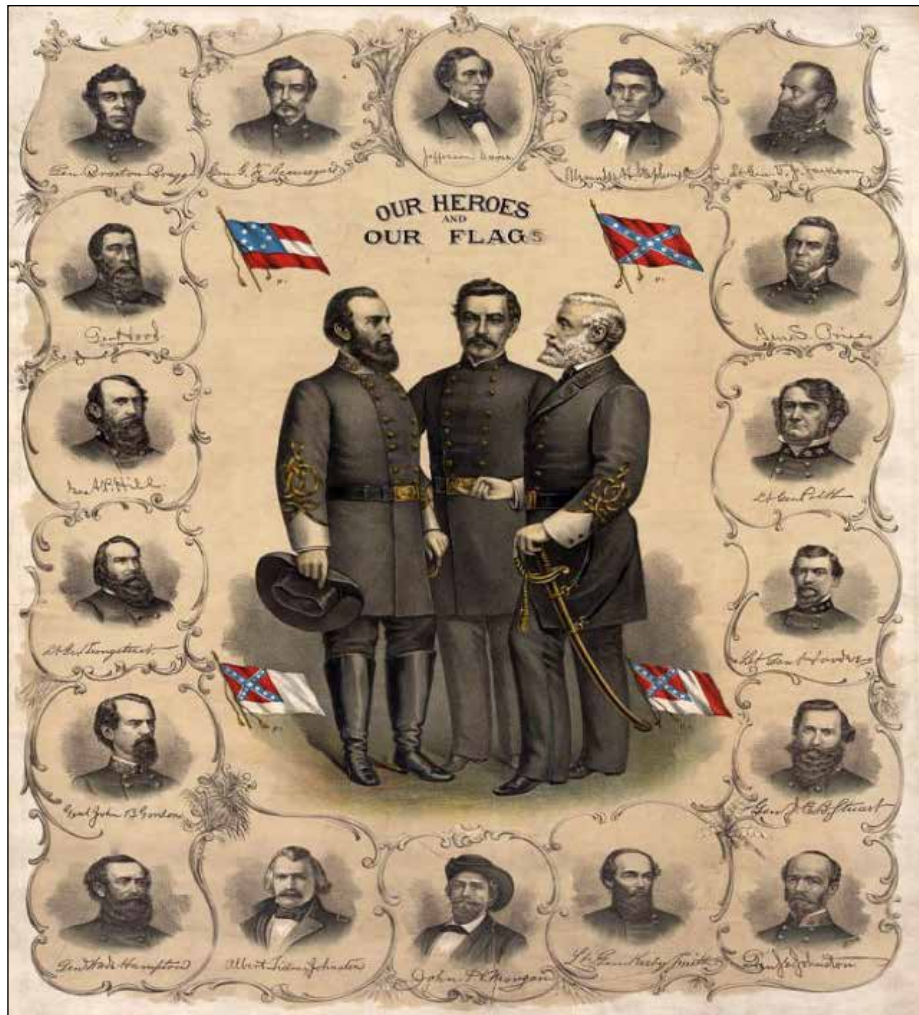




# Military Order of the Stars and Bars

## Chapter Handbook





# Military Order of the Stars and Bars Chapter Handbook

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# **Military Order of the Stars and Bars Chapter Handbook**

Revised April 2019

This newly revised Handbook is for the use of the Military Order of the Stars and Bars Chapters and general membership. Using a web-based format not only makes it more accessible to our membership, but it can quickly be updated as needed. By placing it on the web site a Chapter may choose to download the entire Handbook, print it and place in a three-ring binder to easily accept revisions or choose to simply download individual sections and print as needed.

Individual sections are devoted to our history, membership, our rituals and ceremonies, Chapter committees and officers, organizational structure as well as a description of our awards, certificates and medals. A brief guide to the correct protocol of wearing our medals is also included for use of the membership.

The Handbook is not meant to be comprehensive in nature, but to give general information that might be useful and interesting for Chapter building. Please feel free to make suggestions for any future additions that would be helpful to our Brotherhood.

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# **A Brief History of the Military Order of the Stars and Bars**

On June 10, 1889, in New Orleans, Louisiana, a group of proud surviving soldiers of the Confederate States of America organized an association called the United Confederate Veterans. Its goals were to protect and defend the honor and dignity of the memory of the Confederate soldier. As the ranks of the aged veterans of the UCV began to thin with the passage of time, a group of the surviving Confederate officers met in Columbia, South Carolina on August 30th, 1938 to discuss their concerns that the unique contributions made by the Confederate leadership were not properly chronicled in our nation's history books. They felt a particular duty fell to them as members of the Officers Corp.

This first meeting of what they named the "Order of the Stars & Bars" was convened with a great deal of enthusiasm by seventeen former Confederate officers as well as an additional forty-seven male descendant of Confederate officers in attendance. These dedicated men were unanimous in voting to begin a new CSA veteran society that would hold annual meetings. The OSB was unique in that the organization was made up of veterans and their descendants with the understanding that as the original Confederate officers died that it was the sacred responsibility of their male offspring to continue to carry on the purposes of the Order. Our first Commander-in-Chief was Captain Homer Atkinson, of Petersburg, Virginia, who served the Southern nation as the commanding officer of Company B of the 39th Mississippi Battalion. He served as the chief officer of the Order from the beginning until his death in 1945. In addition to commanding the new Order, Captain Atkinson served two terms as Commander-in-Chief of the United Confederate Veterans. Other successful leaders assumed the role of commander including Gen. Robert E. Lee's grandson Dr. George Bolling Lee. In later years of the Order, eligibility qualifications were broadened to allow collateral male descendants of Confederate commissioned officers as well as of any elected or appointed member of the Executive Branch of the Confederate Government. This brought additional members and new vigorous leadership to the Brotherhood. The name of the Order was changed to "The Military Order of the Stars & Bars" at the 39th General Convention held in Memphis, Tennessee in 1976. The first National Flag of the Confederate States of America, the Stars and Bars, was accepted as the official insignia of the Order and the commanding officer would be called the Commander General of the Military Order of the Star and Bars.

Today the fraternal Military Order of the Stars & Bars, a non-profit 501(c) 3, non-political educational, historical, patriotic, and heritage group continues its dedication to the preservation of Southern history and remains the only heritage organization actually founded by Confederate veterans. A wide-range of programs has been added to reorganize outstanding contributions in the fields of history, fine arts and journalism. College scholarships and monetary awards are offered to emphasize the need for truth in Confederate history. Prestigious literary prizes are awarded to authors and publishing houses. Monuments are being erected to the CSA soldiers. Journalists who practice ethical and fair reporting of local and Southern history are recognized. An emphasis is placed on American Patriotism and the honoring of all American veterans. The Order works with other like-minded heritage and patriotic groups such as the Sons of Confederate Veterans, United Daughters of the Confederacy, Order of the Confederate Rose and the Order of the Southern Cross, to promote a truthful history of Confederate States as well as general American history. The Order also emphasizes family tradition and encourages our membership to preserve their family's Confederate history for posterity. To that end, each MOS&B membership application with its genealogical records becomes a permanent historical record and is kept on file at the National MOS&B Archives in Oklahoma City, Oklahoma. All MOS&B Headquarters files are all being digitized. Members are leaders in the collecting of data, documents and relics that preserve the history and heritage of the Southland and the War Between the states, but also in the preserving of the history of America's Colonial, Revolutionary and Federal periods. The Order remains fervent in its Patriotism and support of the basic principles of the United States Constitution. As in decades past, the Military Order of Stars and Bars continues to cultivate the ties of friendship and create Brothers united in their common purposes. The friendship and fellowship of individuals united in a shared heritage and history remains of prime importance to the membership. Meetings and annual National Reunions are times of education and learning, but also opportunities for the good times shared by the Compatriots of the Order.





## **Basic Organizational Structure**

The membership of the Military Order of the Stars and Bars is composed of legitimate male descendants, lineal or collateral, of those who served as officers in the Confederate Army or Navy to the end of the War, or who died in prison or while in actual service were killed in battle, or who were honorably retired or discharged, and descendants of elected and appointed officials of the Executive or legislative branch of the civil government.

The MOS&B national constitution's Article V divides the General Society into three Departments, State Societies and Chapters. In addition, it prescribes the organization and duties of MOS&B Chapters. The chapter is the basic unit of the society. Chapters may be formed in states where state societies already exist, in which case they become part of the state society and remain assigned thereto. Our International Headquarters will also maintain the President Jefferson Davis Chapter No. 1 for members who are not part of a local chapter or a state society.

Five national members are required to form a new chapter. Fifteen MOS&B members residing in the state where a state society has not been formed may create one or more Chapters and then submit an application to form a new state society to the General Executive Council (Article V, Section 3). Such application should be made to:

### **Military Order of the Stars and Bars IHQ Post Office Box 18901, Raleigh, North Carolina 27619-8901**

The three Departments that state societies are assigned to are; (1) Army of Northern Virginia, (2) Army of Tennessee Department and (3) Army of the Trans Mississippi. The Army of Northern Virginia Department consists of the following state societies: District of Columbia, Maryland, North Carolina, South Carolina, West Virginia, Virginia and all states east of the state of Ohio and north of the state of Virginia. The Army of Tennessee Department consists of the following state societies: Alabama, Georgia, Florida, Indiana, Kentucky, Mississippi, Tennessee and those states not included in the other two Departments' regions. The Army of the Trans Mississippi Department consists of the following state societies: Arkansas, Louisiana, Missouri, Oklahoma, Texas and States West of the Mississippi River. National conventions are held annually in cities throughout the southern United States. These conventions are family events that allow members to gather in a fraternal body to conduct the business of the General Society as well as to attend educational sessions, visit historical sites and informally meet with new and old compatriots. The convention includes a prayer breakfast, awards luncheon, business sessions and concludes with a black tie or period dress banquet.

Throughout the Order, the state societies and local chapters have regular meetings and conventions, hold Jefferson Davis Banquets, Lee-Jackson Banquets, sponsor historical War Between the States lectures, and participate in patriotic memorial events. While heritage preservation and education are the primary function, the gathering of compatriots is always a social event enjoyed by those sharing a common Southern heritage.

# Joining the Military Order of the Stars and Bars

Membership in the Military Order of the Stars and Bars (MOS&B) will be one of the your most meaningful experiences. There must be a qualifying ancestor to join our order. A qualifying ancestor will have been an Officer, a Surgeon, a Chaplain in the Confederate Army or Navy, or an elected or appointed official in the Confederate States of America 1861-1865. Proof of honorable service is a must.

The preferred method to join the MOS&B is through a chapter in your area. To determine the closest chapter, contact our International Headquarters: [headquarters@militaryorderofthestarsandbars.org](mailto:headquarters@militaryorderofthestarsandbars.org).

Headquarters can guide you through the process and see that you are placed in contact with a convenient chapter. If no local chapter is available, you will join the National At-Large Chapter.

The first step will be to download and save the auto fill form application to your hard drive. Then open it up and begin typing your answers. Handwritten applications are discouraged and no application will be accepted if submitted in pencil. The application is an auto form fill type, so you can work on it until you are ready to print, sign and mail it in.

For direct relationship begin by filling out the family information sheet, starting with yourself and continue through each generation back to your Qualifying Confederate Ancestor.

For a collateral relationship type the application from you to the Most Common Recent Ancestor (MCRA) which is typically a distant Grandparent. Mark the ancestor MCRA. This is very important.

If necessary, use a second application beginning with the MCRA and list to the Qualifying Confederate Ancestor. Make sure to label the applications 1 & 2 or A and B.

If you can link your family tree to our Collateral Database, then begin the application from you and list each generation to the ancestor as stated above.

Fill in all known dates and locations for each generation and include maiden names.

Proofs: Always begin with a copy of your birth certificate and your parent's birth and or death certificates. Always use primary documents including birth-marriage or death certificates-census records, family bible entries, published genealogical books on your family tree, and military records to the extent that is practical. Use one primary proof per generation.

It is the 21st century and primary documents can be found back to the turn of the 20th century easily. Applicants for membership in a local chapter will be assisted by local resources and members. Those applying for National-At-Large membership will be assisted by the Genealogist General.

Proof of acceptable Confederate service is mandatory.

Collateral relationships must demonstrate a precise degree of relation "EG (5C5R) or Great Nephew.

Each application from a local chapter must be signed by the applicant and also by the individual recommending membership, a local chapter officer, and the society genealogist or society commander.

If applying for National At-Large Chapter, the application and all supporting documents along with the joining fee payable to the MOS&B must be mailed to:

**Military Order of Stars and Bars IHQ, P.O. Box 18901, Raleigh, NC 27619-8901**

Legacy applications must be filled out completely and signed. Primary proofs must be provided from the applicant to the current member in that the legacy application is based on. If further proofs or information is required, the Genealogist General will contact the applicant for them.

Members submitting supplemental applications should download the auto fill application form, fill it out and attach all proofs. You can digitally sign it and email it to [byronbrady@aol.com](mailto:byronbrady@aol.com) and mail the check to IHQ. Because you are already a member you do not need any other signature on the form but your own. All generations need a proof, since the application goes into a separate file.

# General Membership Application Procedure

An Applicant for membership in the Military Order of the Stars & Bars has two options: (1) membership in a Local Chapter, or (2) membership in a state societies headquarters' chapter, and (3) the National At-Large Chapter. The advantage of membership in a local chapter is the personal association that a chapter provides. Local chapter adjutants or other designated persons will assist in the preparation of the membership application. Most chapters are located in state societies, which provide additional opportunities for fellowship at the state level. Those choosing a local chapter affiliation will submit the application through the designated local chapter officer, who will then forward it to the State Genealogist for further review and approval. The final level of required approval is the Genealogist General. The applicant will be informed of any local chapter and state society dues. The national new member fee is \$60. The appropriate fees should be forwarded along with the completed application. The national new member fee covers the cost of a membership certificate, a lapel pin, and a membership card. The fee also covers national dues for the current year. Should the application have deficiencies, it will be returned to the individual through the same chain of approval with required improvements indicated. Applicants choosing to join the National At-Large Chapter will deal directly with the Genealogist General. Upon final approval, the application will be forwarded to IHQ, which will issue the new member's certificate, card and pin. Life memberships are available. A one-time fee is determined by the applicant's age. Details are available on the National website: <http://www.mosbihq.org/>. Local chapters and state societies, in some cases, also offer life memberships. Questions regarding membership should be addressed to the Genealogist General.

## Membership Services Fee Schedule

New Member Application	\$60.00		
Legacy New Member Application	\$50.00		
Supplemental Application	\$20.00		
Replacement/Additional Certificate	\$20.00		
Annual Renewal Dues	\$45.00		
Life Member Application *	Prorated (see below)		
Under Age 20	\$1,000.00	Age 50 – 59	\$ 600.00
Age 20 - 29	\$ 900.00	Age 60 – 69	\$ 500.00
Age 30 – 39	\$ 800.00	Age 70+	\$ 400.00
Age 40 – 49	\$ 700.00		

\* If submitted in conjunction with regular new member application, the regular membership fee is waived.

\*\* Submission of genealogical proofs for each generation, for all applicants, including those applying as legacy members must be submitted with every application. Each member has their own membership file and each file must be completed.

## **New Membership Packet**

Each new member receives a new membership packet that contains the following

- A color 8.5" by 11" membership certificate suitable for framing
- A MOS&B lapel pin
- A MOS&B membership card

# Chapter Officers, Duties and Responsibilities

Every Chapter may not have every position listed here simply because of chapter size. However, all chapters are required as a minimum to have a Commander, Lieutenant Commander and Adjutant. As chapter's numbers and activities increase, more positions will be needed not only to carry out the goals and purpose of the Military Order of the Stars and Bars, but also to train new leadership for the future.

**Chapter Commander:** He has a unique responsibility to provide leadership, to encourage, assist, guide, maintain esprit de corps, and above all, to work to achieve harmony within the chapter, state society, national MOS&B as well as other organizations and groups with which the chapter has a relationship. The chapter Commander presides at all meetings or delegates his subordinates to preside. He appoints all committees with input from others that he feels necessary to help run the chapter.

**First Lieutenant Commander:** This officer is second only to the Commander in responsibility. He presides in the absence of the Commander. Upon resignation or death of the Commander, the First Lieutenant Commander automatically becomes Chapter Commander. He also serves as the program chairman for the Chapter. In most Chapters it is assumed that he will succeed the Commander if he has proven himself equal to the task in the eyes of his fellow members.

**Second Lieutenant Commander:** This officer is third in responsibility and upon a vacancy in the position of First Lieutenant Commander succeeds to that post. He may serve as the publisher of the chapter newsletter, direct activities of the editor, and coordinates the printing of chapter publications such as a Chapter Handbook. He develops ideas and programs to raise funds for the chapter treasury and for special purposes and projects, which he may be assigned.

**Adjutant:** The Adjutant maintains all chapter records, prepares chapter rosters with the assistance of the Chapter Treasurer, prepares and submits all reports such as the Annual Chapter Report to the various Society, Department and International Headquarters. He records the minutes of all chapter meetings, submits approved applications for membership in the chapter to the Society Genealogist, maintains current membership applications, MOS&B information pamphlets, prospective members list, grave location forms, etc. He also conducts chapter correspondence as required. The Adjutant/Treasurer position could be combined.

**Treasurer:** The Treasurer is responsible for the chapter's financial records and reports. These responsibilities include the receiving of all monies paid to the chapter, such as dues and dispersing them to the right channels, paying all bills incurred by the Chapter, keeping an account of all financial transactions of the Chapter, and handling all banking business for the Chapter. In many chapters, these treasury duties are combined with the Adjutant. The Adjutant/Treasurer position could be combined.

**Chaplain:** The Chaplain offers prayers at the opening of the chapter meeting and the MOS&B Benediction at the close of the meeting, serves at memorial services, Roll of Honor Services, graveside services, grave markings, and other occasions when it is appropriate, to ask for Divine Guidance.

**Historian:** The Historian is responsible for maintaining the chapter scrapbook and acting as the recorder of chapter history. He may be asked to submit the chapter scrapbook for the National Convention. The position may be combined with another officer in some Chapters.



**Judge Advocate:** The Judge Advocate is the chapter legal advisor and acts as parliamentarian at official chapter sessions. If an attorney is a chapter member then it would be useful for him to fill this role.

**Genealogist:** The Chapter Genealogist should be available to help any new potential member in filling out his application for membership or any current member doing the same with a supplemental ancestor. He should be familiar with local, state and national archives and libraries where genealogical research is found. He should be competent in using the Internet and be familiar with sources to help in genealogical research.

**Color Sergeant:** The Color Sergeant serves in Memorial Services, Roll of Honor, special programs and parades as the arranger and/or principal color bearer for the National and Confederate flags. He will lead the membership at Chapter meetings in the Pledges/Salutes of Allegiance to the National, State and Confederate flags. At all chapter functions he acts as Sergeant at Arms with the responsibility to maintain order and decorum.

**Quartermaster:** The Quartermaster is responsible for the care and maintenance of the chapter flags, supplies and equipment, and ensures its availability as necessary at chapter meetings, memorial services, Roll of Honor, funerals, parades, and other functions in which the chapter takes part.

**Webmaster/Facebook Administrator:** Social media is now very important in promoting your chapter and your activities. It is a very inexpensive way to get your message out to the general public and to help grow your membership. You should have a member that is computer literate that can manage both your Facebook Page and website should you have both.

**Newsletter Editor:** Communicating with your members is very important in order to continue to grow your chapter. It also helps inform them of your chapter meetings and events. Since most of your members have e-mail, your newsletters can now be distributed electronically. Your chapter can send out hard copies of your newsletters to those members who do not have e-mail.

**Scrapbook Editor:** The chapter scrapbook is a great way to document your chapter's activities from year to year. Once completed, the scrapbook serves as the chapter's history for that year. The T. J. Fakes Award is awarded to the Chapter with the best scrapbook. See Page 20 for more details.

**Executive Council:** The Executive Council is composed of all elected chapter officers as well as the past chapter commanders for the previous four years. Working as a team under the commander's leadership, they shall be responsible for the overall long-range direction of the chapter and are deeply involved in planning the chapter's programs and activities. Matters of major importance concerning the chapter's future should be brought before this council before presentation to the chapter.

**Succession:** Every officer has a unique and special responsibility to preserve and maintain custody of all chapter records generated during his term of office or entrusted to his care. Upon his departure from office, he is required to turn over to his successor, in good order, all records in his possession. In the absence of an immediate successor, such records shall be turned over to the Adjutant until a new officer is selected as in the case of elected chapter officers.

## Recommended Chapter Committees

In the beginning, with new chapters, with possibly as few as five members as is the minimum required for a charter, the few will be asked to do more than in the case of our larger chapters. These are some committees that the chapter should have as their membership grows and activities increase.

**1. Membership Committee:** If a chapter does not continue to grow, most likely, it will not survive. Growth comes by recruiting and retaining members by having regularly scheduled interesting programs and activities to keep everyone involved. The committee should be present to hand out applications at all appropriate meetings, stay in contact with the Camp Adjutant to find out if any new members had ancestors making others eligible for the MOS&B, and promoting the Legacy Program to recruit Sons and Grandsons of current members. Attending genealogical seminars, SCV, UDC, OCR, SR, SAR and other appropriate patriotic and heritage meetings with MOS&B applications available is also recommended.

**2. Finance (Ways and Means) Committee:** This committee is responsible for any chapter fundraising activities, sales and the development of any other financial programs. They should help develop a yearly budget with the officers to budget for supplies, refreshments, speaker donations, and supplies for the annual chapter events.

**3. Auditing Committee:** Once per year it is advisable to appoint an Auditing Committee to investigate the use of chapter funds for the protection of the officers as well as the members. Chapters may have a Certified Public Accountant or bookkeeper in their chapter who will volunteer. Before administrations change, the finances should be reviewed.

**4. Nominating Committee:** Three months prior to the election of chapter officers, a Nominating Committee should be appointed by the Commander, Executive Committee or as specified in the Chapter Constitution and Bylaws. This Committee should attempt to include one of the past chapter commanders. They should present to the Chapter a slate of officers for the chapter's approval on a set election date as provided in the Chapter Constitution and Bylaws.

**5. Heritage Committee:** This Committee is responsible for marking, repairing and decorating Confederate graves. They should work closely with responsible governing agencies to insure historical sites and graves are maintained and protected. They may also monitor activity in the community so that heritage violations can quickly be identified and the information provided to the local, State Society and National membership as soon as possible for an appropriate response.

## Recommended Chapter Meeting's Order of Business

1. Call to Order
2. Invocation
3. Pledge and flag salutes
4. MOS&B Pledge
5. Introduction of guest(s)
6. Minutes of previous meeting
7. Treasurer's Report
8. Committee Reports
9. Old Business
10. New Business
11. Program
12. Announcements
13. *DIXIE*
14. MOS&B Benediction
15. Adjournment

## **Initiation Ceremony for New Members**

All new members should be inducted and welcomed into the Order with an appropriate and dignified ceremony. Below is the Official Initiation Ritual of the Military Order of the Stars and Bars. The Chapter Commander, or his designate, shall ask all new members admitted to the chapter since the last meeting to come before the members, raise their right hand, place their left hand on the chapter's Holy Bible (or the shoulder of the person in front of them) and repeat following with the Commander:

I, (full name of the new member), pledge allegiance to the United States of America. I also pledge, to the best of my ability, to live up to and support the Constitution, Bylaws and principles of this organization, the Military Order of the Stars and Bars.

I salute the Confederate flag with affection, reverence, and undying devotion to the cause for which it stands.

The MOS&B Pledge will be repeated by all new and old members: We, the posterity of the Officer Corps and civil officials of the Confederacy, do pledge ourselves to commemorate and honor the service of leadership these men rendered in the cause of fundamental American principles of self-determination and states' rights and to perpetuate the true history of their deeds for the edification of ourselves, our society, and for generations yet unborn.

At this point, membership certificates may be given and pins placed on the new members. The Commander concludes: By the powers vested in me as Commander, I declare you a member of the (Chapter name) Chapter. We welcome you within the ranks of the Military Order of the Stars and Bars.

The Chapter Commander shall lead the applause welcoming new members into the Order referring to them as Compatriots.

## **Initiation Ceremony for New Chapter Officers**

Chapter officers should be installed in a dignified ceremony that impresses upon them and the members of the importance of their responsibilities. All Chapters are encouraged to possess a chapter Holy Bible for use in ceremonies and rituals.

The person installing the new chapter officers may install the Commander, Lieutenant Commander and Adjutant separately or as a group. Other chapter officers shall be installed as a group. The installing officer shall ask all to raise their right hand and place their left hand over the chapter's Holy Bible and repeat after him:

"I, (full name), pledge to support and uphold the Constitution, Bylaws and principles of the Military Order of the Stars and Bars; to carry the responsibility of my office with honor, and to defend the right to free speech and the heritage we have."

Installing Officer: "By the powers vested in me as (MOS&B title of installing officer), I declare you duly installed as (Commander, Lieutenant Commander, Adjutant or Officers of the Order). We welcome you to your leadership role in the (state chapter name) Chapter and pledge to you our support."

The installing officer will then lead the applause for the newly installed officers.

# **Pledges and Salutes for MOS&B Meetings**

Please note that it is traditional that at all MOS&B functions, members will refer to each other by officer title or Compatriot.

## **Pledge of Allegiance to the Flag of the United States of America**

*I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.*

## **Salute to Individual State Flag**

### **Salute to the Flag of the Confederate States of America**

*I salute the Confederate Flag with affection, reverence and undying devotion for the Cause for which it stands.*

### **Pledge of the Military Order of the Stars and Bars**

*We, the posterity of the Officer Corps and civil officials of the Confederacy, do pledge ourselves to commemorate and honor the service of leadership these men rendered in the cause of the fundamental American principles of self-determination and States' Rights and to perpetuate the true history of their deeds for the edification of ourselves, our society, and for generations yet unborn.*

It is recommended that the members of the Military Order of the Stars and Bars commit the Pledge to memory and utilize it as a part of the opening of any meeting of the MOS&B

### **Military Order of the Stars and Bars Benediction**

Leader: I ask God for strength, that I might achieve,

Members: I was made weak, that I might learn humbly to obey.

Leader: I asked for health, that I might do greater things,

Members: I was given infirmity that I might do better things.

Leader: I asked for riches, that I might be happy,

Members: I was given poverty, that I might be wise.

Leader: I asked for power, that I might have the praise of men,

Members: I was given weakness, that I might feel the need of God.

Leader: I asked for all things, that I might enjoy life,

Members: I was given life, that I might enjoy all things.

Leader: I got nothing that I asked for - but everything I had hoped for.

Members: Almost despite myself my unspoken prayers were answered.

ALL: I am, among all men, most richly blessed.

- Prayer of an Unknown Confederate Soldier

It is recommended that this Prayer be used as the Benediction of each meeting of the MOS&B.

## Recommended Sample Prayers to be used at chapter meetings

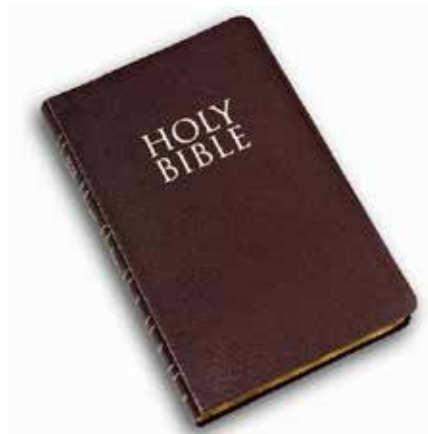
1. Almighty Creator, we come to you with the deepest gratitude in our hearts for all the gifts you give us each day – family, loved ones, good friends, laughter, our heritage. Help us always to receive these gifts with thanksgiving and may our hearts be stirred to remember all of your mercies which we receive through your grace and love towards us.

As we gather, we give recognition to the spirit that made our country great – a willingness to give totally of ourselves, even unto death. For the great blessing of being a part of this country we give you thanks. For the joy, loyalty, dedication and faith that Lee and Jackson brought to our lives we also give you thanks -- you lent them to us for a short time, and we were blessed by their presence. As we gather to show our appreciation and respect for all that they gave to us and their country, help us to be ever mindful of all that we still have. It is your strength that enables us to protect others, it is your providence that keeps us safe – help us to turn our hearts towards you each and every day.

We ask your blessing on our speaker, for good food and those who prepare it, and for good friends with whom to share it, we thank you Lord. Amen.

2. With hearts humble with the sense of our responsibility, yet proud of the confidence placed in us; with hearts grateful for the rich heritage bequeathed to us by our fathers, yet also determined to be ever vigilant to preserve it, we ask Your blessing, O God, on this meeting of Military Order of Stars & Bars, that it may be fruitful in its accomplishments and lasting in the good it effects. Be with us, in our thinking, and guide us as we work for You, our country and our fellow man. Amen.

3. Heavenly Father, we come to you today asking for your guidance, wisdom, and support as we begin this meeting. Help us to engage in meaningful discussion; allow us to grow closer as a group and nurture the bonds of community. Fill us with your grace, Lord God, as we make decisions that might affect our country, our families, and our friends. And continue to remind us that all that we do here today, all that we accomplish, is for the pursuit of truth for the greater glory of You, and for the service of humanity. We ask these things in your name. Amen.



# Honor Roll Ceremony for our Ancestors

1. As each MOS&B member enters the event, he is given a card and asked to place on it the following:
  - (a) Name of ancestor
  - (b) Rank or title
  - (c) Military organization or government service
  - (d) Any special event of his ancestor to be noted

The completed card shall be returned to the distributing officer prior to being seated.

2. Upon returning his completed card to the distributing officer, he will be provided with a white candle to keep with him during the event.

3. At the appropriate time, the Commander will ask each member to light his candle as the house lights are slowly dimmed. During this time, large white candles (one for each name as indicated) on a central table at the front of the dais will be lighted by the Commander or his designee.

4. When all candles are lighted, the Commander or his designee will call the Roll of Honor from the information placed on the cards. As a member's ancestor is intoned, the member will stand and extinguish his candle and say what he wishes about his ancestor for a minute or so. He will then be seated.

5. After all cards have been read, the large white candles on the central table will be extinguished one by one as the following names are called by the Commander or his designee: "President Jefferson Davis, General Robert E. Lee, etc" and any other officers of the Confederacy, state or local that the sponsoring body may wish to intone. The names and candles will be equal, but one candle will be left burning on the table.

6. The Commander will point to this one candle stating that "This is dedicated to the Confederacy and will never be extinguished."

7. If glassed drinks are available, the Commander will ask all present to stand. He will then propose a toast to all Confederate ancestors and to the Confederacy.

NOTE: If it is impractical to have candles or to lower the house lights, the program may be held with all parts relating to candles or lights eliminated. If at all possible, candles should be provided for use in Item 5 whether other candles can be provided or whether the house lights can be turned down.

## The Last Commission

The Last Commission is issued by the IHQ and the Chaplain General upon the death of a member. The current procedure for issuing a Last Commission is as follows. This is our procedure, and as we always want to work with everyone, we need to keep this procedure simple.:

1. The member that passed away must have been a member in good standing in the past two years. For example, we will not be issuing this to a member that hasn't been in good standing for many years unless he has been in pretty poor health all of that time.
2. The Last Commission form can be submitted by any current member of the MOS&B and shall be mailed to the Chaplain General.
3. He then writes one (1) letter to the first next of kin listed on the form.
4. The Chaplain General will also send a Last Commission certificate to this next of kin or have the IHQ do so.



# Graveside Ceremonies for Departed Members

This service is designed to either precede or succeed the regular burial service at the graveside of the departed member if desired by the family. The wishes of the officiating clergy and the family should be determined in what order the Military Order of the Stars and Bars Service will be conducted. Prior to the beginning of the service it is desirable that the coffin be covered with the First National Confederate flag (The Stars and Bars). If at all possible a uniformed firing party of uniformed soldiers and a bugler will be present. All the members will assemble at a short distance from the grave so that they may approach in military step preceded by a flag of the Confederacy (this should not be the battle flag; one of the versions of the Confederate national flag should be used). When all have arrived at the graveside, the Commander will take his place at the head of the casket, the Chaplain at the foot, and the service will commence.

**Commander:** We are here today to pay the last tribute of friendship in the presence of the honored dead. We are to commit to the grave the body of a comrade whose life aside from its other ties of friendship and sociability was drawn very close to our lives by a bond of love which was formed amidst a common dedication to that great heritage and responsibility which is ours as descendants of a Confederate Soldier in the Confederate States of America.

**Chaplain:** We have heard with our ears, Oh, God - our fathers have told us - what work thou didst in their days, in the time of old. Surely I will never forget any of their works. Yea though I walk through the valley of the shadow of death, I will fear no evil; for thou art with me, thy rod and thy staff they comfort me. God is our refuge and strength, a very present help in trouble. We call upon you, Lord, in the day of trouble as thou sayest, I will deliver thee and thou shalt glorify me. Blessed are they that mourn; for they shall be comforted. Then shall the King say unto them on his right hand, come, ye blessed of my Father, inherit the kingdom prepared for you from the fountain of the world. Amen.

**Lieutenant Commander:** He was an honored member of our great Order, true and tried, a gallant spirit who by his steadfastness held up the immortality of Southern Arms. He fought a good fight and has left a record of which we, his surviving compatriots, are proud, and which is a heritage of glory to his family and their descendants for all time to come. Be thou faithful unto death, and I will give thee a crown of life.

**Commander:** Once more the bugle call has sounded and another compatriot, obedient to the signal, has laid down in his sleep. No more shall the sound of martial music, the measured tramp of marching legions, the crash of arms, or the roar of conflict arouse in him the warrior's resolve "To do, or die." His battle of life has been fought, he has been relieved from his post of duty in our great Order, and he has crossed over the river to rest under the shade of the trees. Let us leave him to his rest, and as the earth will hide him from our sight forever; Let us bury in oblivion any recollection of his human frailties, commemorating only the virtues of one who was our friend. Yet a little while, and we, too shall fold our hands in peaceful repose, from which there shall be no awakening until the last great Reveille shall rouse the slumbering millions to answer to their names before the great Captain of the Universe.

**Lieutenant Commander:** Compatriots, let us engage in the battle of life with an unflinching resolve to do our duty. Let our vicissitudes, however trying, no pleasures, however alluring drive or tempt us to abandon our post; and when at last we approach the Sentinel that keeps eternal guard over the great golden gate, let us be prepared with the countersign that will admit us to the company of those who have been tried and not found wanting, those choice spirits who, holding their conscience unmixed with blame, have been in all conditions true to themselves, to their country, and to their God.

**Chaplain:** God, Creator of the universe and Commander of the hosts of heaven, to thy care we commit the spirit of our departed comrade. While by day the sun makes its round, and by night the stars keep watch and ward above the bivouac of the dead. We commit his body to the earth. Dust to dust, ashes to ashes in the sure and certain hope of the resurrection of the dead through Our Lord Jesus Christ. Amen. May his soul, and the souls of all the faithful departed, through the mercies of Christ rest in peace. Amen.

**NOTE:** At the conclusion, the firing party will fire three volleys. The bugler will then play taps. The Commander and Lieutenant Commander, or other appointed members of the Chapter, will fold the flag and present the sacred banner to the widow or other family member. The members will then be dismissed by the Commander.

## Memorial Service for Departed Compatriots

This Service is suggested when a Chapter, Society or Department desires to memorialize a departed member or when it may wish to remember several departed comrades at an Annual Memorial Service. It may be varied to suit special circumstances and the terminology changed when more than one comrade is memorialized. It is not intended to be used in place of regular church or grave side service. When all are assembled at the appointed meeting area one of the flags of the Confederacy or the chapter flag is brought forward and presented. The Commander ties a black cord or ribbon at the top of the flag, which will remain on the flag throughout the service and during any meeting which may follow and the Charter of the Chapter is draped in black cloth. After the flag and Charter are appropriately decorated the Commander begins the Service.

**Commander:** We are here today to pay the last tribute of friendship to our honored dead. We, the descendants of the Officers of the Officers Corps and civil government of the Confederate States of America, have assembled in loving memory of our friend and compatriot in the Military Order of the Stars and Bars.

Chaplain: "Man that is born of woman is of few days, and full of trouble. He cometh forth like a flower, and is cut down: he fleeth also as a shadow and continueth not. As the waters fail from the sea and the flood decayeth and drieth up; so man lieth down, and riseth not: till the heavens be no more, they shall not wake, nor be raised out of their sleep. For I know that my Redeemer liveth, and that he shall stand at the latter day upon the earth and though this body be destroyed yet shall I see God: whom I shall see for myself, and mine eyes shall behold and not another."

**Lieutenant Commander:** Compatriot (Member's name) was a good soldier and faithful member of our Chapter, tried and true. He has fought the good fight. The bugle has sounded taps and he is at rest. He will sleep until the reveille of Heaven calls him to take his place in the ranks of the immortal legions of the Great Commander.

**Chaplain:** "God, Creator of the universe and Commander of the hosts of heaven, to thy care we commit the spirit of our departed compatriot. While by day the sun makes its round, and by night the stars keep watch and ward above the bivouac of the dead, grant that we may have the life and example of our departed comrade so in remembrance that our years may be years of usefulness and honor; and that at last when we have crossed over the river to rest under the shade of the trees with Lee and Jackson and Davis, we may find our names inscribed upon the rolls of thy celestial Hosts. Amen.



**Grave of Captain Samuel A. Ashe, Oakwood Cemetery, Raleigh, North Carolina  
One of the founding fathers of the Military Order of the Stars and Bars**

# **MOS&B Awards and Medals**

Important Note: Annual national awards are presented once a year at the National Convention. Most are submitted by a member of the GEC, Departmental Commanders or Society Commanders. These individuals will be notified when nominations are due. Forms for submission will be furnished and made available on the National web site. All nominations for awards must be submitted that lists specific reasons for the nomination.

Chapter Commanders who wish to make nominations for National Convention Awards should work through their Society Commanders and use the chapter forms available on the web site to submit to the Society. Nomination deadlines are important as certificates must be printed and medals prepared. All interested parties should familiarize themselves with the nomination forms and deadlines published on the National web site to insure participation in the awards process.

Work and activities performed while carrying out the duties of an elected or appointed office are not reasons for award nominations as such duties are the requirements of office. Likewise, the normal requirements expected for all members of the Military Order of Stars and Bars are not qualifications for awards.

## **Robert E. Lee Chalice**

The highest award presented by the GEC, the Lee Chalice is an engraved silver chalice, which is presented annually to a member who has served the Military Order of the Stars & Bars with long and distinguished service. It is an annual national award. All recipients must be past recipients of the Gold Star. It may be awarded only once to a member. Nominations for the Robert E. Lee Chalice are solicited from voting members of the General Executive Council. Nominations must be accompanied with a written narrative on the nominee. The narrative should be at least fifty(50) words and not more than one hundred fifty (150) words. The list of nominees with accompanying narratives, are distributed to the voting members of the General Executive Council. The individual receiving the largest number of votes will be declared the recipient. In case of a tie, another ballot with the two individuals receiving the largest number of votes in the initial balloting will be submitted to the General Executive Council to select the recipient. The recipient is named at the annual National Convention by the Commander General.

## **The Gold Star**

This annual national award is presented by voting members of the GEC to an outstanding member from each of the following departments: Army of Northern Virginia, Army of Tennessee, and Army of Trans-Mississippi. It is the Order's second highest award. Each recipient receives a gold medal as well as an appropriate certificate reflecting the Confederate hero for which it is named. The awards are presented at the National Convention.

**Army of Northern Virginia - General Samuel Cooper Award**

**Army of Tennessee - General Joseph E. Johnston Award**

**Army of Trans-Mississippi - General Albert Sidney Johnston Award**

## **The Distinguished Commander Medal**

This annual national award is presented to senior members who have demonstrated long, dedicated service to the Military Order of the Stars & Bars. The award is a gold medal inlaid with red enamel and suspended from a yellow gold ribbon. A certificate signed by the Commander General and a miniature medal is also given. Recipients are also authorized to indicate this distinguished status by using the letters "DCS" (Distinguished Commander Status) after their names on all official correspondence and records. It is usually presented by the Commander General at the National Convention.

## **Honorary Commander General**

The General Society in convention assembled may elect Honorary Commanders General from among those who have rendered distinguished and notable service to the Society, or to the state or nation. A Past Commander General cannot receive this award. The acceptance of this award prohibits the recipient from being elected Commander General.

### **The Confederate Legacy Citation of Honor**

The Confederate Legacy Endowment is presented to MOS&B members who by their sacrificial giving have denoted their special confidence and esteem in the Order. Recipients receive a certificate signed by the Commander General and Adjutant General and are entitled to wear the Confederate Legacy Drop. Complete details regarding membership are on the national web site.

### **The Col. John Pelham Legion of Merit Award**

This annual national award presented by the Commander General for exceptional work by an individual member on behalf of the General Society. Candidates must have demonstrated outstanding leadership skills and personify the leadership of the Confederate Officers Corp. The award is both a miniature gold medal suspended from a red ribbon for first time recipients and a certificate. Recommendations for this award should be made in writing to the Commander General.

### **Lt. Charles Read Meritorious Service Award**

This annual national award is given in recognition to an individual member for work promoting the General Society at the chapter level. Nominated members should have demonstrated the highest work ethic and proven themselves in promoting the Military Order of the Stars and Bars. First time recipients receive a miniature medal suspended from a light blue ribbon along with a certificate. Recommendations for this award should be made in writing to the Commander General.

### **The Maj. Gen. Patrick R. Cleburne Meritorious Service Award**

The Commander General presents this annual national certificate to members who have performed meritorious acts for furtherance of the National Military Order of the Stars and Bars.

### **The Commander General's Award**

The Commander General awards this annual national certificate to individuals who have rendered outstanding personal service to the Commander General in the performance of his duties.

### **The Varina Howell Davis Award**

A gold medal with the likeness of the First Lady of the Confederacy, this one time national award is presented by the Commander General or his designee to ladies who have demonstrated unusual support for the Military Order of the Stars & Bars and its goals. A certificate comes with the medal. Medals are numbered and International Headquarters must be advised of the recipient, date of presentation and the medal number. This information is maintained in a log at IHQ. This is the highest award the MOS&B gives to a lady for continued unusual support of the Order. Recommendations for this award should be made in writing to the Commander General. Nominations should include a narrative of not less than fifty (50) and not more than two hundred fifty (250) words.

### **The Joseph Evan Davis Award**

This national award is a gold medal with the likeness of Joseph Evan Davis, son of President and Mrs. Jefferson Davis. It comes with a certificate. Recipients must be members in good standing of the Children of the Confederacy or the Military Order of the Stars & Bars between the ages of 12 and 18 years of age. Presented by the Commander General or his designee upon recommendation to him by a Military Order of the Stars & Bars member, this award requires a narrative of not less than fifty (50) and not more than two hundred fifty (250) words.

### **The Winnie Davis Award**

This Annual national award is a beautiful certificate bearing the portrait of "The Daughter of the Confederacy" and is presented to ladies who have demonstrably supported the purpose and goals of the MOS&B. This award requires recommendations to be made in writing.

### **Judah P. Benjamin Award**

A multicolored certificate signed by the Commander General, this award is presented in behalf of the Military Order of the Stars & Bars, to a non-member, either male or female, in the promotion and preservation of Southern Heritage and History. This is the highest award presented to a non-member.

### **The Rebel Club**

Because recruiting of new members is vital to the Military Order of the Stars & Bars, the Rebel Club was created to recognize individual members who excel in the recruitment of new members. Certificates, as well as miniature medals depicting the Great Seal of the Confederacy, are presented by the National Society to individual members who have demonstrated successful membership recruiting for the Order in the past year. Those who sponsor 3-4 new members receive a certificate while a Bronze miniature medal is awarded for five (5) new members, a Silver miniature for seven (7) and a Gold miniature for 10 or more. The Rebel Club is an annual national award.

### **Law and Order Medal**

The Law and Order Medal is an annual national award presented by the Commander General to a law enforcement officer, local, state or federal, for conspicuous gallantry and dedication beyond the call of duty. The recipient is presented a full size medal.

### **General Thomas Jackson Medal**

The Stonewall Jackson medal program is an annual national award administered through PCG Josiah Gay, III and the Jackson Committee. Awards are presented to MOS&B members who have maintained a Confederate Officer's grave for a minimum of two years, placed a bronze marker and a Confederate Cross of Honor. All information is provided on the National web site.

### **Honorary Membership**

The certificate bears the signature of the Commander General and is awarded following approval for honorary membership. Honorary membership may only be bestowed upon a gentleman who is ineligible for membership in the Military Order of the Stars & Bars. Honorary memberships carry all rights of participation, but do not have a vote. The person must be nominated by a voting member of the General Executive Council or the General Convention and must receive a majority of acceptance by this body. Currently, (1) all surviving sons of a Confederate veteran, regardless of rank, have been approved for honorary membership as well as (2) all surviving Veterans of World War I.

### **Henry Timrod Southern Culture Award**

This annual national award is given for outstanding contributions by a current Military Order of Stars and Bars member towards the understanding, appreciation and explanation of our Southern Heritage and Way of Life. In addition, one non-member per year may be honored with this award. The award may be given for contributions in the form of fine art, literature, scholarly articles, cinema, art, theatre, poetry, architecture, etc. Submissions must demonstrate a positive reflection and contribution to Southern culture. Nominations should be made in writing to the Awards Chairman by April 1 of each year.

### **Colonel Walter H. Taylor Award**

This annual national award is presented to the Military Order of the Stars & Bars State Society that regularly publishes a newsletter judged to be the most outstanding in the Order.

Points are awarded based on:

Format.....	15	Society and National News.....	30
Historical Content.....	20	Regular Publication Schedule .....	15
Overall Interest and Appeal .....	20		
Total.....	100		

To be considered for competition, one copy of each newsletter published must be submitted together to the Awards Chairman by April 1st of each year. Decisions of the judging are final. The publication schedule for competition purposes is National Convention- April 1 of the following year. Winners receive a certificate noting their achievement.

### **Captain John Morton Award**

This annual national award is presented to the Chapter publishing the newsletter selected as the outstanding Chapter publication in the Military Order of the Stars & Bars. To be considered for competition, three copies of each newsletter published must be submitted together to the Awards Chairman by April 1st of each year. Decisions of the judges are final.

Points are awarded based on:

Format.....	15	Society and National News.....	30
Historical Content.....	20	Regular Publication Schedule .....	15
Overall Interest and Appeal.....	20		
Total.....	100		

The publication schedule for competition purposes is National Convention to April 1 of the following year. Winners receive a certificate noting their achievement.

### **The J.E.B. Stuart Award**

This annual national award is presented to the Society whose scrapbook has been judged best in the Order. It should document the activities of the Society in the fulfillment of the goals and objectives of the Order. Scrapbooks will be judged on attractiveness and uniqueness of appearance, documentation of current activities and meetings of the past year, theme and overall interest. Societies who wish to enter scrapbooks in the competition must send the scrapbook to the Awards Chairman no later than April 1st of each year. It is suggested that submissions be insured for shipping. Submitted scrapbooks will be available to be picked up after the competition at the National Convention and will not be mailed back if not picked up. No scrapbooks shall be over 14" by 18". Winners receive a certificate noting their achievement.

Total of 100 Points are awarded based on:

- Chapter name and number on scrapbook cover - 5 points
- Chapter name, number, year, and location on title page - 5 points
- Organization of book including Table of Contents and numbered pages - 10 points
- Chapter News and Minutes - 30 points
- Chapter Projects and Sponsorships - 20 points
- Society Convention news - 15 points
- National Convention news - 15 points



### **The T. J. Fakes Award**

This annual national award is presented to the Chapter whose scrapbook has been judged best in the Order. The award is presented at the National Convention. It should document the activities of the chapter in the fulfillment of the goals and objectives of the Order. Scrapbooks will be judged on attractiveness and uniqueness of appearance, documentation of current activities and meetings of the past year, theme and overall interest. Chapters who wish to enter scrapbooks in the competition must send the scrapbook to the Awards Chairman no later than April 1st of each year. It is suggested they be insured for shipping. Submitted scrapbooks will be available to be picked up after the competition at the National Convention and will not be mailed back if not picked up. No scrapbooks shall be over 14" by 18". Winners receive a certificate noting their achievement.

Total of 100 Points are awarded based on:

Chapter name and number on scrapbook cover - 5 points

Chapter name, number, year, and location on title page - 5 points

Organization of book including Table of Contents and numbered pages - 10 points

Chapter News and Minutes - 30 points

Chapter Projects and Sponsorships - 20 points

Society Convention news - 15 points

National Convention news - 15 points

### **Col. Walter Hopkins Distinguished Chapter Award**

This award is presented to the Chapter that best exemplifies the purposes and principles of the Military Order of Stars and Bars as exhibited by its activities, services, membership and leadership. The completed Chapter Annual Report must be submitted with the nomination along with any other documentation.

### **The Lieutenant General Simon Buckner Award**

This certificate is presented as an annual national award to those Chapters that can document the retention of the same number of paid members from the preceding calendar year or an increase in the number of paid members from the preceding calendar year. This is determined and submitted by State Society Commanders and/or Adjutants no later than April 1st prior to the National Convention. All information submitted must be approved by the MOS&B IHQ.

### **War Service Medal**

The War Service Medal is presented to an active member of the Military Order of the Stars & Bars who have served our nation honorably. Qualifying service for the War Service Medal is the same as that established by the Veterans of Foreign Wars of the United States. Please see the Veterans of Foreign Wars Eligibility requirements for full criteria that must be met as these are periodically updated and amended. Applications must be approved by the MOS&B War Service Committee. The cost of these medals is \$70.00 for each award. This cost includes a large and miniature engraved medal. It is suggested that the applicant's chapter or society pay this fee.

### **Southern Cross of Military Service**

Stars and Bars who has served honorably in our nation's military without participating in combat. Applicants must be approved by the MOS&B War Service Committee. Application and costs are available on the National MOS&B web site. The cost of these medals is \$70.00 for each award. This cost includes a large and miniature engraved medal. It is suggested that the applicant's chapter or society pay this fee.

### **Real Grandson Medal**

The Real Grandson Medal may be presented to a real documented linear grandson of a documented Confederate Veteran. Application must be made to the Real Grandson Chairman using the approved application with submission cost that is available on the National web site.

### **Real Great Grandson Medal**

The Real Great Grandson Medal may be presented to a real documented linear great grandson of a documented Confederate Veteran. Application must be made to the Real Great Grandson Chairman using the approved application with submission cost that is available on the National web site.

### **Real Great Great Grandson Medal**

The Real Great, Great Grandson Medal may be presented to a real documented linear great, great grandson of a documented Confederate Veteran. Application must be made to the Real Great, Great Grandson Chairman using the approved application with submission cost that is available on the National web site.

### **Real Great Great Great Grandson Medal**

The Real Great, Great, Great Grandson Medal may be presented to a real documented linear great, great, great grandson of a documented Confederate Veteran. Application must be made to the Real Great, Great, Great Grandson Chairman using the approved application with submission cost that is available on the National web site. At the date of this publication, this medal design and cost has not yet been finalized. Please check the MOS&B's web page for further information.

### **Membership Certificate**

Every man accepted for membership in the Military Order of the Stars & Bars will be issued a multi-colored certificate of membership stating his name, membership date and number and the name and rank of his ancestor. This certificate is signed by the Commander General. Replacement certificates are available through IHQ.

### **Supplemental Ancestor Certificate**

Every man accepted for membership in the Military Order of the Stars & Bars is eligible for supplemental ancestor recognition. This is accomplished by submitting a new application for that ancestor, and denoting it to be a supplemental application on Page 1. This certificate is signed by the Commander General.

### **Last Commission**

Upon the death of a current member of the Order, Chapter Adjutants should submit the Last Commission form located on the web site and forward to IHQ. A copy of the obituary should accompany the form. IHQ will print a Last Commission certificate that the Chapter or Society Chaplain or other designated member may deliver to the family members. If hand delivery is not available, the Last Commission will be mailed to the next of kin.

### **Eagle Scout Letter**

The Commander General has a letter of congratulations to send to any Boy Scout that reaches the rank of Eagle Scout. The recipient's name and mailing address should be sent to IHQ requesting the letter.

# **MOS&B Scholarships**

The Military Order of the Stars & Bars awards college scholarships of \$1000 each. These Scholarships are appropriately named for Confederate Generals Robert E. Lee, Patrick R. Cleburne and Nathan Bedford Forrest. The number of Scholarships awarded is determined annually by the GEC. All applicants must be a genealogically proven descendant of a Confederate Officer or descendant of a member of the Confederate Executive or Legislative branches of government or descendant of a member of the Confederate States legislatures, judiciary or executive branches of state government. Three separate Letters of Recommendation attesting to the applicant's character, ability, dependability and integrity are required with the application package. At least one recommending letter must be from an educator. Letters from relatives are not acceptable. All applications must have a support letter from a Chapter or Society. All requirements being equal, preference is given to current MOS&B members and close relatives of current members. All current information, forms and deadlines may be secured on-line at the national MOS&B web site.

## **Annual MOS&B Literary Awards**

### **The Douglas Southall Freeman History Award**

The award shall be made for the best, published book of high merit in the field of Southern history beginning with the colonial period to the present time. The award shall be given only to works of high merit. If no work is submitted that meets the high standards of the Freeman History Award regulations, no award shall be given that year. The award shall be in the amount of \$1,000 paid directly to the author. The winner also shall receive an engraved trophy denoting that he was the recipient of the award. All books to be considered for this year's award shall be submitted to the Freeman History Committee by the publisher. All entries must be accompanied by a letter from the publisher giving the official date of publication. All entries must be accompanied by a biographical sketch of the author. If the winning book goes to a second printing, it shall contain the acknowledgment that it was selected as the winner of the Freeman History Award plus stating the year it was awarded. The book shall also list the previous winners with additions as necessary. In response to the educational and historical charge set forth in the national Military Order of the Stars & Bars constitution, the Douglas Southall Freeman History Award was established. The award was named in honor of the premier historian of General Robert E. Lee and the Army of Northern Virginia.

### **The General Basil W. Duke Award**

This annual award shall be given to encourage the re-issuance of out-of-print books that accurately present history of the War for Southern Independence. The Award shall be in the amount of \$1,000 presented directly to the publisher of the reprinted volume. The publisher shall receive an engraved trophy denoting that he was the recipient of the award all books to be considered for this award shall be submitted to the Judging Committee by April 1st by the publisher. Invitation to participate in the competition is extended to any publisher who issues a book between May 1st of the previous year and April 1st of the current year, that has not been republished since the expiration of the original copyright. All entries must include a letter from the publisher stating the year the book was published originally, and the date the reprint was issued. The judges shall consider the quality, accuracy, style and value to a Confederate historiography when selecting the winning book. Regimental histories, autobiographies, memoirs and biographies of noted Confederate leaders are among the types of books to be considered for this award. If the winning book goes to a second printing, it shall contain an acknowledgment that selected as the winner of the General Basil W. Duke Award, plus stating the year it was awarded.

## The John Esten Cooke Fiction Award

The award shall be given annually to encourage writers of fiction to portray characters and events dealing with the War Between the States, Confederate heritage, or Southern history in a historically accurate fashion. The award shall be in the amount of \$1,000 paid directly to the author. The winner shall receive an engraved trophy denoting that he/she was the recipient of the award. All books to be considered for this year's award shall be submitted to the John Esten Cooke Fiction Award Committee by April 1st. Invitation to participate in the contest is extended to any person who has written a book-length work of fiction published between May 1st, two years prior and April 1st of this year. All entries must be accompanied by a letter from the publisher stating the official date of publication. Each entry must be accompanied by a biographical sketch of the author. The judges will consider the effectiveness of research, accuracy of statement, and excellence of style in selecting the winner. All entries must be book length. If the winning book goes to a second printing, it shall contain the acknowledgment that it was selected as the winner of the Cooke Fiction Award along with stating the year the award was made.

## Protocol for Wearing of MOS&B Medals

Medals are worn only with suit and tie, black or white tie or period dress. Large and miniature medals should not be worn at the same time; use either all large or all miniatures. When more than one medal is worn, all must be of the same size; miniature and full size insignia are not worn together.

Medals should be in one horizontal line on the left lapel or breast of the coat. More than one row of medals may be worn and the decision is a matter of personal taste. Each horizontal line should not include more than five medals. The top row of medals may have the membership medals of all the appropriate organizations to which the wearer belongs. Starting closest to the middle of the chest, one should wear the medal of the organization hosting the event.

- At MOS&B functions it would be the MOS&B membership medal. Going to the left should be the medals of the other organizations if worn in the order of their founding date (i.e. Magna Charta before SAR before War of 1812, etc.). The award medals are in a row under the top row in the order they were awarded. Medals should not be worn on the wearer's right side. Neck Ribbons may be worn, but not more than two at a time, one above the other. The MOS&B drop should be on top with any other appropriate drop (i.e. Confederate Legacy Legion of Merit or Order of the Southern Cross) below the MOS&B drop.
- MOS&B Rosette\* The official MOS&B Rosette is worn alone on informal occasions in the left lapel of a blazer.
- MOS&B Blazer Patch\* The blazer patch is correctly worn on a traditional blazer only. It is placed on the left jacket pocket of the coat and is not worn with that of another group.
- Official ties, the rosette as well as official blazer patches and pocket identification badges are available at the Military Order of the Stars and Bars store



## **Presentation Ceremony of the General Joseph Orville Shelby's Sword**

When a Chapter grows, it will eventually want to secure a sword to be passed down to each new Commander and to be used in every ceremony and activity undertaken. This presentation ceremony of General Joseph Orville Shelby's sword provides a great short program that can be repeated each year for the benefit of new members.

**1st Lieutenant Commander:** Born in Lexington, Kentucky to a wealthy and influential family, Joseph Orville Shelby attended Transylvania University. The great Joseph Shelby formed the Lafayette County Mounted Rifles, leading them into battle at Carthage, Wilson's Creek, and Pea Ridge. In 1862, he led his famous "Iron Brigade" of Missouri Volunteers on Shelby's Raid, one of the longest cavalry raids of the war. This successful raid led to his promotion to Brigadier General on December 15, 1863.

**Second Lieutenant Commander:** In June 1865, rather than surrender, Shelby and approximately 1,000 of his remaining troops rode south to Mexico. Shelby sank his honored battle flag in the Rio Grande near Eagle Pass, rather than risk the flag falling into the hands of the Federals. The event is depicted in a huge painting displayed at the Eagle Pass City Hall.

**Chaplain:** Shelby and his men are immortalized as "the undefeated" and they are commemorated in the song "The Unreconstructed Rebel". He died of pneumonia at his farm near Adrian, Missouri in 1897, and is buried at Forest Hill Cemetery, Kansas City.

**Adjutant:** The towns through which they passed provided whatever food or supplies the inhabitants could spare. Shelby's men received a particularly warm welcome at New Braunfels, where the German community toasted his retreating force with buckets of beer in appreciation of their discipline while passing through. Among the final 132 men with him who refused to surrender were John B. Clark, Sr, Danville Ledbetter, Thomas C. Hindman, and Sterling Price. After resting at the Menger Hotel in San Antonio, he left for Mexico and joined up with Governors Charles Morehead of Kentucky, and Henry Allen of Louisiana, along with Generals John Bankhead "Prince" Magruder, Trusten Polk, Monroe Parsons, George Flournoy, and Hamilton P. Bee.

**Former Commander:** This replica of Shelby's historic sword is hereby presented to the new Commander of the (state chapter name and number) of The Military Order of Stars & Bars, and is to be passed along and formally presented to each successive Commander upon his election. Congratulations. (Sword will be passed among the members in attendance, before being returned to the Commander by the Chaplain, where it will remain in a place of prominence for each meeting)

# Confederate Legacy Endowment Fund

Shortly after the war for Southern Independence was over, the patriotic women of the South banded together to care for their honored dead by moving them from the battlefields to cemeteries, seeing that their graves were properly marked and building monuments to their memory on town squares and courthouse lawns throughout the South. We now face a different culture that would like to destroy this last vestige of tribute to our courageous ancestors. Unfortunately, this attitude has even become pervasive in the South. Paying homage to our Confederate dead by erecting cemetery markers and monuments is not "politically correct" either. More and more The cemetery markers and monuments to our Confederate Soldiers are defaced and destroyed by acts of vandalism.

That is why the Confederate Legacy Endowment Fund needs your help and support. Through the Confederate Legacy Endowment Fund, the Military Order of the Stars and Bars is undertaking to restore and rebuild Southern memorials and monuments and providing scholarships to our young men and women. We are emphasizing to our Southern Youth that the Confederacy is not accurately portrayed by the media or by many educational institutions. The MOS&B has formed the Confederate Legacy Endowment Fund to fight the battle against "political correctness" and apathy. Our long-term goal is to raise One Million (\$1,000,000.00) to promote our Confederate Heritage. We need your help.

Specifically, the Confederate Legacy Endowment will:

- 1) Obtain land acquisitions and right-of-ways in/around Confederate memorials/monuments.
- 2) Establish a perpetual Confederate monument and memorial maintenance fund.
- 3) Fund Academic Scholarships.
- 4) Construct statuary for our Confederate heroes.
- 5) Publish Pro-Confederate books and treatises.

Compatriot, we are asking that you pledge \$1,000 to the Confederate Legacy Endowment. Your pledge can be ascribed over a period of four years (\$250/year). The Order is a registered 501 (c) (3) tax-exempt organization and your financial gift is tax deductible.

## Confederate Legacy Endowment Fund Pledge

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ YES, I want to help. Enclosed is my gift of: \$250 \_\_\_\_ \$500 \_\_\_\_ \$1,000 \_\_\_\_ other \$ \_\_\_\_\_

Make Gifts Payable to: MOS&B CONFEDERATE LEGACY FUND

Print, fill out and mail to:

**Military Order of Stars and Bars IHQ  
Post Office Box 18901  
Raleigh, North Carolina 27619-8901**

Completed Members will receive the prestigious Confederate Legacy Legion of Merit drop to wear as well as a beautiful certificate for display.



## Chapter Annual Report

Each active Chapter is required to report annually to the IHQ no later than December 31st of each year. This Annual Report is available for downloading from the MOS&B web page from the following link: [www.militaryorderofthestarsandbars.org/documents-and-forms/mosb-forms/](http://www.militaryorderofthestarsandbars.org/documents-and-forms/mosb-forms/).

Unless IHQ is notified by October 1st of each year, IHQ will send each active chapter a list of their current active members with their contact information and the amount of dues that they owe for the upcoming year. This list will include the member's MOS&B membership number, last name, mailing address, and e-mail address. The last column to the right will be the amount of dues he will owe. Life members will be listed as "LM." The dues of members who have joined over the past year will have their dues prorated in the second year of membership.

Once receiving the list of membership, each chapter should review their list and make any corrections as to contact information, and denote on this list before returning to IHQ.

Whenever submitting dues to IHQ for any member at any time, their MOS&B membership number must accompany their dues payment.

A list of all active members shall be included with this report and a check, made payable to the MOS&B, shall be included for every active non-life member. Members that are dropped for nonpayment of dues or as a result of death, should be noted on your list.

### **Please do the following:**

- Review list and make any corrections as to each member's listed information.
- Return this list with any corrections.
- Collect the national dues for your members.
- Include one check for the amount made payable to MOS&B.
- Please note on the list which members are renewing.
- Complete the Annual Chapter Report (a copy is attached).
- Submit list, Annual Report, and dues to the IHQ no later than December 31th.

Send you Annual Report, your chapter's revised list, and a check made payable to the MOS&B no later than December 31st to:

**MOS&B IHQ  
PO Box 18901  
Raleigh, NC 27619-8901**



# Military Order of the Stars and Bars

## Annual Chapter Report

Period ending December 31, 20\_\_

**Chapter Name** \_\_\_\_\_ **No.** \_\_\_\_\_ **City** \_\_\_\_\_

**Commander** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

**Adjutant** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Army of Northern Virginia

Army of Tennessee

Army of Trans Mississippi

Form prepared by:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

1) Total Members Last Year \_\_\_\_\_

2) New Members \_\_\_\_\_

3) Transfers From Other Chapters \_\_\_\_\_

4) Sub Total (Add lines 1-3) \_\_\_\_\_

5) Members Delinquent \_\_\_\_\_

6) Transferred to Other Chapters \_\_\_\_\_

7) Members Deaths \_\_\_\_\_

8) **Sub Total (Add lines 5-7)** \_\_\_\_\_

9) **Total Members In Good Standing**

**Subtract line 8 from line 4)** \_\_\_\_\_

### Chapter Meets

Monthly \_\_\_\_\_ Bimonthly \_\_\_\_\_

Quarterly \_\_\_\_\_ Semi-Annually \_\_\_\_\_

Annually \_\_\_\_\_

### This reporting period

Number of meetings \_\_\_\_\_

Number of special meetings \_\_\_\_\_

Meeting Day \_\_\_\_\_

### Elections

Officers are elected for a term of

1 Year \_\_\_\_\_ 2 Years \_\_\_\_\_

Officers take office in \_\_\_\_\_, 20\_\_

### Comments

Accomplishments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Distribution: 1-MOSB IHQ, 1-Chief of Staff, 1-Army Commander, 1-Society Adjutant 1-Society Commander, 1- Chapter file

**A copy of your current chapter roster must be attached to this report**

**Mail to the current MOS&B International Headquarters address**

# Member Transfer form

When a member wishes to transfer from one chapter to another, he is required to complete the form below and transmit to the IHQ upon completion. The member transfer form is available for downloading from the MOS&B web page from the following link: [www.militaryorderofthestarsandbars.org/documents-and-forms/mosb-forms/](http://www.militaryorderofthestarsandbars.org/documents-and-forms/mosb-forms/).



## *Military Order of the Stars and Bars* **APPLICATION FOR TRANSFER OF MEMBERSHIP**

### MEMBER INFORMATION

Date: _____ 20____	Member No: _____	Date	Joined:
_____			
I, _____, am a member in good standing in the			
_____ Chapter No. _____			
in the city of _____ in the state of _____			
My email address is: _____			
Street Address: _____ City: _____ State: ____ Zip: _____			
My Ancestor information is: _____			
_____			
I request that my membership be transferred to _____ Chapter No. _____			
_____			
Member's Signature			

### RECEIVING CHAPTER

Date: _____ 20____
TO: Adjutant General MOS&B
Compatriot _____ is hereby accepted as a member of
_____ Chapter No. _____
Chapter Commander / Adjutant Signature: _____

### HEADQUARTERS INFORMATION

This Compatriot was officially transferred on General Headquarters rolls on \_\_\_\_\_ 20\_\_\_\_

Staff Signature: \_\_\_\_\_

Distribution: 1-Demitting & Receiving Chapters; 1-Society Commander; 1-Department Commander; 1-IHQ Member File

**MOS&B IHQ, P.O. BOX 18901, RALEIGH, NC 27619-8901**

# Constitution and Bylaws of \_\_\_\_\_ Chapter of The Military Order of the Stars & Bars

A Society of the descendants of Confederate Officers as adopted  
on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_(year).

## Preamble

The War Between the States produced some of the most outstanding civil and military leaders in the history of mankind. To perpetuate the idealism that animated the Confederate Cause and to honor the courage, devotion and endurance of those who dedicated their lives and services during four years of devastating war, and who, through the dreadful decade of reconstruction, labored heroically for the restoration of self-government as the most precious heritage of the American Revolution, male descendants of the officers who honorably served in the Army, Navy, and other commands of the Confederate States of America and male descendants of the elected and appointed officials of the Confederate Executive and Legislative branches of government unite to establish the \_\_\_\_\_ Chapter of The Military Order of the Stars and Bars, a patriotic Society. This Preamble shall not be subject to amendment or change.

## Article I Name and Governance

Section 1. The name of this organization shall be the \_\_\_\_\_ Chapter of The Military Order of the Stars and Bars.

Section 2. The \_\_\_\_\_ Chapter of The Military Order of the Stars and Bars shall be a not-for-profit organization.

Section 3. The \_\_\_\_\_ Chapter of The Military Order of the Stars and Bars shall be governed by the written provisions of its Constitution, its Bylaws, and its Policy and Procedures Manual, not in conflict with the National Constitution and Bylaws as adopted from time to time.

## Article II Purposes and Principles

Section 1. This Chapter shall be literary, historical, benevolent, patriotic, educational and non-political. It shall strive:

(a) To cultivate the ties of friendship among descendants of those who shared the responsibilities of Southern leadership in The War Between the States;

(b) To provide leadership in the collecting and assembling of data, documents and materials relating to the Confederacy; however, the organization should also preserve the history of the Colonial and Federal periods of our history since the antecedents of The War Between the States are to be found in these periods;

(c) To provide for future generations of the descendants of Confederate offices and civilian officials in the Executive and Legislative branches of government an organization to commemorate and honor the leadership of their forefathers;

(d) To consecrate in our hearts the Flags of the Southern Confederacy, not as political symbols, but as emblems of a heroic epoch for freedom for which our forefathers fought and died;

(e) To maintain a united front against doctrines subversive to the fundamental principles set forth in the Bill of Rights which, as a part of the Federal Constitution, guarantees freedom of speech and the press, together with all other rights and privileges therein provided for the protection of political minorities and of individual citizens;

(f) To encourage and support true loyalty to the Constitution of the United States of America and love of our Southern heritage.

### **Article III Eligibility and Membership**

Section 1. All candidates eligible for membership in this Society and Chapter shall be descendants of:

(a) legitimate male descendants, lineal or collateral, of those who served as officers in the Confederate Army or Navy to the end of the war, or who died in prison or while in actual service, or who were killed in battle or who were honorably retired or discharged; or

(b) elected or appointed civilian officials of the Confederate States and local governments; the national Confederate Government; or the Five Civilized Tribes which allied with the Confederacy, provided that the first generation descendant was the legitimate child of a Confederate ancestor and that no member shall be admitted under twelve (12) years of age.

Section 2. The Term "collateral" as used in Section 1 hereof shall be defined as a legitimate relative by blood whose relationship to an ancestor of the same generation in the applicant's direct line, maternally or paternally, that can be proven.

Section 3. Memberships shall be of the following Classes:

(a) Regular shall include members of 12 years of age or older who otherwise meet the requirements for membership, remitting annual membership dues;

(b) Life Members of this Chapter must also be life members of national and shall include members of 12 years of age or older who otherwise meet the requirements for membership, who request to become Life Members, remitting in totality the cost of the Life Membership fee or according to alternatively payment provisions;

(c) Real Son Life Membership, having submitted proof of membership qualifications and lineage, Real Son Life Membership shall be bestowed along with all rights and privileges attendant within the Chapter through which membership is held. Further, Real Sons shall be exempt from payment of all recording fees, per capital taxes and dues at the National, Society and Chapter levels;

(d) Honorary, Junior, Cadet, Associate, Memorial and such other memberships as may be adopted by the General Executive Council (GEC) or the General Convention.

Section 4. All members of all classes shall be citizens of good repute within their community, and of good moral character, and do not advocate the overthrow of the Government of the United States by use of force or violence, and are subject to the governing provisions of The Military Order of the Stars and Bars and this Chapter not in conflict with the National Constitution and Bylaws.

#### **Article IV General Officers**

Section 1. Officers.

(a) Members of the Chapter in good standing shall elect the following "Officers" of this Chapter:

- i. Commander; and,
- ii. Lieutenant Commander.

(b) The Chapter's General Executive Council (GEC) shall be composed of:

- i. Commander; and,
- ii. Lt. Commander.

(c) The Commander, with the Advice and Consent of the General Executive Council (GEC), shall appoint all other "Staff Officers" of this Chapter, as may be deemed necessary by the Commander to carry out the work of the Chapter. The Commander may remove any appointed Staff Officer at Will and at his sole discretion.

(d) All Officers shall be charged with the general duties and responsibilities prescribed under the governing documents of The Military Order of the Stars and Bars and this Chapter. All Officers shall also be charged with the day-to-day operations of this Chapter. All work and work product of all officers shall become the immediate proprietary property of The Military Order of Stars and Bars corporation and this Chapter.

Section 2. General Executive Council (GEC)

(a) Between meetings, the General Executive Council (GEC) shall be vested with authority to conduct all regular and special business operations related to this Chapter of The Military Order of Stars and Bars.

(b) The General Executive Council (GEC) shall work with the Commander and Staff Officers in such matters as may be brought to the attention of the GEC.

(c) The General Executive Council (GEC) may generally rename or redesignate the name of the GEC Directors without necessity of amendment to this Constitution, but shall so designate in the Bylaws, Policy and Procedures Manual and other legal corporate records and documents, as may be necessary.

Section 3. Directors (if the Chapter incorporates)

(a) The following officers shall serve as legally designated Directors with vote:

- i. Commander General;
- ii. Lieutenant Commander General;
- iii. Adjutant; and,
- iv. Judge Advocate.

(b) All Past Commanders shall serve on the General Executive Council (GEC) and shall sit as legally designated directors with vote.

#### Section 4. Tenure of Office.

(a) Any Staff Officer may be removed by the Commander General or the General Executive Council (GEC).

(b) Any Officer may be removed by the General Executive Council (GEC). (c) Any Director may be removed by the General Executive Council (GEC).

### **Article V Use of Seal and Insignia of the General Society**

Section 1. The Seal of the General Society shall be two (2) inches in diameter and shall reproduce the Great Seal of the Confederate States of America, having lettered upon the circumference the legend "General Society, Military Order of the Stars and Bars" between the wreath and margin.

Section 2. The use of the seal, insignia, diploma or good name of the General Society for political purposes is prohibited.

Section 3. The flag of the General Society and this Chapter shall be the First National Flag of the Confederate States of America commonly called the Stars and Bars.

Section 4. The member's insignia of the General Society and this Chapter shall be a badge pendant. The design shall be that now in common use and which has been formerly adopted by the General Society.

Section 5. This Chapter may authorize other badges, insignia, medals and awards that it deems proper for its use, subject to change by the voting delegates of the Chapter and the General Convention or GEC of the national organization.

### **Article VI Dissolution Clause**

Section 1. In the event of dissolution, the residual assets of this Chapter of The Military Order of the Stars and Bars shall be turned over to the national organization which is officially recognized as a tax exempt organization, qualified to receive donations which are deductible by the donor under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the General Executive Council (GEC) shall determine. Such distribution shall only be made after said GEC has paid or had made provision for the payments of all liabilities of The Military Order of Stars and Bars.

Section 2. No amendment shall be made to this Constitution except at a duly constituted annual chapter meeting and by a two-thirds (2/3) affirmative vote of all delegates present in good standing. Prior to any amendment being considered, it shall have been sent to each Chapter member at their last known address or e-mail at least thirty (30) days prior to the chapter meeting.

# Bylaws of The \_\_\_\_\_ Chapter of The Military Order of the Stars & Bars

**A Society of the blood relations of Confederate Officers, as amended.**

## Article I Rules & Procedures

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter in all cases in which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the General Society or any special rules of order which the General Society may adopt. The Judge Advocate General shall determine the current edition in event of dispute.

Section 2. In furtherance of the constitutionally ascribed purposes and principals of this Society, the following salutary and honorific practices are adopted for all meetings and activities of the General Society or any organization division:

- a.) The appropriate display of a flag of the United States of America, a Confederate States flag and the state flag;
- b.) The recitation of the Pledge of Allegiance to the Flag of the United States;
- c.) The recitation of the Salute to the Confederate Flag;
- d.) The delivery of an appropriate prayer and recitation in unison of the MOS&B Pledge:

"We, the posterity of the Officer Corps and civil officials of the Confederacy, do pledge ourselves to commemorate and honor the service of leadership these men rendered in the cause of the fundamental American principles of self-determination and states' rights and to perpetuate the true history of their deeds for the edification of ourselves, our society, and for generations yet unborn." and,

- e.) To conclude the event or meeting, if appropriate, with the MOS&B Confederate Soldier's Prayer or other benediction.

Section 3. The Executive Council and the Chapter may enact all policies and procedures, as they deem necessary, for the orderly function and day-to-day business operations for the Chapter and its organizational divisions.



**Article II**  
**Fiscal Year**

Section 1. For accounting purposes and preparing financial statements, the fiscal year of the Chapter shall be the calendar year.

**Article III**  
**Duties of Officers**

Section 1. The duties of the Chapter Officers shall be such as usually appertain to their offices and they shall have such other duties as shall be delegated to them by the annual Convention, the Chapter or the Executive Council.

Section 2. The Chapter Commander shall be the chief executive officer of the Chapter with full powers to enforce the provisions of the Constitution and Bylaws and the will of the Chapter. He shall preside at the meetings and shall be chairman of the Executive Council and ex-officio member of all committees. He shall be empowered to act for the good of the Chapter as circumstances in his judgment require in cases not provided for by the Constitution and Bylaws, subject in all such decisions and acts to appeal to the Society. Vacancies occurring among elected officers shall be filled by him until the next election when an election shall be held to fill the vacancy. He shall appoint all committees and shall perform all other duties as are usually incidental to this office. If the office of Chapter Commander becomes vacant by the death, disability, resignation or removal from office of the Commander, the office shall be filled by the Lieutenant Commander for the remainder of the term of the Commander who vacated the office. A Commander may not serve for more than two (2) consecutive elected terms in said office.

Section 3. The Lieutenant Commander shall seek in every way to promote the interests and activities of the Chapter, encourage the enrollment of new members and act in the absence of the Commander on proper occasions but at all times under his direction and control. If the office of Lieutenant Commander becomes vacant by the death, disability, resignation or removal from office of the Lieutenant Commander, the Commander shall nominate a compatriot in good standing to serve until the next election, at which a compatriot shall be elected to fill the unexpired term. Said nomination shall require the advice and consent of the Executive Council.

Section 4. The Adjutant shall be charged with the administration of the policies and mandates of the Chapter, the Executive Council and of the Commander. He shall keep a record of all the proceedings of the Chapter, standing committees and the Executive Council. He shall also have the care and custody of all records and papers of the Executive Council. He shall also have the care and custody of all records and papers of the Chapter and shall issue the necessary orders under the direction of the Commander. He shall make a report to each Convention showing the work performed by his office and shall perform other duties as are usually incident to the office. He shall, in addition, perform such other duties as the Commander may direct.

Section 5. The Chief of Staff shall be responsible for carrying out the orders of the Chapter Commander, for supervising the organization and proper functioning of the Chapter as well as coordinating the work of the Staff. He shall, under direction of the Commander, issue general and special orders and instructions as required and perform such other duties as may be assigned to him by the Commander while carrying on the normal functions generally assumed by a Chief of Staff. He shall be a member of the Executive Council. At each Convention he shall make an annual written report on the condition and functioning of the Chapter together with such recommendations as he may deem proper.

Section 6. The Historian shall collect from year to year all records and data of value and interest for the Headquarters relating to the Chapter or its members and shall compile during his term of office a complete record of the year's historical activities.

Section 7. The Judge Advocate shall be a learned member of the bar and shall advise the Officers and the Executive Council on all legal matters including the construction and interpretation of the Constitution and Bylaws and shall perform such other duties as are usually incidental to that office.

Section 8. The Chaplain shall be a regularly ordained member of the ministry and shall open and close all meetings of the Chapter with the services usual and proper on such occasions and perform such divine and nonsectarian services as may be necessary in connection with this office inclusive of notifying the Society and National Headquarters of the passing of any member.

Section 9. The Inspector shall conduct all investigations for infractions of the Constitution and Bylaws by members and officers. All investigations of charges shall be initiated by the Commander. The Inspector shall make written reports of all investigations to the Executive Council. He shall, in addition, perform such other duties as the Commander may direct.

Section 10. The Quartermaster shall set the standards and establish the requirements for the accommodations of Headquarters at the Convention. He shall advise and consult with the Commander of the host Chapter(s) with regard to the satisfactory completion of the arrangements. He shall, in addition, perform such other duties as the Commander may direct.

Section 11. The Commissary.

Section 12. The Communications.

Section 13. The Editor.

Section 14. The Comptroller shall be a member of, and Chairman of, the Finance Committee; he shall see it that all financial states which are provided for in these Bylaws are made available as provided for herein; he shall see to it that all tax matters are completely attended to by all parties which are required by these Bylaws to attend to those matters; he shall be a member of any standing or ad hoc audit committee; and he shall perform such other duties regarding financial matters as he may be directed by the Commander.

Section 15. The Registrar.

Section 16. The Treasurer shall be the Chief Financial Officer of the Chapter. He shall collect and be the custodian of the funds and property of the Society, shall sign all checks disbursing its funds and, with the approval of the Convention, shall invest and reinvest the same. He shall make all such corporate financial reports, governmental filings and tax returns as are incidental to the office of corporate treasurer. All such reports shall be remitted to each Convention showing the work performed by his office. He shall perform all other duties as are usually incident to the office. At each regular meeting of the Executive Council and at each annual meeting after the Opening Ritual and prior to the receipt of any other reports or the consideration of any other items of business, there shall be a report, prepared by the Treasurer and distributed in print and verbally by the Treasurer or his designee on the status of all funds of the Society of any kind, wherever situated, covering the period since the last meeting of the Executive Council or the last Convention, respectively. Said report shall include receipts and expenditures and balances at the end of the reporting period.

The Investment Committee shall provide the detailed data with which the Treasurer shall prepare that part of his report dealing with the invested funds of the Society, especially beginning balances, transactions and balances at the end of the reporting period and the location of the accounts comprising the invested holdings of the Order.

The Treasurer shall report the status of financial reports which are required to be filed with any and all governmental entities. All checks drawn on the Chapter's Demand Deposit Account(s) shall bear the signature of either the Treasurer or the Commander. Any checks in excess of One Thousand Dollars (\$1,000.00) shall bear the signatures of both the Treasurer and the Commander or the Lieutenant Commander.

Section 17. The Genealogist shall ensure that all genealogical conventions and standards as adopted by the Executive Council are observed. He shall be responsible for working closely with the Registrar and Adjutant to ensure an orderly and efficient review for each membership applicant.

## **Article IV The Executive Council**

### Section 1. Executive Council

a.) The Chapter's Commander, the Lieutenant Commander, the Chief of Staff, the Adjutant, the Judge Advocate, and Past Commander present shall constitute the Executive Council. The term of office for all elected or appointed members of the Executive Council shall commence immediately upon adjournment of the last business session of the Convention at which they were elected to office, provided that the retiring members shall remain in command until every function of the Convention at which their terms expire is discharged; and,

b.) Between the Chapter's annual meetings, the administrative and executive power shall be vested in the Executive Council. The Executive Council shall have the power and authority, in case of an emergency, to call a special meeting, providing that thirty (30) days notice is given and the reason stated for calling same.

Section 2. All questions affecting the election, eligibility and conduct of Chapter officers, except as otherwise provided herein, shall be referred to and determined by the Executive Council. The Executive Council shall be the final authority unless appealed by the affected person to the Society or subsequently to the National General Executive Council.

Section 3. A majority of the members, excepting Past Commanders, shall constitute a quorum of the Executive Council and the members may conduct business via mail, electronic mail, teleconference or other electronic formats, at the discretion of the Chapter Commander.

Section 4. There shall be no voting by proxy allowed in the Executive Council.

Section 5. The Executive Council shall conduct hearings for any member or officer whose membership and/or office is suspended, removed or revoked by a camp.

Section 6. The Executive Council shall create commissions and appoint members to commissions as they deem necessary.

### Section 7. Meetings.

- a.) Regular Meetings of the Executive Council shall be held:
- at least 1 Regular meeting between September 1 and December 15; and
  - at least 1 Regular Meeting between March 1 and May 30; and,
  - at least 1 Regular meeting during the Convention;

b.) Special meetings may be called at the written request of three (3) members of the Executive Council, delivered to either the Commander or the Adjutant. Special meetings shall provide the date, time, place, and specific purpose of the proposed meeting; and,

c.) Notice of meetings of the Executive Council may be effected by U. S. Mail or other technological means, at least 30 days prior to the commencement of any such meeting. Notice to all Executive Council members shall provide the date, time, place and specific purpose of the proposed meeting.

Section 8. Membership fees and dues collection dates for the Chapter shall be set by the Executive Council. Membership expiration dates shall be set by the Executive Council compatible with the Society and the National expiration dates or prior thereto by no more than thirty (30) days. Notice of the expiration of memberships shall be communicated or attempted, at least 30 days prior to the expiration of said membership.

Section 9. The Executive Council may create interim officer and council positions as they deem necessary. The Executive Council shall provide advice and consent to any officer nominees, as may be presented by the Commander or his designee.

Section 10. The Executive Council may authorize other badges, insignia, medals and awards that it deems proper, subject to change by the voting members of the Convention.

Section 11. Each Chapter Commander who has served a full term and does not continue to hold the office shall have the title of Past Commander. He shall take rank in parades and in all other respects next to the Commander. Those who shall not have served a full term may have these privileges conferred upon them by motion, receiving four-fifths (4/5) of the votes cast at any Convention.

Section 12. The Chapter in convention assembled may elect Honorary Chapter Commanders from among those who have rendered distinguished and notable service to the Society, or to the state or nation. No Past Commander shall be elected Honorary Commander.

## **Article V Standing Committees**

Section 1. The Chapter Commander shall appoint committees and members of committees as he may deem advisable. All committees shall present a written report of their activities quarterly to the Commander as well as thirty (30) days prior to the annual Convention.

Section 2. The Commander shall nominate committees and members of committees as he may deem advisable. Formation of committees will be approved by the Executive Committee after written submission of the committee's purpose, responsibilities, reporting structure, qualifications for members, frequency of meetings, and staggered terms of service for members. As committee members are nominated, they will immediately present their qualifications and written intent to willingly serve to the Executive Committee. The EC will then provide final approval for all committee nominations. All committees shall present a written report of their activities quarterly to the Commander as well as thirty (30) days prior to the annual Convention.

Section 3. Budget Committee. This committee shall oversee and maintain the fiscal policy, expenditures and appropriations of the Operation Fund.

Section 4. Membership and Retention Committee. The Membership and Retention Committee shall review and present policies and procedures for recruiting members for the General Society. The Committee shall explore methods for retaining members and providing better services to the Society and Chapters.

Section 5. Constitution Review Committee. The Constitution Review Committee shall review and present proposed changes to the Constitution and Bylaws of the Society.

Section 6. Nominating Committee. The Nominating Committee will seek and interview officer candidates for the elected positions of the Order. The Committee will be composed of five (5) members in good standing with the Chairman being a Past Commander. The Commander shall fill any vacancies by appointment.

a.) The Commander shall designate two (2) committee members in good standing and two (2) members from the incumbent Executive Council to serve on the committee. The Commander shall endeavor to appoint members to the Nominating Committee who do not intend to offer themselves as candidates for office;

b.) All candidates under consideration for the post of Commander and Lieutenant Commander shall be interviewed by the Nominating Committee. The committee shall determine from this conference the willingness of the candidates to serve. Any nominee presented to the members as the choice of the Nominating Committee shall have received a majority vote of the members of the Nominating Committee;

c.) For a candidate to be considered for office, he must present himself in person and declare his candidacy at the spring Executive Council meeting immediately preceding the annual Convention. In the alternative, a candidate may present a notice of candidacy for the respective office to the Chairman of the Nominating Committee prior to the convening of the Executive Council meeting;

d.) The Nominating Committee will meet concurrently and at the same place and date as the spring Executive Council meeting so that candidates may present themselves to the Nominating Committee;

e.) Only candidates who have presented themselves for consideration to the Nominating Committee shall be eligible for election at the annual convention; and,

f.) All issues pertaining to elections, nominations and candidacy shall be referred to the Executive Council which is the final authority.

Section 7. The Awards and Scholarship Committee. The Awards and Scholarship Committee shall review and present any awards authorized by the Executive Council and approved by a Society Convention.

Section 8. The Awards Committee. The Awards Committee shall administer and present those awards approved by vote of the Executive Council and other awards as the committee may propose to the Commander and which are approved by the Executive Committee and the Convention.

Section 9. Rules and Credentials Committee. The Rules and Credentials Committee shall, in conformity with these Bylaws, formulate rules and procedures for the registration of members at the Convention.

Section 10. Resolutions Committee. The Resolutions Committee shall prepare and submit resolutions to the Convention.

Section 11. Time and Place Committee. The Time and Place Committee shall establish the sites and dates for annual Convention.

Section 12. Communications Committee. The Communications Committee shall formulate and establish better communication methods between officers, members and non- members.

Section 13. Handbook Committee. The Handbook Committee shall formulate and update a handbook for use by officers and members of the Chapters.

Section 14. Genealogical Committee. The Genealogical Committee shall coordinate and assist officers, members and the Genealogist in genealogically-related inquiries and research.

Section 15. Southern Attorneys Council. The Southern Attorneys Council shall be composed of jurists, attorneys and other legal professionals for purposes of researching and advocating positions for the defense and preservation of Confederate heritage.

Section 16. Investment & Endowment Committee. This Committee shall oversee and maintain a responsible fiscal and investment policy for all non-operations accounts of the Chapter. The Committee shall explore alternative methods of funding and new sources of funding.

### **Section 17. Conventions Committee.**

a.) The Time and Place - The Convention Committee shall be charged with the planning, production and execution of all aspects for the annual convention of the Chapter. Committee responsibilities shall include meals, tours, speakers, registration, medals, vendors, displays, security, entertainment, lodging, seating, transportation and all other necessary and proper activities related to the national convention. A ledger of convention expenses and revenues shall be maintained by the convention chairman;

b.) In the event that a chapter or society is designated as the "host" for a specific year, by either the Executive Council or the Society Convention, that chapter/society is charged with the execution of the above-stated responsibilities; and,

c.) Drawing on the ledger of convention expenses and revenues provided for in subsection (a) of this Section, the Convention Host Committee shall prepare an after-action financial report and transmit same to the Executive Council, in care of the Adjutant, within three (3) months after each Convention.

Section 18. The Executive Committee. The Executive Committee shall be composed of the Chapter Commander, Lieutenant Commander, Adjutant, Chief of Staff, Treasurer, and Judge Advocate. The Executive Committee shall be authorized to meet and make executive- level decisions. Meetings of said Committee shall be called only by the Commander. Diligent effort shall be made to have a meeting at such a time when all the aforementioned members of said Committee may participate in the meeting. The Committee shall be authorized to meet by telephone or electronically. Detailed minutes of any and all meetings of the Executive Committee shall be taken, compiled and transmitted to all members of the Executive Council within fifteen (15) business days of a meeting of said Committee.

### **Article VI Business Operations**

Section 1. Notice of meetings of committees and councils may be by U. S. Mail or electronic means at least thirty (30) days prior to the commencement of any such meeting. Notices shall provide the date, time, place and specific purpose of the proposed meeting.

Section 2. Agenda items for any meeting of any committee or council shall be submitted at least ten (10) days prior to the commencement of such meeting. An agenda may then be prepared and made available to any participating member of that committee or council. The chairman of each committee or council will prepare or designate the preparation of the agenda. Agenda items may be added by unanimous consent of the committee or council members present.

Section 3. Accurate minutes of committee or council meetings shall be prepared and submitted to the Adjutant for inclusion with the official records of The Military Order of the Stars and Bars, Society and this Chapter. The chairman of each committee or council will prepare or designate preparation of the minutes.

## **Article VII Membership Applications**

Section 1. Applications for membership or supplemental membership in the General and State Society shall be submitted as a single original copy, complete with supporting documentation and required signatures, using the current form posted on the website or provided by the Genealogist General. Payment of the appropriate application fee will be enclosed with the application. The Chapter shall forward to the Society, the Genealogist and the Genealogist General all applications received. The Chapter shall not deny any candidate for membership; however, a recommendation for denial with specific cause(s) stated shall be submitted for consideration by the Genealogist General and Genealogical Committee. The General Executive Council is the final authority if the application is contested. An electronic application submitted from the website shall bypass the Chapter and State Society reviewing level.

Section 2. Chapter Genealogist. The Chapter Genealogist shall examine and verify all applications for membership in that Chapter. The Chapter Genealogist shall be a member in good standing of the Chapter. The Chapter Genealogist shall be a member who is known by the Chapter Commander to be proficient in genealogical matters and have access to a genealogical library and to the Confederate service records. The Chapter Genealogist shall, after examination and verification, transmit all applications, whether approved or referred for further examination, to the Genealogist General.

Section 3. Applications for membership which cite to the same genealogical lineage as a current member in good standing may cite the name, membership number and relationship to the current member as proof of eligibility for membership. Accepted legacy relationships are father to son, grandfather to grandson, brother to brother.

Section 4. Copies of applications shall not be retained by any individual, Chapter, Society, or Department. The original will be filed in the official Archives by the Adjutant General. All applications shall be digitized and electronically maintained by the Adjutant General in a separate and secured location specified by the Commander General to prevent total loss of records in the event of a natural or man-caused disaster.

## **Article VIII Honorary and Associate Members**

Section 1. Honorary Members. A candidate for Honorary Membership shall be sponsored by an active member in good standing of the Order. An application for Honorary Membership shall be filled out by the candidate. The sponsor shall submit a biographical sketch of the candidate with emphasis on those qualities and accomplishments that would make the candidate an asset to the Society. The sketch should enumerate any services the candidate has performed in furtherance of the goals of the society or protecting the South or our Southern culture and history.

The candidate must be ineligible for regular membership in the General Society. He may be elected by the Convention or chosen by majority vote of the Executive Council and then forwarded to the General Executive Council for final confirmation. All rights of an Honorary Member shall cease at his death.

- a.) Honorary Members are entitled to wear the insignia of the General Society and purchase merchandise. They shall not be required to pay dues and do not have the right to vote or to hold office;
- b.) Honorary Members shall be entitled to receive the published communications of the Military Order of the Stars and Bars as distributed to the membership;
- c.) The Honorary Member shall be accounted for on all membership reports as a member of a Chapter, Society, or the National At-Large Chapter; and,
- d.) Honorary Members shall not be allowed to vote or hold office in the Order.

Section 2. Associate Members. An Associate Member is an individual who does not have a blood relationship with a qualifying ancestor and is not eligible for regular membership in the Society. The candidate for Associate Membership shall be sponsored by an active member in good standing of the Order. An application for Associate Membership shall be filled out by the candidate. The sponsor shall submit a biographical sketch of the candidate with emphasis on those qualities and accomplishments that would make the candidate an asset to the Society. The sketch should enumerate any services the candidate has performed in furtherance of the goals of the Society or protecting the South or our Southern culture and history. He may be elected by the Convention or chosen by majority vote of the Executive Council and then forwarded to the General Executive Council for final confirmation. All rights of an Associate member shall cease at his death.

- a.) Associate Members are entitled to wear the insignia of the General Society and purchase merchandise. They shall be required to pay dues but do not have the right to vote or to hold office. They are otherwise entitled to all benefits of membership in the Order;
- b.) The Associate Member shall be accounted for on all membership reports as an associate member of a Chapter, State Society, or the National At-Large Chapter; and,
- c.) Associate members may, at the election of their Chapter, be allowed to vote in Chapter matters only.

## **Article IX Memberships**

Section 1. All memberships in the Society and organizational divisions are "At Will." At Will shall be defined as being terminable by either the member or the Society, by and through its organizational divisions or the Executive Council. The Society and organizational divisions may disassociate with a member by return of their remitted membership dues. Such disassociation shall not be considered a disciplinary matter and may be undertaken if it in the best interests of the General Society or organizational division for such action. Should a member be disassociated from a Chapter, he may be transferred, if accepted for membership, to another chapter inside that State Society or a chapter in another state, or the National At-Large Chapter. If a member is disassociated from the State Society, he shall by default be disassociated from his Chapter. He may be transferred, if accepted for membership, to a chapter in another state or the National At-Large Chapter.



Section 2. Memberships processed during the fiscal year, but prior to the meeting of the General Convention, shall be deemed conditional regular members. Regular membership shall only be conferred by the Convention or the Executive Council.

Section 3. Life Membership dues shall be set by the Executive Council. Life membership applicants shall be reviewed and admitted or rejected by a majority vote of the Executive Council. Expelled Life Members shall have the unused pro-rated balance of their life membership dues returned as calculated from the termination date.

Section 4. Members with twenty or more years of paid membership in the Order shall, upon the attainment of ninety (90) years of age, be granted the permanent status of Senior Life Member and all Society dues shall be waived.

Section 5. All members must be in "good standing" prior to being permitted to participate in any activities or meetings of the Society or organizational divisions.

a.) A member is not in "good standing" if he is under investigation for any conduct designated in the disciplinary sections of the Society's Constitution, Bylaws or other policies and procedures. Any members who has been expelled, suspended or disassociated is not in good standing; and,

b.) Any member who is reprimanded, censured, removed from office or has other disciplinary action taken, shall not be in good standing for the fiscal year in which the action is taken. This sanction may also be extended by one year as may be determined by the Executive Council.

Section 6. All decisions regarding memberships as determined by the Executive Council shall be final.

## **Article X Chapters**

Section 1. The Chapter shall consist of at least five (5) members.

Section 2. Each Chapter shall elect a Commander, a Lieutenant Commander and an Adjutant. Additional officers may be elected or appointed by the Commander.

Section 3. Each Chapter shall have the power to adopt rules and regulations for its own government which provided such rules and regulations are not in conflict with the Constitution and Bylaws of the General Society or the Florida Society.

Section 4. Each Chapter shall:

a.) Immediately notify the Society and the Adjutant of the election and appointment of all Chapter officers;

b.) Promptly notify the Society Chaplain, the Chaplain General and the Society Commander of the death of a member;

c.) Pay to the Adjutant not later than the thirty-first (31st) day of December in advance for each year the annual dues of every member carried on the rolls, except that the dues of new members shall be remitted within ten (10) days after the member joins the Chapter; and,

d.) Submit the required annual written reports and other data as specified in the Constitution of the Military Order of the Stars and Bars.

No Chapter in this Society shall be permitted to withdraw from the Society and continue its activities as a separate Chapter.

## **Article XI Chapter Reports**

a.) The Commander of each Chapter shall receive a report from the International Headquarters on or about October 1st detailing the current members in good standing of the Chapter. The Chapter Commander will meet with the Chapter Adjutant to review the report. The Chapter will then remit a report, including any additions, deletions or corrections back to General Headquarters and to the Florida Society Adjutant for processing on or before January 15th. The Report shall include:

- A membership roster including mailing addresses, telephone numbers and internet e-mail addresses;
- Dues and fees to General Headquarters and this Society;
- Names of deceased members; and,
- Such further information as may be required from time to time by the General Executive Council and this Society;

b.) The Chapter shall remit to the Chaplain General, the Adjutant General and this Society's Adjutant a listing of all deceased members since the last General Convention, said report to be remitted by June 1st on forms prescribed by the General Executive Council;

c.) The Chapter Commander and Chapter Adjutant may submit a written report regarding Chapter activities, memorials, reunions, and other such observations regarding the Chapter. The original report shall be sent to General Headquarters and the Society's Adjutant. Upon receipt, General Headquarters will collect and file the report in the chapter file. These reports must be submitted by January 15th; and,

d.) The Chapter may modify the aforementioned report by submitting a supplementary report to the General Headquarters and this Society's Adjutant within ten (10) days prior to any General or Florida Convention.

## **Article XII Annual Convention Meetings**

Section 1. The Chapter Convention shall be held annually with elections conducted in election years. The primary purposes will be to:

- a.) Elect the nominees for Executive Council vacancies and the officers of Commander and Lieutenant Commander;
- b.) Ratify any constitutional or bylaw changes since the previous Convention; and,

c.) Ratify the annual budget as approved by the Executive Council.

Section 2. At all meetings members shall address each other as Compatriot.

Section 3. The rules of the Convention will be stated to the members at the opening of the first Business Session by the Judge Advocate or Lieutenant Commander.

### **Article XIII Voting**

Section 1. In all questions submitted to the Convention, the Chair shall put the questions for a "hand" vote with each registered member having one vote. This shall be the preferred method for voting. On motion of at least one-third (1/3) of the members present and voting, a secret written ballot will be taken on a question before the convention. Voting by proxy and absentee voting shall not be conducted in any organization or committee of the Military Order of the Stars and Bars.

Section 2. In all questions submitted to the Convention, the Chair shall announce the result of the vote. The number of ayes and the number of nays will be entered into the record of the Convention.

Section 3.

a.) Election of officers or any matter to be voted on may be conducted by secret written ballot on motion of at least one-third (1/3) of the members present and voting, and each member having one vote; and,

b.) Any matter may be conducted by secret written ballot by member strength ("number of men in good standing on the current roster of the Chapter with each member entitled to one vote.)

### **Article XIV Annual Reports**

Section 1. The Commander, the Executive Council or the Convention may require such reports as it may be deemed necessary and proper.

### **Article XV Dues and Fee Schedule**

Section 1. The revenue of the Chapter shall be derived from annual and life dues and from such other sources as may be approved by the Chapter.

Section 2. The annual dues and life membership fees of the Chapter shall be set by the Executive Council subject to the will of the Convention. Applications for life membership shall be accompanied by the life membership fee, plus any recording fee that may be required by the Executive Council. If the applicant is not admitted, his fee will be returned. Chapter life memberships must be subsequent to Society life memberships.

Section 3. Reinstatement of membership from an inactive or dropped for non- payment status will require payment of current dues to complete the year.

Section 4. Any application that is rejected will have all documentation and fee payments returned immediately to the applicant or the maker of the check. The Genealogist will formally and in writing notify the Adjutant of the applicant's name and address, date of application and reason for rejection. The Adjutant will maintain this information in a permanent file.

Section 5.

a.) No later than October 1st, the Military Order of the Stars and Bars Headquarters will furnish a list of current membership and DNP (did not pay) inactive members (for three prior years) to the Society Commanders and/or Adjutants and Department Commanders. By October 15th, the Chapter Commander and Chapter Adjutants will send out dues notices requesting dues payments by November 15th. A final notice will be sent to delinquent members by December

1st. Dues not received by December 31st will cause the member to be inactive and receive DNP status; and,

b.) The Adjutant will send dues notices to the members by October 15th requesting payment by November 15th. The delinquent notice and DNP status will be managed by the Adjutant.

## **Article XVI Finance**

Section 1. Budget.

a.) The Treasurer shall present to the Executive Committee the proposed Operating Budget, drafted in cooperation between the Commander, Treasurer and Finance Committee. This presentation should be made during the Fall Executive Council meeting and, if not practical, then the Executive Council shall convene in a separate special meeting via conference call with the Treasurer presenting the budget for consideration of and approval by the Executive Council subject to such modifications as the Executive Council shall deem appropriate. The budget must be approved no later than December 15th of each year; and,

b.) The Adjutant shall ensure that the membership of the Order is notified of the approved annual budget with a summary copy provided in the next communication sent to all members.

Section 2. Disbursements. Once the Operating Budget provided for in Section 1 has been adopted by the Executive Council, any disbursement in excess of the amount approved in the Operating Budget for any line item shall be required to have the approval of a two-thirds (2/3) majority of the Executive Council present and voting, either in person or by mail, for said disbursement to be authorized.

Section 3. Banking Resolutions. All financial institution accounts shall be established with authorized signatures upon approval of the Executive Council with meeting minutes reflecting the same.

Section 4. Reports.

a.) At each regular meeting of the Executive Council and at each regular Convention, after the Opening Ritual, the first item of business shall be a written and oral report by the Treasurer on the financial status of the Order. This report shall:

- 1.) Cover the period since the last meeting of the General Executive Council or the last Convention, respectively;
  - 2.) Include all assets of the order and be provided using standard financial statement formats for the Balance Statement, Profit and Loss Statement, and Budget Compared to Actual Expenses and Revenues; and,
  - 3.) A listing of all disbursements made to include date, payee, and amount. b.) IRS Form 990 shall be prepared (if needed) under the supervision of the Treasurer and submitted to the Executive Council for review and approval; and,
- c. Annual Corporate reports shall be filed with the State (if needed).

Section 5. Funds. No funds or fund raising activities shall be established or eliminated without the approval of the Executive Committee. All fund transfers shall be reported to the Executive Committee.

Section 6. Debt. The Executive Council and Executive Committee cannot incur any mortgages, liens, or any other liability instruments without approval of the General Convention.

Section 7. Tax Status.

- a.) The General Society is recognized by the IRS as a Non-Profit Corporation and maintains a Federal Employer Identification Number (EIN) which does not cover the organizational divisions within the General Society; and,
- b.) There is no group or umbrella tax-exempt coverage for the organization divisions; however, individual Chapters may make application for the appropriate tax-exemption status as approved by the IRS or the appropriate state authority.

## **Article XVII Headquarters**

Section 1. The Headquarters location of the Chapter shall be determined by the Commander and approved by the Executive Council. It shall be in the active charge of the Adjutant under the direction and control of the Commander and the Executive Council.

Section 2. The Headquarters' functions shall be carried out by active members who are qualified volunteers and shall not receive any financial stipends for service performed. The following core functions shall be performed by the specific officers as cited or as may be assigned by the Society Commander:

- a.) Current member files, records, dues, collections, and correspondence - Adjutant;
- b.) Current financial investments, tax reporting, and banking - Treasurer;
- c.) Merchandise store operations, suppliers, and inventory - Quartermaster;
- d.) Website operations - Webmaster;
- e.) Advertising - Communications Chairman;
- f.) Facebook, Email, and Listserve - Chief of Staff;

- g.) Awards program and inventory - Awards Chairman; and,
- h.) Historical records and Anniversary book - Historian.

Section 3. The official archives and records of the Society shall be stored and the daily administrative and operational functions shall be maintained in the appropriate locations as designated by the Commander.

### **Article XVIII Corporate Governance**

Section 1. The Chapter may be incorporated by the Executive Council.

Section 2. The Executive Council of the Chapter shall serve as the board of directors of the Chapter and shall be known as the Executive Council. They shall be vested to act with the authority of this constitution, bylaws, policies and procedures and the laws of the state of the chapter.

Section 3. The Executive Council shall make provisions regarding publication and distribution of general news, internet websites, forms, and other such documentation preservation as they deem appropriate.

Section 4. The Corporate Seal shall be in the keeping of the Adjutant who shall be responsible for its use in all corporate matters.

### **Article XVIV Resignations and Reinstatements**

Section 1. Resignations from the Chapter shall be submitted in writing to the Adjutant with duplicate copies sent to the Society Commander and to the Chapter Commander.

Section 2. A member who shall have resigned may, upon application to the Adjutant and Commander, be restored to membership by a majority of the members of the Executive Council.

Section 3. The Adjutant shall recommend to the Convention a summary roster of members who have not remitted their membership dues for the current year. The Convention shall then approve these members as dropped from the rolls of active membership for non- payment of their dues. A member who is dropped for non-payment of dues shall be deemed to have resigned from the Society. A member who is dropped for non-payment of dues may apply for re-admission by remitting his dues plus any pro-rated amount to the Adjutant provided that the request for re-admission shall require the vote of a majority of the Executive Council to be approved.

Section 4. Reinstatement is at the Society level only.

### **Article XX Membership and Officer Disciplinary Proceedings**

Section 1. Any member or officer may be expelled or suspended from the Chapter or Society for cause. Such cause shall be:

- a.) Disloyalty to the Society;

- b.) Neglect of duty, misfeasance, malfeasance or nonfeasance of office;
- c.) Dishonesty;
- d.) Conduct unbecoming a member of the Society; and/or,

e.) Acts or conduct detrimental to the goals and objectives of the Florida Society or the General Society.

Section 2. The written charge(s) shall be specific, detailed and clear in meaning. Written charge(s) involving a member or officer in a Chapter shall be submitted to the Society Commander. Charges involving society or department officers shall be submitted to the Department Commander or the Inspector General of the Society, respectively. The charge(s) shall be immediately sent to the Commander who shall forward the charge(s) to the Investigation Committee.

Section 3. An Investigation Committee composed of the Inspector, Judge Advocate General and Lieutenant Commander shall thoroughly investigate the merit of all proffered charges. The Committee shall conduct a thorough and proper investigation and submit written findings to the Executive Council and Commander within sixty (60) days of notification of the charges. Such findings shall recommend that the proffered charges be dismissed, upheld or amended.

Section 4. In urgent cases and after a written charge has been properly submitted, the Commander may temporarily suspend a member or any officer appointed by the Commander for cause. Upon temporary suspension, the suspended officer or member, members of the Investigation Committee and all members of the Executive Council shall be immediately notified of the action and reasoning for the action by the Commander. The Investigation Committee shall immediately conduct a thorough and proper investigation and submit written findings to the Executive Council and Commander within thirty (30) days. Such findings shall recommend that the temporary suspension be dissolved, upheld or amended.

Section 5. Upon receipt of the Investigation Committee's written findings which amend or uphold the charge(s), the Commander shall schedule a meeting of the Executive Council to hear the charges within sixty (60) days but no earlier than thirty (30) days, with notice of the date being immediately delivered to the members of the Executive Council and the charged/suspended officer or member by the Adjutant.

Section 6. Copies of all charges, Investigation Committee findings and time and place of the next meeting of the Executive Council shall be delivered to the suspended officer or member by Certified Mail, Return Receipt Requested. The Executive Council shall provide for a true and accurate recording of all proceedings of such hearings. The Inspector shall present the charges to the Executive Council. The suspended officer or member shall be entitled to present testimony, evidence and witnesses to the Executive Council. The Executive Council shall be deemed to be in executive session during such hearings. The Executive Council may by majority vote suspend an officer or director from their office, For Cause. The Executive Council may, by two-thirds (2/3) vote, expel an officer or director from their office, without cause.

Section 7. Any member or officer suspended or expelled from the Society by the Executive Council shall have the right to appeal the decision to the next meeting of the Convention. A member of the Executive Council, or person designated to speak for the Executive Council, shall address the Convention regarding the charge(s), the Investigation Committee findings, and decision of the Executive Council. The affected officer or member shall be afforded time to address the Convention regarding the charges. The speakers shall only address issues or findings

as presented to or determined by the Executive Council. The Convention shall, by majority vote, uphold or overrule the decision of the Executive Council regarding the suspension or expulsion. The decision by the Convention shall be final.

Section 8. Any member or officer may be expelled or suspended from the Society or Chapter for cause. Such cause shall be: Disloyalty to the Society; Neglect of Duty; Misfeasance, Malfeasance or Nonfeasance of Office; Dishonesty; Conduct Unbecoming a Member of the General Society; Act(s) or Conduct Detrimental to the Goals and Objectives of the Society.

Section 9. The Judge Advocate will report to the Commander and the Adjutant the final disposition of all charges investigated or sustained under this Article. The final records of all proceedings under this Article will be maintained separately and confidentially by the Adjutant. The records will not be available to anyone outside of the Executive Council. The affected member shall be mailed a copy of the final order at his last known address by Certified Mail, Return Receipt Requested.

### **Article XXI Amendments**

Section 1. The Bylaws of the Chapter may be amended by a two-thirds (2/3) vote of the Executive Council. Amendments to the Bylaws shall be effective immediately upon adoption by the Executive Council.

Section 2. All adopted amendments and proposed amendments to the Bylaws shall be sent to each member registered for the Convention at least thirty (30) days prior to the convening of the Convention. The members shall accept or reject the amendments by a majority vote.

Section 3. Following adoption, all amendments shall be engrossed, renumbered and/or re-designated for review and publication by the Governing Documents Committee.

APPROVED BY VOTE of this Chapter and ENACTED this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

COMMANDER \_\_\_\_\_

ADJUTANT \_\_\_\_\_

**NOTE: This is a generic form of a sample Constitution and ByLaws that can be used for either a chapter or society. The handbook is in a pdf form. Should any chapter or society want the Constitution and ByLaws in a word document, contact the IHQ.**