed and what kind of flowers they shall be.
5. A small vase should be provided for placement of the flowers. However, if there are enough to be memorialized to warrant it, a small wreath or cross may be used. If so, the wreath or cross should be placed at a grave or monument after the service.
6. The program for the Memorial Service is created and printed by the State Chaplain or the Senior State Chaplain.
7. Pages/Aides distribute programs and the Processions Chairman arranges the Processions into and out of the church.
8. The Color Bearers Chairman transports the Flags to the church. If the church allows, the church U.S. Flag may be used in the procession.

#### IV. TOUR

An afternoon tour should be planned. Suggestions are given to the Senior State President for her approval. Buses or carpooling may be used. The bus cost and any entrance fees should be included in the cost of the tour. Ideally, these buses take people to the Memorial Service and then continue on the tour. If a Memorial Service and tour can be arranged within easy walking distance, one saves these expenses.

#### V. PATRON LETTERS

Some of the expense of a State Conference is met through the Patron donations. A Patron Letter is included in the Call to Conference and published in the *Keystone Kapers*. The Patron Letter may be revised to include event-specific details.

#### VI. CALL TO CONFERENCE

The Call to Conference should be sent to the Editor of the *KEYSTONE KAPERS* for publication in the Winter Issue. Be certain to observe the necessary publication deadline.

- A. The Call to Conference (see template) should include:

1. All event details
  2. Prices for each event (meals, tour, registration, candidate fee). The registration fee is set in the Standing Rules.
  3. Checks are to be made payable to PACAR. Include the name, address, phone number and email of the Registration Chariman to whom they are to be sent.
  4. Reservation DEADLINE.
  5. Include a NO REFUNDS AFTER date. This is MOST IMPORTANT as you will have to pay for guaranteed numbers of meals and/or a fee for guaranteed rooms.
  6. Hotel room prices, room reservation deadline for block of rooms being saved and address and phone number of the hotel.
  7. Permission and Code of Behavior form and Photo Release form.
  8. Dress Code for State Conference
- B. The Call to Conference should be sent from the State President and the Senior State President.

## VII. REGISTRATION

- A. A registration spreadsheet (see template) should be created for all reservations received, whether by mail or by phone. The following information should be entered
  1. Name of person for whom reservation has been made
  2. Address (if known)
  3. Age, if a member
  4. Society, or State if person is an out-of-state visitor
  5. Title (Office or Chairmanship held)
  6. Events attending - INCLUDING registration fee
  7. Amount PAID and/or amount DUE, if any
  8. Names of members who will serve as pages, aides, color bearers, chorus
- B. Sort the spreadsheet by name to use during registration to expedite process.
- C. Check names off as soon as people register. Record their ROOM NUMBERS for each attendee. You will then know exactly who has arrived and where he/she can be reached in case of an emergency.
- D. Add any walk-ins to the spreadsheet so that an accurate count can be kept. This will be needed for the Registration report and Introduction lists.
- E. It is the responsibility of the Registration Committee to prepare the Registration Report AND the Introduction lists for the State President. (See samples attached.)
- F. Upon registering, each person should receive the following:

1. Program
2. Name tag with events attending
3. "Welcome Bag" or Welcome Station (optional)

## VIII. MUSIC

The State Music Chairman and the Senior State Music Chairman plan the music for State Conference. This can be a pianist or another music player. Music selections should be reviewed with the State President and the Senior State President. Music is needed for the following:

- A. Music for Processions: Friday evening, Saturday morning and Saturday evening banquet. Same for recessions, as requested.
- B. Music for the National Anthem
- C. Music for the C.A.R. Song
- D. Music to accompany the Chorus, if requested by the Chorus Chairman.
- E. Music for the Memorial Service, if requested. The Music Chairmen coordinates with the State Chaplain and Senior State Chaplain. (Prelude, processional, hymns, recessional)

## IX. PROGRAMS

- A. The programs for the State Conference are printed by the Conference. The Conference Chairman appoints a chairman for this task. The Senior State President approves the program and coordinates (matches) the program to the agenda.
- B. Times for Registration, Credentials, Board and Senior Executive Board and Senior State Board of Management, Business Sessions, Meals, Memorial Service, tour, parties. Curfews are set by the State President and Senior State President.
- C. Standing Rules for the State Conference must be revised by the Senior State President each year before printing.
- D. The Code of Ethics, Code of Behavior and Dress Code should be printed in the program.
- E. For Memorial Service Program: See III. B. 6.
- F. The programs should be printed as late as possible in order to be as accurate as possible. Schedule the printing so that they are available for registration.

## X. PROCESSIONS

A Senior Chairman of Processions should be appointed by the Senior State President. The duties of this Chairman are as follows:

- A. Coordinate with the Seating Chairman so that those in the Procession will line up correctly with their assigned seats.
- B. Coordinate with the Chairman of Color Bearers and Pages/Aides in relation to the Processions.

C. Line up the Processions for Friday evening and Saturday morning Business Sessions, Memorial Service and the Saturday Evening Banquet in proper protocol order. See attached outline or C.A.R. Handbook.

D. Instruct those recessing on the time to be in place and the correct order.

NOTE: The Senior Processions Chairman may also be Chairman of Color Bearers. If so, it is his/her responsibility to find enough Color Bearers if extras are needed.

## XI. COLOR BEARERS

- A. The Senior State President appoints a Senior Chairman of Color Bearers. The Senior Chairman may provide gloves for Color Bearers.
- B. Color Bearers MUST be big enough to carry flags without dragging them on the floor. Age does not matter.
- C. Societies should be asked to designate who will carry their Society banners.
- D. The State President and/or Senior State President designate members to carry the American Flag, State Flag (if used), and the State C.A.R. banner. If they do not do so, the Chairman appoints these members.
- E. The Chairman should be certain to give the following instructions to the Flag Bearers
  1. The American Flag always goes FIRST, before all other flags.
  2. The American Flag is held high. All other flags and banners dip to it.
  3. No flag should be allowed to touch the floor or ground.
  4. Color Bearers should NOT recite the Pledge to the Flag, sing the National Anthem, recite the Creeds, etc. while holding a Flag.
  5. Flag Bearers should be in the room and ready to recess Flags at the proper time.

## XII. PAGES/AIDES

Pages and Aides are necessary for the smooth running of the State Conference. There are no age limits for those serving at State Conference, but a few older ones are needed for responsible positions.

- A. The Senior State President appoints a Senior Chairman of Pages and Aides. The Senior Chairman may provide gloves for Pages and Aides.
- B. Proper Attire
  1. Pages should wear white during the Business Sessions on Friday night and Saturday morning. Gloves may be worn.
  2. Aides should wear dress shirts, ties and trousers. Gloves may be worn.

- C. General Pages/Aides are used to lead the Processions, take messages, run errands, deliver notes, direct voters to the polls, etc.
- D. Personal Pages/Aides are needed for the State and Senior State Presidents and the National and Senior National Presidents, if they attend.
  - 1. Two personal pages/aides are needed for the State President. He/she may invite them to serve. They march in the procession in front of the State President and are seated behind him/her on the platform, if there is space. If not, they are seated on the floor at both ends of the platform.
  - 2. Two personal pages/aides are needed for the Senior State President. He/she may invite them to serve. They march in the procession in front of the Senior State President and are seated behind him/her on the platform, if there is space. If not, they are seated on the floor at both ends of the platform.
  - 3. Two personal pages/aides are needed for the National and Senior National Presidents if they attend. The State President and the Senior State President Shall invite them to serve. They march in the procession in front of the National and Senior National Presidents, respectively and are seated behind him/her on the platform, if there is space. If not, they are seated on the floor at both ends of the platform.
- E. Pages may be used to place flowers at the Memorial Service. If used, they must wear white and white gloves. Those distributing programs do not have to gloves unless specifically requested to do so.
- F. Pages/Aides are not required to wear special attire at the Banquet. They shall follow the Conference dress code.
- G. The General Chairman will ensure there is an adequate supply of page sashes and aide badges. He/she will purchase additional supplies, as needed. The Senior Chairman of Pages and Aides distributes the sashes and badges to the Pages and Aides and collects them when they are no longer needed. These are returned to the General Chairman. She should be notified when new or extras need to be ordered.
- H. The Senior Chairman should provide small writing pads and pencils for the Pages/Aides. The Pages and Aides should be instructed NOT to carry messages or move around the room when someone is speaking.

### XIII. SEATING

The Senior State President shall appoint a Senior Seating Chairman. Duties include the following:

- A. Prepare tent seating cards for the head table for Business Sessions.
- B. Place seating cards in the auditorium for special seating for the Business Sessions.
- C. Prepare and tent place cards at head table and special tables for dignitaries at the Banquet.

D. Seating instructions are found in these Guidelines and in the C.A.R. Handbook.

#### XIV. CREDENTIALS

The Senior State President appoints a Chairman of Credentials. Credentials for Voting members are validated on Saturday morning. The Chairman gives a Voter badge to each eligible voter. After each member has voted, the Chairman collects the voter badge from the member.

The General Chairman will ensure there is an adequate supply of voter badges. He/she will purchase additional supplies, as needed

#### XV. TELLERS

The Chairman of Tellers and other members of the Tellers committee are appointed by the Senior State President. They must be adults and should not be connected directly with any candidate for State office. The Senior State President, or her appointed Advisor to the Nominating Committee, gives to the Chairman of Tellers a complete list of names of the candidates as soon as they are available. These must include names of those who will run from the floor, if any.

The Chairman of Tellers is responsible for providing printed ballots, pencils, ballot box, tally sheets and final report sheets to be handed to the State and Senior State Presidents. The report of the Tellers is given during the Saturday morning session.

#### XVI. INTRODUCTION LISTS

State President needs an introduction list for the Friday night Business session, the Saturday morning business session, and the Banquet.

- A. The Registration Chairman shall prepare these lists and provide them to the State President when needed.
- B. See sample list for the correct order for Introduction Lists, or see the C.A.R. Handbook.

#### XVII. FINANCE

- A. The Senior State Treasurer is the Conference Treasurer. The Reservation Chairman receives all reservations and gives them to the Senior State Treasurer at a mutually agreeable frequency.
- B. The Conference Chairman sends a copy of the hotel contract (as soon as signed) and the budget (before the Call to Conference is finalized) to the Senior State Treasurer.
- C. Room charge: Stress with the hotel/motel that the Conference Treasurer is NOT responsible for any room charges other than those contracted for by the General Chairman and the Senior State President together. All persons reserving their own sleeping rooms are responsible for their own bills.

- D. Conference pays for: 1) any function room charges, 2) sleeping rooms, or parts thereof, for the State President and Senior State President, National President and Senior National President, if they attend.
- E. The Conference shall pay for the Banquet for the DAR State Regent, the SAR State President and the SR State President or their representatives.
- F. The Conference shall pay for the Banquet for the guest receiving the State Project donation.
- G. The Senior State Treasurer prepares the final State Conference Financial Report and reports to the Senior Executive Board at Summer Workshop.

## XVIII. PHOTOGRAPHY

The Senior State President appoints a Photography Chairman. A photographer should be contacted to take pictures before the Saturday evening Banquet of the following:

- A. Outgoing State Officers
- B. Incoming State Officers
- C. State Chairmen (optional)
- D. Pages and Aides
- E. National C.A.R. guests
- F. DAR/SAR/SR representatives
- G. Any societies who may request this service

Photos shall be available for all.

## XIX. SPECIFIC RESPONSIBILITIES

- A. Senior State President
  - 1. Approves all arrangements for the Conference with the General Chairman and Conference Chairman.
  - 2. Appoints the following Senior Chairman
    - (a) Chairman of Tellers and Tellers (minimum of three)
    - (b) Processions Chairman
    - (c) Color Bearers Chairman
    - (d) Pages/Aides Chairman
    - (e) Seating Chairman
    - (f) Credentials Chairman
    - (g) Photography Chairman
    - (h) Chorus and/or Band Chairman
    - (i) Judicial Committee Advisor

NOTE: She may ask the General Chairman to suggest Chairmen for number 2 through 6

3. Ensures that the State President has his/her Conference agenda written. Corrects and approves it prior to State Conference.
4. Provides information needed for the printing of the Conference Program to the Program Chairman by the deadline.
5. Invites two girls/boys to serve as her/his Personal Pages/Aides.
6. Sets curfews in conjunction with the State President.

B. State President

1. Prepares agenda for the entire State Conference and submits it to the Senior State President by her/his deadline for corrections and approval.
2. Appoints, with the approval of the Senior State President, the following:
  - (a) Persons to be program participants
  - (b) Two personal pages or aides
  - (c) Three members and one alternate for the Judicial Committee
  - (d) Member Chairmen for the following:
    - (e) Processions
    - (f) Color Bearers
    - (g) Pages/Aides

C. General Chairman (Senior State Vice President)

1. Appoints all other Senior Chairmen necessary for the smooth operation of the Conference.
  - (a) Registration Chairman
  - (b) Reservations Chairman
  - (c) Hostess Committee
  - (d) Decorations Committee
  - (e) Chaperones for both member parties
  - (f) Any others necessary positions
2. Coordinates all details of the Conference not assigned to others
3. Turns over to the General Chairman the following:
  - (a) Registration Report
  - (b) Pages/Aides supplies
  - (c) Voters supplies
  - (d) Copy of program
  - (e) Any records that were given to her/him to run the State Conference, including these Guidelines

## PROCESSIONS

The following is the proper order of processions for events at State Conference.

### I. BUSINESS SESSIONS

Pages/Aides to line aisle  
American Flag  
C.A.R. State Flag  
C.A.R. Society Banners  
  
State Curator  
State Librarian  
State Historian  
State Registrar  
State Treasurer  
State Corresponding Secretary  
State Organizing Secretary  
State Recording Secretary  
State Chaplain  
State Second Vice President  
State First Vice President  
  
2 Pages  
Senior National President  
2 Pages or 2 Aides  
National President  
  
2 Pages or 2 Aides  
Senior State President  
2 Pages or 2 Aides  
State President

### II. MEMORIAL SERVICE

American Flag  
C.A.R. State Banner  
State Curator  
State Librarian  
State Historian  
State Registrar  
State Treasurer  
State Corresponding Secretary  
State Organizing Secretary  
State Recording Secretary  
State Second Vice President  
State First Vice President  
  
2 Pages  
Senior National President  
2 Pages or 2 Aides  
National President  
  
2 Pages or 2 Aides  
Senior State President  
2 Pages or 2 Aides  
State President  
  
2 Pages or 2 Aides  
Senior State Chaplain  
2 Pages or 2 Aides  
State Chaplain

### **III. BANQUET**

Special guests are seated ahead of time and do not process. Example, DAR State Regent, S.A.R. State President, SR State Presidnet, speaker, etc.

Pages/Aides to line aisle

American Flag

C.A.R. State Flag

C.A.R. Society Banners

Newly elected officers not already in office for bottom head table in order from lowest to highest office

State Curator

State Librarian

State Historian

State Registrar

State Treasurer

State Corresponding Secretary

State Organizing Secretary

State Recording Secretary

State Chaplain

State Second Vice President

State First Vice President

Senior National President

National President

Senior State President

State President

## RECESSIONS

### I. BUSINESS SESSIONS

American Flag  
C.A.R. State Banner  
C.A.R. Society Banners  
State Officers in the order they came in  
2 Pages or 2 Aides  
Senior State President  
2 Pages or 2 Aides  
State President

### II. MEMORIAL SERVICE

American Flag  
C.A.R. State Banner  
State Chaplain  
Senior State Chaplain  
State President  
Senior State President  
Other State Officers beginning with the State First Vice President

### III. BANQUET: No recession

## BANQUET SEATING

- I. Head Table seating charts have been provided.
- II. A special round table should be provided, with place cards, for those listed on introduction lists.
  - A. Husbands/wives of Senior Leaders should be seated with them, with the exception of those seated at the Head Table. Those husbands/ wives are placed at the center round table facing the head table for maximum sight.
  - B. Parents of the outgoing and incoming State Presidents should be seated at a special round table-- again where they can see well.
  - C. It may be decided not to provide special seating for State Chairmen. This should be the decision of the two Presidents. If the crowd is relatively small, it is better to let them sit where they choose.

## INTRODUCTION LISTS

There are two ways to do introductions. Check with the State President and Senior State President to see which is preferred by them.

### Method One

State Officers-in order from highest to lowest office  
Senior State Officers  
State Chairmen  
Senior State Chairmen  
Honorary State Presidents  
National Officers  
Senior National Officers  
National Chairmen  
Senior National Chairmen  
Out-of-State State Presidents  
Out-of-State Senior State Presidents  
DAR State Regent  
DAR State Officers  
NSDAR Officers  
NSDAR Chairmen  
DAR Chapter Regents  
S.A.R. State President  
S.R. State President  
Any other dignitaries such as State Presidents of other organizations, Example, D.A.C., U.S. Daughters of 1812, etc.

See C.A.R. Yearbook and N.S.C.A.R. Roster for correct orders

### Method Two

Still using the above order, fold appropriate ones together.

Example      State First Vice President  
Senior State First President

State Chairman, American Indians  
Senior State Chairman, American Indians

Regional Meetings use this method for introduction.

## SAMPLE REGISTRATION REPORT

### MEMBERS

State Officers  
State Chairmen  
Society Presidents  
National President  
National Officers  
National Chairmen  
Out-of-State State Presidents  
Out-of-State State Officers  
Honorary State Presidents  
Members  
Member guests  
  
Total Members  
Total Seniors  
**TOTAL REGISTRATION**

### SENIORS

Senior State Officers  
Senior State Chairmen  
Senior Society Presidents  
Honorary Senior State Presidents  
Senior National President  
Senior National Officers  
Senior National Chairmen  
Out-of-State Senior State Presidents  
Out-of-State Senior State Officers  
DAR State Regent  
DAR State Officers  
DAR National Officers  
DAR Chapter Regents  
S.A.R. State Officers  
S.R. State Officers  
Other Adults

NOTE: Some persons attending will be counted in more than one category above, therefore, the top individual numbers will total more than the actual body count. The totals are the actual body count, not the sum of the above. When making the final report, skip any categories that are not applicable.

Page/Aide      Page/Aide

State Curator

State Historian

State Treasurer

State Organizing Secretary

State Second Vice President

Senior State President

State Librarian

State Registrar

State Corresponding Secretary

State Chaplain

State First Vice President

State President



U.S. Flag

C.A.R. Banner  
Society Banners

Podium &  
Floor Microphone

Senior State Recording Secretary      State Recording Secretary

State Parliamentarian, Senior State Officers

National Officers, Honorary National Presidents (still members)

Honorary Senior National Presidents, Senior National Officers

Out-of-State Presidents, National Chairmen

Honorary Senior State Presidents, Honorary State Presidents  
(not members)

Honorary State Presidents (still members), State Chairmen

State President S.R., President S.A.R., State Regent DAR

General Seating

Senior State Chairmen

General Seating

BUSINESS SESSION SEATING

U.S. Flag

## Newly elected State Officers not at top table

C.A.R. Banner  
Society Banners

## Podium & Floor Microphone

Special round tables in front for Senior State Officers, National Officers and Chairmen, Out-of-State Presidents and Senior State Presidents, etc.

## BANQUET SEATING

## STANDING RULES

for the **(number)** Annual State Conference of the  
Pennsylvania State Society, Children of the American Revolution

1. Everyone attending the State Conference must register. The fee is \$5.00 for members and \$15.00 for Seniors. The Candidate fee is \$ 10.00
2. All sessions of the State Conference shall begin promptly at the place and hour specified.
3. The adoption of the program, with necessary changes, shall become the order of business for the Conference.
4. Reports of State Officers, State Chairmen and Society Presidents shall be typed in triplicate on standard 8½ x 11 bond paper. Punched holes and stationery are unacceptable. Copies are for the Senior State President, and Senior Recording Secretary and for the person who succeeds to the office. Only highlights of the reports are to be read at the Conference and shall be limited to one and one half minutes. Reports of those not present shall be filed without being read unless for a specific reason a particular report is requested to be read. Reports of those who will not be present shall be mailed to the Senior State President to reach her one week prior to the opening of the State Conference. During the reports of the State Officers and State Chairmen, the corresponding Senior Officer or Chairman will stand. During the reports of the Society Presidents, the Senior Society President and the Society delegation shall stand.
5. C.A.R. members ONLY are entitled to the floor, except for officially invited speakers. Any member desiring the floor shall rise, address the Chair, clearly state his/her name and society. No member shall speak more than twice on the same subject during a session nor longer than two minutes at one time.
6. Courtesy demands that there be no talking while the Conference is in session.
7. Election of the State Officers shall be on **(date)**. The credentials committee shall not issue voter badges after 10:00 a.m. for voting. Only C.A.R. members duly qualified as voters are entitled to vote. The voting members shall be prescribed in the State Bylaws.
8. All State Officers, Voting members and State Chairmen shall occupy seating sections assigned to them.
9. The Code of Behavior, as printed elsewhere in this program shall govern the State Conference.
10. The Code of Ethics, as printed elsewhere in this program shall govern the elections.
11. There shall be no nominating speeches. Each candidate shall be allowed one minute for their campaign speech with the exception of the candidates for State President who shall be allowed three minutes each.
12. Robert's Rules of Order Revised, unless inconsistent with the Society's Bylaw, shall govern the Conference.

**CODE OF BEHAVIOR**  
Rules for Pennsylvania State Society C.A.R. Functions

1. Appropriate dress is required at all C.A.R. functions.

**BUSINESS SESSIONS**

Ladies/Girls: Dresses or Skirts and Blouses/Sweaters or Military Uniform  
Men/Boys: Suits or Sports Jackets, Shirt, Tie and Trousers or Military Uniform

**BANQUET/DANCE**

Ladies/Girls: Formal or Party Dresses or Military Uniform  
Men/Boys: Tuxedo or Coat and Tie or Military Uniform  
Coats may not be removed during the banquet.

**CAMPAIGN PARTY/AFTER CHANGING TIME AT DANCE**

All Attendees              Appropriate Casual Attire

**FOOTWEAR MUST BE WORN AT ALL TIMES**

2. All persons are to respect the comfort of other guests in the function hotel by refraining from being noisy in the corridors and rooms after 11:00 p.m. while others are trying to sleep.
3. All persons are to obey the laws of the jurisdiction in which the function is being held and the laws of the United States of America, specifically laws concerning alcohol, drugs and tobacco.
  - a. Laws concerning the drinking of alcoholic beverages vary from state to state; however, all members, seniors, and guests are expected to refrain from drinking any alcoholic beverages in individual rooms of the hotel and in public. Those found violating the Code of Behavior in relation to alcoholic beverages, drugs and/or tobacco will not be allowed to participate in the C.A.R. function.
  - b. It is illegal to stay in a function hotel without being registered with the hotel.
4. All persons shall be prompt in attending all sessions of the function and shall occupy the seat or area designated for them.
5. A member/guest may not leave the function hotel during the duration of the function for any reason that is not part of the official function without the permission of his/her senior chaperone.

All persons attending the C.A.R. function are expected to comply with the Code of Behavior. This includes ALL members, ALL adults, ALL guests from the beginning of the function until the conclusion of the function.

## ADMINISTRATIVE COMMITTEE

The Administrative Committee serves as a disciplinary board to review all cases of violation of the Code of Behavior and to take appropriate action.

The State President and the Senior State President shall appoint an Administrative Committee of five (5) consisting of a Senior Chairman, one (1) C.A.R. Senior leader (one male and one female), and three (3) C.A.R. members (at least one male and one female). Notification of alleged violations of the Code of Behavior shall be given in writing to the Senior Chairman. This notification may be made by either members or seniors. Persons shall be apprised of the charges against them and given an opportunity to reply before action is taken.

The Administrative Committee shall report to the State President and the Senior State President all considerations, proceedings and decisions. In all cases of violation of the Code of Behavior, the State President and Senior State President after consultation with the Administrative Committee shall be empowered to declare any violator excused from further participation in the function, to send the violator home, or to determine other appropriate action.

## CODE OF ETHICS FOR C.A.R. ELECTIONS

THERE SHALL BE NO PUBLIC DECLARATION OF CANDIDACY NOR CAMPAIGNING PRIOR TO THE ANNOUNCEMENT OF THE NOMINATING COMMITTEE'S SLATE ON FEBRUARY 1.

1. Persons contacted by the Nominating Committee concerning their willingness to accept nomination shall receive notification from the Committee by first class mail or telephone. Replies to the Chairman of the Nominating Committee shall be made by telephone or by first class mail within one week. Failure to reply within one week shall be interpreted as a negative reply. If a reply is made by telephone, written confirmation must follow.
2. No person who has allowed his name to be placed on the official slate of the Nominating Committee shall be eligible to run from the floor for any other office.
3. A candidate who is nominated from the floor shall present to the Senior State Recording Secretary at that time, written consent to this nomination and a certificate of eligibility for office. Said certificate shall be secured from the Senior State Treasurer no later than 15 days in advance of the opening date of the Conference. Application for certification must be made by the member desiring to be a candidate and must specify the office for which he or she is running.
4. The State President and State Nominating Committee shall not take part in campaigning. EXCEPTION: Members of the Committee who may become candidates for State Office.
5. Campaign posters, banners and signs shall not be displayed in public places. There shall be no campaigning, either by word of mouth, distribution of printed materials, posting of signs and banners at the meetings of the State Board or business sessions of the State Conference. EXCEPTION: Campaign speeches of candidates when recognized by the Chair for that purpose. Campaign speeches must be delivered without the aid of posters, signs, musical instruments or props of any description and with no reference to opposing candidate(s). All campaign speeches must be delivered entirely from the floor microphone. Candidates may not request audience participation during their speeches.
6. Campaign ribbons, tags and buttons shall be allowed when worn on the person of a member at any of the functions of the State Society, EXCEPT, at meetings of the State Board and business sessions campaigning is prohibited. Candidates shall not distribute favors or trinkets.
7. Campaign literature may be allowed by mail, circulation at the State Conference, or both, EXCEPT at meetings of the State Board or business sessions of the State Conference. Each candidate shall be responsible for the literature bearing his/her name and shall not allow it to litter public places. All campaign literature should be restricted to the merits of the candidate.
8. Each candidate shall be allowed one minute for his/her campaign speech. EXCEPTION: Candidates for State President shall be allowed three minutes each.

CODE OF ETHICS FOR C.A.R. ELECTIONS

9. Private campaign parties held in any of the rooms or suites of the Conference hotel for individual candidates or groups of candidates running for office must remain orderly and reasonably quiet. There may be no "live" bands. No type of musical instrument or means of electronically reproducing sound or music may be played at a volume which will be louder than normal conversation.
10. A committee of tellers composed of members of the Daughters of the American Revolution, Sons of the American Revolution, Sons of the Revolution or any other qualified adults shall be appointed by the Senior State President to serve as tellers. The committee shall be sworn in by the State Chaplain.
11. The Code of Ethics for C.A.R. State Elections shall be in force from the opening to the closing of the State Conference. Copies of the Code of Ethics shall be in the possession of the State Parliamentarian and the Chairman of the Judicial Committee.

#### JUDICIAL COMMITTEE

1. A Judicial Committee of three shall be appointed by the State President. A Senior advisor to this committee shall be appointed by the Senior State President, this advisor to have a voice in disciplinary actions but no vote on the committee. The members of this committee shall be as follows: The Chairman and one (1) member who shall be either a present or past State Officer and one (1) member who shall be chosen from the membership of the state Nominating Committee. They may not be candidates for State Office. The State President shall be empowered to appoint an alternate who shall serve in the absence or inability of a member of the committee.
2. Notification of alleged violations should be sent in writing to the Chairman of the Judicial Committee with any evidence attached thereto. This notification may be made by either members or seniors. Candidates shall be apprised of the charges made and given an opportunity to reply before action is taken. In all cases of violation of the Code of Ethics, the Judicial Committee shall be empowered to declare any candidate ineligible to run for any office in that election. This shall include members running on the slate and from the floor.
3. The Judicial Committee shall report to the State President and the Senior State President all considerations, proceedings and decisions and when they occur.

## GENERAL CHAIRMAN

Choose location  
Set prices  
Sign contract?  
Select church  
Store Page sashes and Aide ribbons  
Store Voter ribbons and supplies  
Resupplies sashes, badges& ribbons, as needed

### Senior State President

Invites a Society to host State Conference  
Appoints a Conference Chairman  
Approves prices  
Approves the church  
Approves the tour and price and evening activities  
Issues the Call  
Approves the music selection  
Matches the agenda to the program  
Approves the program  
Sets the curfew  
Revises the Standing Rules  
Appoints Procession Chairman  
Appoints Color Bearers Chairman  
Appoints Pages and Aides Chairman  
Chooses 2 personal Pages/Aides  
Chooses Personal Pages/Aides for National President and/or Senior National President  
Appoints Seating Chairman  
Appoints Credentials Chairman  
Appoints Teller Chairman and 2 additional tellers  
Appoints Photography Chairman

## CONFERENCE CHAIRMAN

Choose location  
Send hotel Contract to Senior State Treasurer  
Coordinates directly with hotel for arrangements  
Order flowers for the Memorial Service  
Prepare the program or assigns to a Program Chairman