



GUIDE FOR

Chapter

Registrars

National Society
Daughters of the American Revolution
1776 D Street NW
Washington, D.C. 20006-5303

Revised December 13, 2010

Document No. RGG-3003

TABLE OF CONTENTS

Introduction	3
Chapter Registrar	
Chapter duties, general	4
Preparation of Application Papers	5
Preparation of Short Form Application Papers	7
Submitting an Application	8
Submitting a Supplemental Application	8
Submitting Corrections to Genealogy	10
Verification	10
Notification of Membership	11
Other membership terms	11
Concessions to previous Members of the C.A.R.	12
Transfers in Membership status	13
Resignations	15
Deaths	16
Member-for-Member Program	17

INTRODUCTION

This guide has been prepared to summarize the major functions of the chapter registrar. All instructions are in conformance with the *DAR Handbook and National Bylaws* of the organization. Familiarize yourself with the duties and requirements of your office by studying the *DAR Handbook and National Bylaws* which is on the Members' Web Site <http://members.dar.org> or can be purchased from The DAR Store.

A copy of the *DAR Handbook* will help you to answer questions of other members of your chapter. We try to maintain the same basic schedule from year to year. If schedule changes are necessary they will be listed first on the Members' Web Site <http://members.dar.org>. Routinely check the Web site for announcements.

The chapter treasurer, chapter registrar and chapter regent should work together so that documents are submitted with the appropriate payments and the appropriate signatures. It is good policy to involve another officer or member, not only for help in carrying out the duties of your office, but also to provide backup, should you be unable to complete your tasks.

At the end of your term of office, please turn over to your successor all materials pertaining to the office including current *DAR Handbook and National Bylaws* and *Guide for Chapter Registrars*.

In the following sections you will find specific duties of the chapter registrar, telephone numbers and e-mail addresses you will need, and a calendar which will assist you in meeting due dates.

CHAPTER REGISTRAR

The chapter registrar keeps the membership record of her chapter including the application and supplemental papers of its members. The registrar brings to the chapter the names of all prospective applicants and once an individual has been voted upon by the chapter, assists in the application process. The chapter registrar sees that all application papers and supplemental papers are completed with the required proof and all necessary signatures.

Only one application paper for a new member or supplemental needs to be submitted to the **Office of the Registrar General** for processing and will now include any corrections found by the genealogists during the verification process. This provides the chapter with a true record copy. The chapter registrar is responsible for seeing that all membership changes such as: addresses, names, deaths, transfers in and resignations are reported to the Office of the Organizing Secretary General. Changes except transfers or name changes, may be processed as they occur by using the "Updates" function on e-Membership. All other changes may be made by mail, fax to (202) 628-2098, or by e-mailing the changes to organizing@dar.org. Be sure to include the member's national number. **Do not indicate any membership changes on the Chapter Dues Invoice.**

A national number is not given to any other member. Supplemental application papers carry the member's national number along with an add volume number.

When a chapter organizes, a computer code number is issued and should the chapter disband that number is not given to any other chapter. When two chapters merge, the lowest computer code number is maintained for the chapter.

Preparation of Application Papers

(For more expanded information please consult *Is That Service Right, Is That Lineage Right and Application Papers: Instructions for Their Preparation* available on the Members' Web Site.)

It is expected that a prospective member will receive assistance in the preparation of her application from officers and chairmen. The only compensation officers and chairmen may receive is reimbursement of out-of-pocket expenses.

Once 501(c)(3) status is established, there are still on going responsibilities to ensure maintenance of the tax exempt status. No part of an organization's net earnings may inure to the benefit of an individual who has a personal or private interest in the activities of the organization. For further information, refer to the Compliance Guide for 501(c)(3) Public Charities found on the Internal Revenue Service Web site: www.irs.gov.

1. Only one original application paper must be prepared.
 - a. Application Blank forms may be obtained from The DAR Store. These are to be printed using black ink, either using a computer printer or a typewriter.
 - b. Application Blank forms may be computer generated on acid free, 25% rag content paper, using the approved disk available from The DAR Store. Care should be taken to insure that computer generated papers have the same spacing and printed appearance as the standard blank forms used by NSDAR.
2. One original application should be prepared, including the attest of the applicant's signature by one of the following chapter officers: regent, first vice regent, recording secretary, treasurer or registrar. If the applicant cannot sign in the presence of one of these chapter officers, she must have her signature notarized. The application paper must be submitted with a **chapter check** for the appropriate amount of fees and dues payable to the Treasurer General, NSDAR and mailed

together with proof data to the **Office of the Registrar General, NSDAR**, for processing.

3. **The chapter regent and registrar must also sign the front page** indicating that the application has been examined and the applicant has been voted into membership in the chapter, pending verification of the application by the Office of the Registrar General.
 - a. If one or both of the above officers are not available to sign the application papers, the chapter first vice regent, recording secretary or treasurer may sign the application.
 - b. If this is done, the officer signs her name followed by her office title (i.e.: first vice regent, recording secretary or treasurer).
 - c. If the officer's signature is not legible, type or print the name below the signature line.
4. Officers signing an application paper must be current officers; endorsers must be members in good standing of the chapter. **All signatures must be originals, no photocopies.**
5. Each generation must be complete with information for both parents. Use full names, not initials. All dates and places must be as complete as possible with one copy of the documentation for each birth, marriage and death. The applicant must furnish a copy of her birth certificate naming her parents. **(Do not send original documents, they will not be returned.)**
6. It is recommended that the check list for applications and supplementals be used to be sure that all necessary items and signatures have been included. This check list is included in the National Information Packet (NIP) and is also available on the Members' Web Site (<http://members.dar.org> under Forms, Registrar General, Application Checklist.) This check list should be kept with the chapter records and not sent in with the application (or supplemental).
7. Documentation for all generations from the Revolutionary ancestor to the applicant must show the lineal descent between each generation, sufficient proof that the ancestor named is correct, and the Revolutionary

Patriot's service and place of residence during the Revolutionary War must be proven and documented to be correct. **Data submitted as proof is subject to NSDAR standards and interpretation.**

The applicant's name, chapter, chapter computer code number, ancestor's name and generation(s) should be placed on the back of each piece of documentation. (**Note:** Do not send multiple copies of documentation which applies to more than one generation; mark all appropriate generations on the back of the documentation.)

Preparation of Short Form Application Papers

1. Short form applications may be used if the applicant is able to connect within four (4) generations to a previously accepted DAR lineage on the same established patriot, counting the applicant as generation one.
 - a. Applicants wishing to use a short form must reference a long form application that has sufficient documentation and the same Revolutionary ancestor.
 - b. All four generations must be completed on the short form application form (**Do not use a long form application if using a short form criteria for application**).
 - c. Short form cannot be used to establish a new patriot or a different child.
 - d. The short form cannot connect to another short form.
 - e. The short form connects to a long form only if at least one generation is identical to that of a previously accepted long form paper.
2. Signature requirements are the same for short form applications as for long form applications. Data submitted should meet the same requirements as for long form applications.

Legacy designation in some cases may be issued to short form membership applications. If the genealogist encounters problems on the lineage or service of the application referenced,

yet the lineage to a previous member is clear, a legacy may be given. A normal sequentially assigned national number will be given with the designation, "legacy". **Legacy membership will not be allowed if the patriot's line is closed.** A legacy designation **will not** be applied to a supplemental application.

Submitting an Application

1. The chapter registrar must assure that each application is accompanied by a chapter check payable to the Treasurer General, NSDAR, in the amount of \$105, which includes the \$75 non-refundable application fee and \$30 national dues. The chapter check, application and data are mailed to the **Office of the Registrar General** for processing. The chapter should retain a copy of all materials submitted in case of loss in the mail.
2. Dues for members accepted or reinstated at a board convening after October 1 will be credited to the following year with an ending date of November 30.
3. If the submitted application paper is not accompanied by a check in the proper amount, it will be returned to the chapter.
4. All correspondence, including additional proof requested by the verifying genealogist, should be sent directly to the **Office of the Registrar General**. A copy of the letter with the bar code must be returned with the reply.

Submitting a Supplemental Application

Supplementals are application papers that establish additional Revolutionary ancestors from whom a member is descended. Only members of the NSDAR may submit supplemental lines for verification. Do **not** send a supplemental application for a prospective member along with her application. After a prospective member receives her national number, she is

eligible to send a supplemental application. The same application forms are used for submitting supplemental applications for new member applications.

Each supplemental application must be accompanied by a chapter check or a member's personal check payable to the Treasurer General, NSDAR, in the amount of \$75 non-refundable processing fee. The check, supplemental application and data are mailed to the Office of the Registrar General for processing. **Do not include payment for any other items with supplemental application.** The chapter should retain a copy of all materials submitted in case of loss in the mail.

The supplemental application must meet all the same requirements as the application paper including proof for each generation.

The chapter registrar must assure that the National membership number cited on the first page of the supplemental application is correct and note at the top of the front page that it is a supplemental application.

The member's signature on a supplemental does not need to be notarized or attested. However, the member is affirming that the named ancestor is her ancestor and that the statements set forth in the paper are true to the best of her knowledge and belief.

Only the chapter registrar need sign the supplemental paper on the front page, **after she has scrutinized the information as thoroughly as she would an application paper.** If the chapter registrar is not available to sign the paper, the chapter regent, first vice regent, recording secretary or treasurer may sign the paper. If this is done, the officer must sign her name followed by the title of her office. Her signature indicates she has reviewed the information given.

If a supplemental paper cannot be verified, **a substitute ancestor is not allowed.** The fee is retained to offset cost of review and the paper is returned to the applicant.

Certificates suitable for framing are available for verified supplementals. Once notified that the supplemental has been verified, mail your request along with a \$10 check made payable to Treasurer General, NSDAR to the **Office of the Registrar General.** Please furnish your name, national number, the name

of the ancestor and indicate if this is a newly established ancestor. Do not request a supplemental certificate for an original ancestor. If this is done, the response will be a replacement membership certificate.

Submitting Corrections to Genealogy

Many times in the course of submitting applications or supplemental applications, errors are found in the lineage or the service record of an accepted ancestor and should be brought to the attention of the Corrections Genealogist. When previously unknown information is found that causes the service of an established ancestor to be questioned, the ancestor may be removed from the established patriot list. In such cases, the line is closed until a future applicant can produce documentation that clears the line.

Verification

If an application or supplemental does not prove eligibility as submitted, additional proof will be requested. Applicants and/or registrars should keep a copy of all papers and documentation submitted.

1. No original research or pre-examination of applications will be rendered. It is the responsibility of the applicant to furnish sufficient documentation to prove the paper.
2. If the application cannot be verified within the two year limit established by the National Board of Management, the application fee will be applied toward the expense of the Office of the Registrar General in attempting to verify the application, and the dues and papers submitted shall be returned to the applicant via the chapter registrar, or directly to the applicant, if applying as a Member-at-Large.
3. An applicant for membership may substitute another ancestor at **no additional fee** if the original one submitted cannot be verified, and the substitute is submitted within the two year time limit. This is not permitted on a supplemental application.

Notification of Membership

Following the National Board of Management meetings, a list of new members are available on e-Membership to eligible national, state and chapter leaders. Accepted by NSDAR, the C.A.R. member becomes a new member, not a transferred member. It is permissible for a young woman to hold dual membership in NSDAR and N.S.C.A.R. between the ages of 18 and 22.

The new member certificates are mailed from the Office of the Registrar General immediately following each National Board of Management meeting. In cases of errors on certificates, please contact their office directly for replacement certificates. It is not necessary to contact the Registrar General's Office concerning non-receipt of certificates until one month following a National Board of Management meeting.

A copy of the verified application paper is available on e-Membership for chapter member and prospective organizing Member-at-Large. Chapter Registrars may print copies of the verified papers or keep them in electronic form for the chapter's records. A copy of an application for a Member-at-Large is mailed directly to the member.

Other Membership Terms

Associate members may be elected by a chapter provided that any member so elected shall be a chapter member in good standing of a primary chapter. A member may be an associate member in no more than two chapters in a state at the same time. Before being enrolled as an associate member and annually thereafter, evidence of membership in good standing in another chapter shall be required (a letter from the chapter stating that national dues for the current year have been paid) by the chapter granting the associate membership. An associate member shall not be counted toward representation or have a right to vote or to hold an office in the chapter in which she holds associate membership. The associate members are updated by the chapter leaders through e-Membership, Chapter Reports and Chapter Associates. This data is maintained on the member's record and readily available to approve the Associate Member pin and bars.

Chapters often classify membership as resident and non-resident, but the National Society recognizes no such classification.

The bylaws of the National Society do not provide for honorary members not regularly admitted to the National Society.

Junior members are chapter members between 18 and 35 years of age. Junior members enjoy full privileges and rights of membership and are eligible for any chapter, state or national office.

Concessions to Previous Members of the Children of the American Revolution

A member of the Children of the American Revolution, having reached the age of eighteen years but before her twenty-second birthday, may present a Certificate of Good Standing from N.S.C.A.R. in lieu of the NSDAR application fee when applying for membership in the NSDAR. The Certificate of Good Standing is issued to the C.A.R. member upon request. It must be requested when the applicant is between the ages of 18 and 22. The applicant must complete a DAR application (see application papers) showing her C.A.R. national number, and submit it along with her DAR national dues and the Certificate of Good Standing. Certificates of Good Standing in C.A.R. are void unless presented within one year after issuance.

Admission from C.A.R. to DAR is not automatic. Documentation must be submitted to connect the C.A.R. member to a DAR national number. C.A.R. does not routinely require or retain documentation for the first three generations. DAR does require this documentation, including the applicant's birth certificate or some form of proof of parentage. DAR does not accept the C.A.R. application as proof for lineage. When accepted by NSDAR, the C.A.R. member becomes a new member, not a transferred member. It is permissible for a young woman to hold dual membership in NSDAR and N.S.C.A.R. between the ages of 18 and 22.

Transfers in Membership Status

A member in good standing may transfer from one chapter to another, provided she is accepted by the chapter, or may transfer to member-at-large. A member-at-large in good standing may transfer to a chapter provided she is accepted by the chapter.

When a member is admitted or reinstated, she is eligible to transfer into a chapter or to member-at-large immediately upon request. No other member shall be entitled to more than one transfer in a twelve month period of time. To count a reinstatement as a membership gain for the Chapter Achievement Awards, a member must have been dropped or resigned for more than two years.

Instructions For Transferring (Select the example which best describes your situation.)

A. Transfer from a chapter (losing chapter) to a chapter (receiving chapter):

1. Member contacts receiving chapter.
2. Receiving chapter elects her to membership according to its bylaws, pending verification of active membership status.
3. The chapter registrar of the receiving chapter notifies the chapter registrar of the losing chapter that the member has been elected to membership in the chapter.
4. The registrar of the losing chapter sends the application paper (and supplemental application papers, if any) of the member to the receiving chapter. The losing chapter may contact the state treasurer or registrar for assistance. The e-Membership Web Site, <http://members.dar.org>, lists the state officers. They may be accessed once the chapter membership data is displayed, by selecting state officers and scrolling to the state treasurer or registrar.
5. For transfer requests during September, October, and November, the losing chapter must send a refund to the member of any fees collected by the losing chapter for the coming year.

6. The registrar of the losing chapter should retain for the chapter records the following information concerning the transferring member: national number, full name, last address, name of ancestor, date admitted/date transferred into chapter, date transferred out, name of chapter and state to which transferred. The chapter may retain, as its expense, a photocopy of the application and supplemental papers.
7. The registrar or a current leader of the receiving chapter completes and mails, e-mails or faxes to the Office of the Organizing Secretary General a Membership Change Form requesting transfer of the member into the chapter.
8. During the months of September, October, and November a Remittance Form (Chapter Dues and Fees Control Sheet) and a check or money order for the national dues for the coming year must accompany all transfer requests.
9. The transfer is effective on the date a transfer request is received from the receiving chapter by the Office of the Organizing Secretary General.
10. The losing chapter **does not** notify the Office of the Organizing Secretary General of a member transferring out of the chapter.
11. The chapter may at any time obtain an active chapter roster from the e-Membership Web Site, or by e-mail request to organizing@dar.org. This provides a ready means to assure both chapters that any processing requested has taken place.

B. Transfer from a chapter (losing chapter) to member-at-large:

1. The member requests in writing that the chapter transfer her to member-at-large.
2. Chapter registrar completes and mails, emails or faxes a Membership Change Form indicating a transfer to member-at-large to the Office of the Organizing Secretary General.
3. During the months of September, October, and November, the chapter must include annual national dues with the Membership Change Form if the

member's national dues for the coming year have not been sent to national. The member can remit the member-at-large dues payment in a personal check or money order payable to Treasurer General, NSDAR with the request to be transferred to member-at-large.

4. The chapter gives the member her application paper and any supplemental papers.
5. The chapter registrar should retain the following information concerning the member: national number, full name, current address, name of ancestor, date admitted/ transferred into chapter, date transferred out. The chapter may retain at its own expense a photocopy of the application papers and any supplemental papers.

C. Transfer for a member-at-large into a chapter:

1. The member-at-large contacts the chapter.
2. The chapter elects the member-at-large to membership in the chapter according to the chapter bylaws.
3. Member-at-large gives the chapter a copy of her application papers. If the application papers have been lost or misplaced, the member is responsible for requesting a record copy of their application for membership at http://services.dar.org/members/DAR_Research/record_copy/ or from the Library Copy Services. Forms are available on both the Public Web site, www.dar.org and the Members' Web Site at <http://members.dar.org>. The members' national number does not have to be included on the request form.
4. The chapter registrar completes and mails, emails or faxes-a Membership Change Form to the Office of the Organizing Secretary General requesting the transfer into the chapter. Or, an e-mail requesting a transfer may be sent to their office at organizing@dar.org.

Resignations

A member in good standing may resign from membership in the National Society. A member desiring to leave a chapter,

but not the National Society, should transfer to member-at-large instead of resigning.

To resign, a member of a chapter must send a written letter of resignation to the chapter. The chapter must immediately send a notice of the intent to resign to the Office of the Organizing Secretary General. A chapter leader (regent, vice regent, registrar, or treasurer) can also resign the member using the updates function of e-Membership. An electronic notification is automatically sent to Office of the Organizing Secretary General and to the State Registrar. A resignation takes effect on the date notice from the chapter is received in the Office of the Organizing Secretary General. The chapter should retain the written letter of resignation with the chapter records.

If a chapter receives a request for resignation in the month of November, it is extremely important that this request be processed using the updates function of e-Membership or be received by the Office of the Organizing Secretary General postmarked on or before **November 30**. Failure to submit a resignation in a timely manner will result in the member being dropped for non-payment of dues and the chapter being responsible for paying additional fees.

When considering resignation, remember that only active members are eligible for the DAR insurance programs or to purchase and to wear pins. Also remember that once resigned, a member must reinstate before any action can be taken on their record.

Deaths

Deaths must be reported as soon as possible by a chapter leader to the Office of the Organizing Secretary General by sending a Membership Change Form via the postal services or other carrier, by e-mail at organizing@dar.org, or by using the updates function on e-Membership.

The Office of the Historian General granted permission to the chapter regents to authorize the purchase of a DAR insignia grave marker to be placed at the site of a DAR member's interment. Members should contact their chapter regent for permission to purchase a DAR marker. The procedures, permission form and authorized firms are included in the National Information packet (NIP) and on the Members' Web

Site at <http://members.dar.org>, under forms and Historian General.

MEMBER-FOR-MEMBER PROGRAM

The Member-for-Member Program became effective October 12, 1996. Every member has an opportunity to share her commitment to the National Society by promoting membership through the Member-for-Member Program. To be eligible for credit:

1. a member must propose a prospective member and/or
2. assist with the research and completion of the prospective member's application papers

A member assisting the applicant may receive Member-for-Member credit regardless of the chapter the applicant joins or whether she joins as a member-at-large. No more than two members can take credit for any new member. Example: credit is given to a member who introduces the prospective member to the chapter and also to the member who researches or prepares her application papers. Both names of the members wanting to receive credit for the Member-for-Member program must be listed on the appropriate section of the application. Changes are effective as of December 11, 2004. **NOTE:** Since there is no space on the application paper for the second member-for-member to get credit, if they are using a typewriter, there is space above the first name to type in the second name and number. If they are using a computer generated application, they may hand print, in black ink, the second name and number above the first name.

When the prospective becomes a DAR member, the **Office of the Registrar General**, records the sponsoring member's Member-for-Member credit, and they are then eligible to purchase the Member-for-Member pin to wear on their official DAR ribbon. The members are eligible to purchase one Member-for-Member bar for every five (5) additional new members credited after they have earned their Member-for-Member pin. The bar easily attaches to the pin. To purchase the Member-for-Member pin and/or bar, submit a request, preferably with a

Hamilton Jewelers order form (check payable to Hamilton Jewelers or credit card number on the order form) to the Office of the Organizing Secretary General. Order forms may be obtained from Hamilton Jewelers at 1 (800) 786-5890; Web site at <http://www.hamiltoninsignia.com> or Hamilton Jewelers may be accessed through the NSDAR Members' Web Site.

Following verification, the Office of the Organizing Secretary General adds the approved pin on the member's record; Hamilton Jewelers fills the order and forwards the pin to the member.