

October 3, 2024

TO: Attendees of the Fall Leadership Conference/Trustees Meeting

FROM: Mike Scroggins, Interim Executive Director

On behalf of the National Society of the Sons of the American Revolution, I want to welcome you to Louisville, Kentucky. The committee meetings on Thursday and Friday will focus on the activities that support our mission. The next day, the National Trustees will listen to exciting announcements and discuss the business of the Society. This is a time of renewing friendships and making new ones. It is also a time to consider how each of us should be promoting the legacy of our patriot ancestors and the teaching of our early American heritage.

The Semi-Annual Reports Booklet may be found online on ShareFile. Attendees list will be added to ShareFile after Leadership.

If you happen to be a first-time attendee, I invite you to participate in an orientation at the Library at Headquarters on Friday, October 4, 2024. You should plan to gather in the 1st Floor Lobby of the East Tower of the Galt House by 12:45pm and meet outside the Genealogical Research Library no later than 1:15 PM. Tom Ashby, Co-Chairman of the Hospitality & Music Committee, is your host and will meet you there. The SAR Genealogical Research Library is located at 809 West Main Street. If you drive from the hotel to the Library, there are several parking options available. You must enter the facility from Main Street. Uber and Lyft are also available.

Below are the dates scheduled for upcoming events:

- 2025 Spring Leadership Meeting: Feb. 27-Mar. 1, 2025 – Louisville, KY – **The Galt House**
- 2025 National Congress: July 12-18, 2025 – Uncasville, CT – **Mohegan Sun Casino & Resort**

For those interested in accommodations at The Galt House Hotel for the Spring Leadership Conference/Trustee Meeting, I recommend that reservations (502-589-5200) be scheduled immediately as the space there is limited. You may use this link [Galt House Hotel, Trademark Collection by Wyndham - Reservations - Room Availability \(synxis.com\)](#) or call 502-589-5200. The cutoff date to make reservations for the SAR room block is **February 6, 2025**. Other hotels, inns, and motels are available, but if you plan to stay at The Galt House, you should identify yourself as an SAR member for a special room rate.

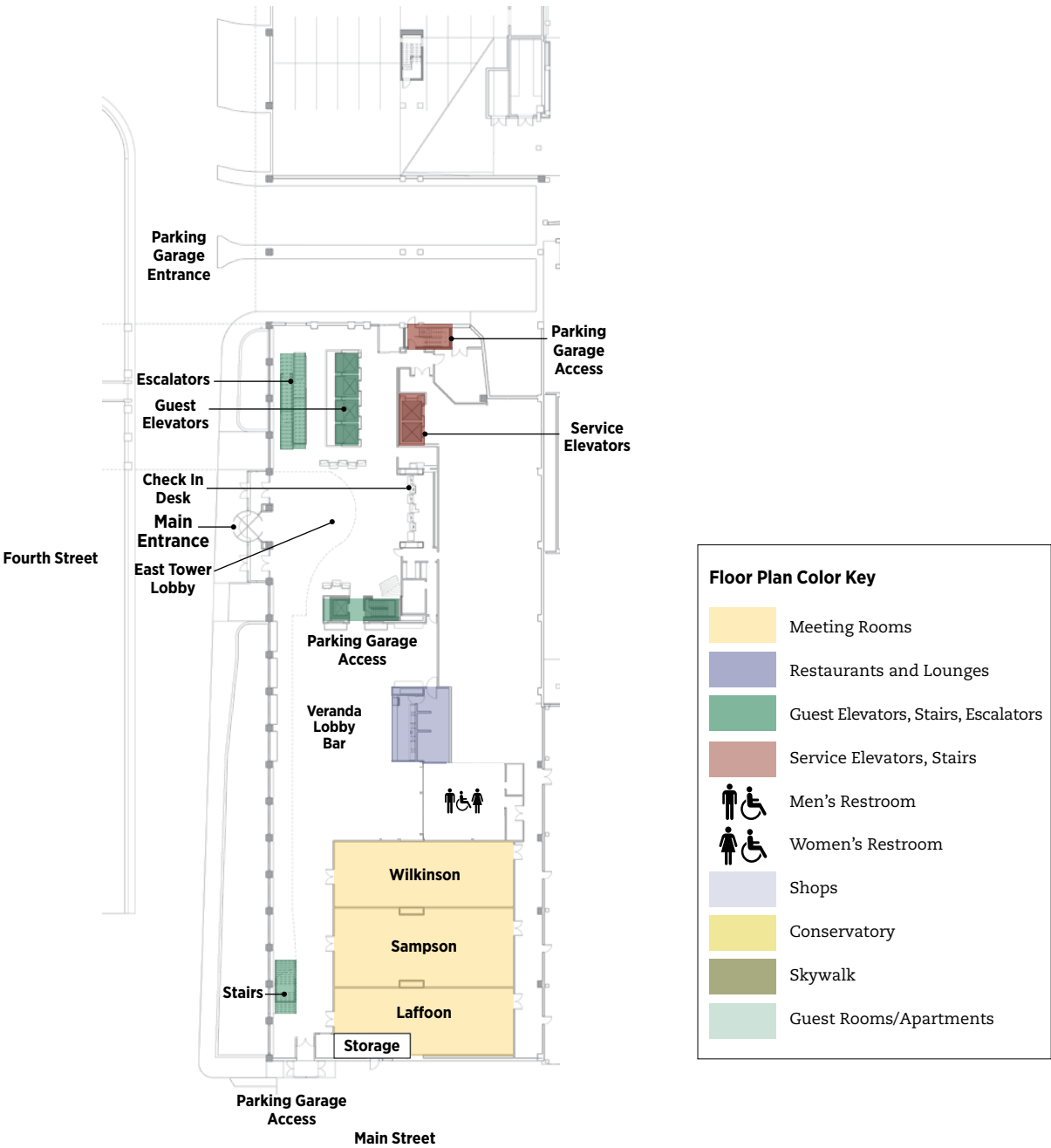
For additional information, the office point of contact is Kelly Moore 1-502-588-6123 or kmoore@sar.org.

EAST TOWER FLOOR PLANS

EAST TOWER - First Floor

Room Name	Dimensions L x W	Square Footage	Ceiling Height	Banquet Capacity	Reception Capacity	Classroom Capacity	Theatre Capacity	Conference Capacity	U-Shape Capacity	Hollow Sq. Capacity
Wilkinson	71' x 30'	2,130	9'	160	190	100	225	40	45	60
Sampson	71' x 30'	2,130	9'	160	190	100	225	40	45	60
Laffoon	71' x 26'	1,846	9'	136	170	65	150	30	30	30
Veranda Lobby Bar					250					

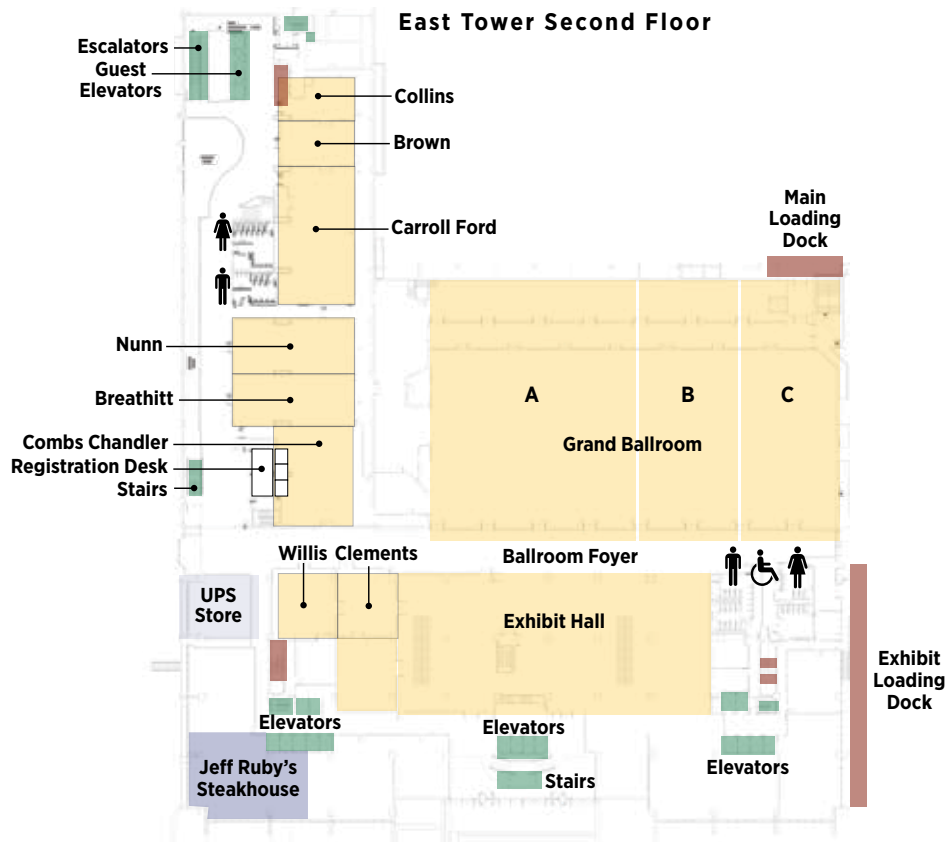
East Tower First Floor



EAST TOWER FLOOR PLANS

EAST TOWER - Second Floor

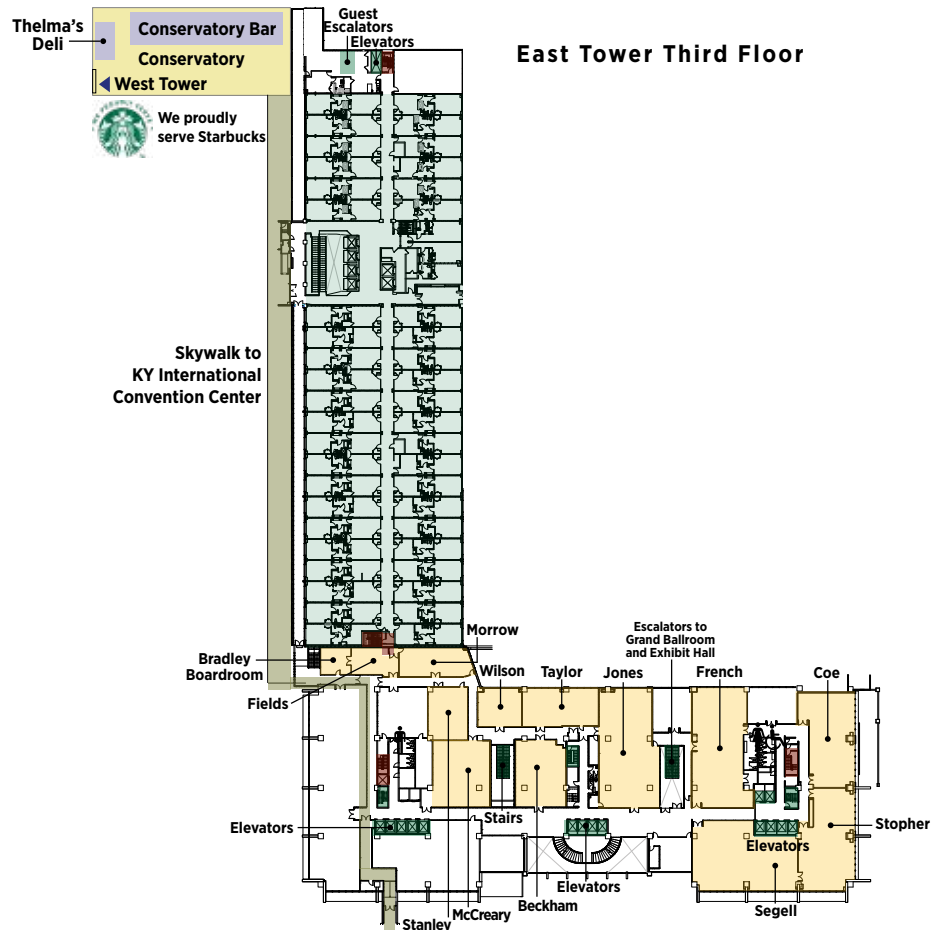
Room Name	Dimensions L x W	Square Footage	Ceiling Height	Banquet Capacity	Reception Capacity	Classroom Capacity	Theatre Capacity	Conference Capacity	U-Shape Capacity	Hollow Sq. Capacity	Exhibits 8'x10'	Exhibits 10'x10'
Grand Ballroom	101' x 231'	23,331	22'	1,640	2,000	1,188	2,288				119	106
Grand Ballroom A/B	101' x 172'	17,372	22'	1,160	1,500	936	1,840				88	76
Grand Ballroom B/C	101' x 118'	11,918	22'	760	1,200	624	1,240				39	57
Ballroom A	101' x 113'	11,413	22'	648	1,000	504	1,220				54	48
Ballroom B	101' x 59'	5,959	22'	360	550	336	630				29	29
Ballroom C	101' x 59'	5,959	22'	360	550	336	630				29	29
Ballroom Foyer	251' x 28'	6,030	11'5"								23	
Exhibit Hall	176' x 77'	13,133	11'2"	792	1,000						64	52
2 nd Floor Registration	48' x 11'3"	6,030	9'4"									
Collins	28' x 22'	616	9'8"	40	50	30	60	20	22	20		
Brown	42' x 26'	1,092	9'8"	70	120	45	100	30	30	35		
Carroll Ford	45' x 77'	3,297	10'	220	290	160	320	68	70	80		
Nunn	69' x 29'	2,001	10'	140	160	100	220	55	60	64		
Breathitt	69' x 28'	1,932	10'	140	160	100	220	55	60	64		
Combs Chandler	57' x 50'	2,850	10'	208	270	162	311	52	62	76		
Willis	32' x 40'	1,248	10'	88	130	60	151	28	34	44	6	
Clements	28' x 40'	1,482	10'	112	130	72	140	36	42	52	7	



EAST TOWER FLOOR PLANS

EAST TOWER - Third Floor

Room Name	Dimensions L x W	Square Footage	Ceiling Height	Banquet Capacity	Reception Capacity	Classroom Capacity	Theatre Capacity	Conference Capacity	U-Shape Capacity	Hollow Sq. Capacity
Bradley Boardroom	17' x 19'	323	9'					8		
Fields	19' x 30'	570	9'	32	65	18	40	20	22	20
Morrow	19' x 51'	969	10'	64	100	42	75	36	35	40
Stanley	35' x 28'	1,015	10'	72	90	48	90	28	34	40
Wilson	25' x 29'	738	10'	48	55	27	60	20	26	36
Taylor	25' x 50'	1,250	10'	88	120	51	100	28	38	44
McCreary	44' x 40'	1,845	10'	136	150	78	183	44	42	52
Beckham	44' x 33'	1,478	10'	90	120	60	151	36	38	44
Jones	39' x 80'	2,909	10'	224	260	129	286	68	66	76
French	41' x 80'	2,835	10'	180	260	138	320	68	74	84
Segell	46' x 72'	2,963	10'	210	250	141	310	68	74	84
Stopher	39' x 69'	2,420	10'	170	220	117	240	60	58	68
Coe	39' x 66'	2,183	10'	150	200	80	210	52	54	60
Waterfront Boardroom	24' x 26'	624	10'					15		
Terrace Room 16 th Floor		1,040		50	50	36	80	28	22	28



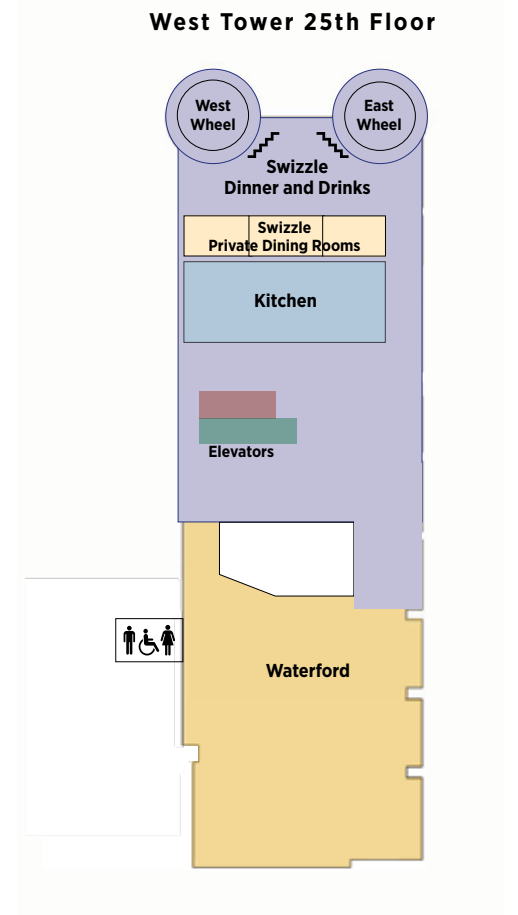
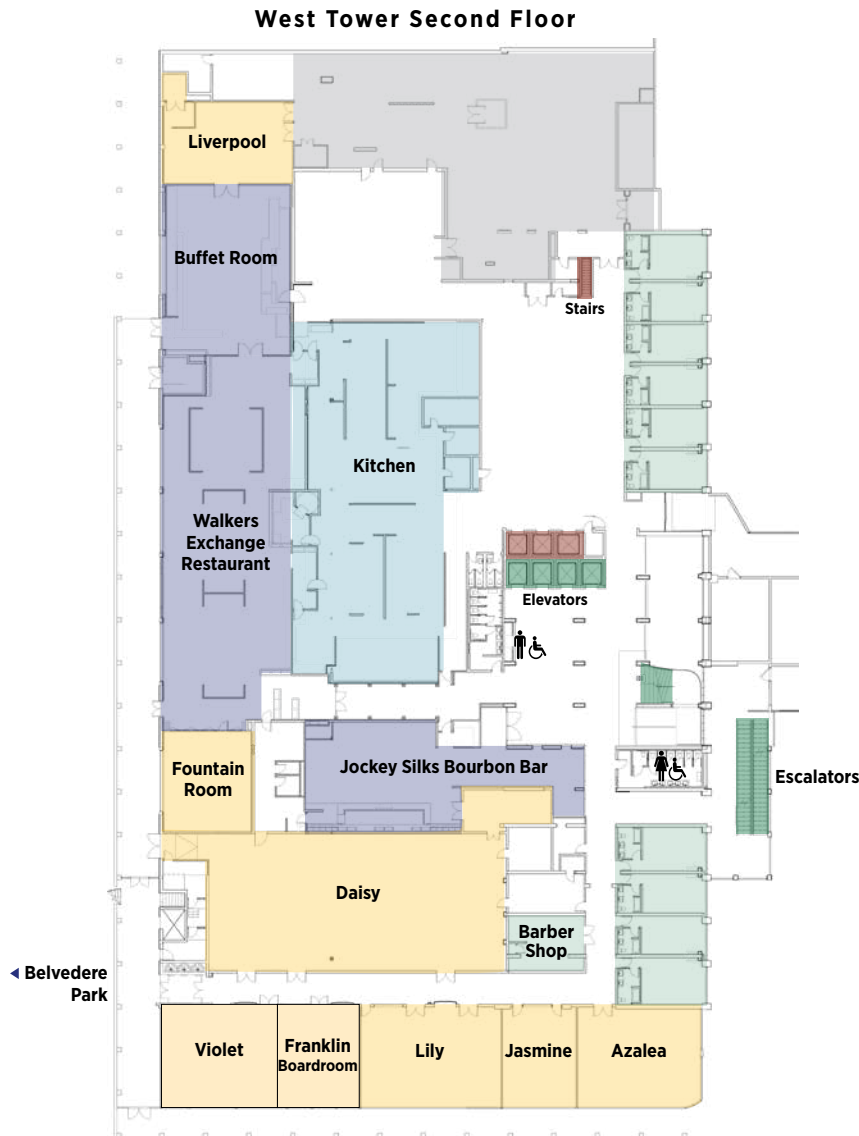
WEST TOWER FLOOR PLANS

WEST TOWER - Second Floor

Room Name	Dimensions L x W	Square Footage	Ceiling Height	Banquet Capacity	Reception Capacity	Classroom Capacity	Theatre Capacity	Conference Capacity	U-Shape Capacity	Hollow Sq. Capacity
Azalea	40' x 32'	1,228	10'11"	100	90	50	100	20	30	40
Jasmine	27' x 32'	780	10'11"	65	50	32	87	19	24	20
Lily	23' x 32'	772	10'8"	64	105	32	86	19	24	20
Daisy	97' x 44'	4,268	9'11"	330	400	260	530	84	96	108
Franklin Boardroom	16' x 32'	512	10'11"					15		
Violet	27' x 32'	780	10'10.5"	65	90	32	87	19	24	20

WEST TOWER - 25th Floor

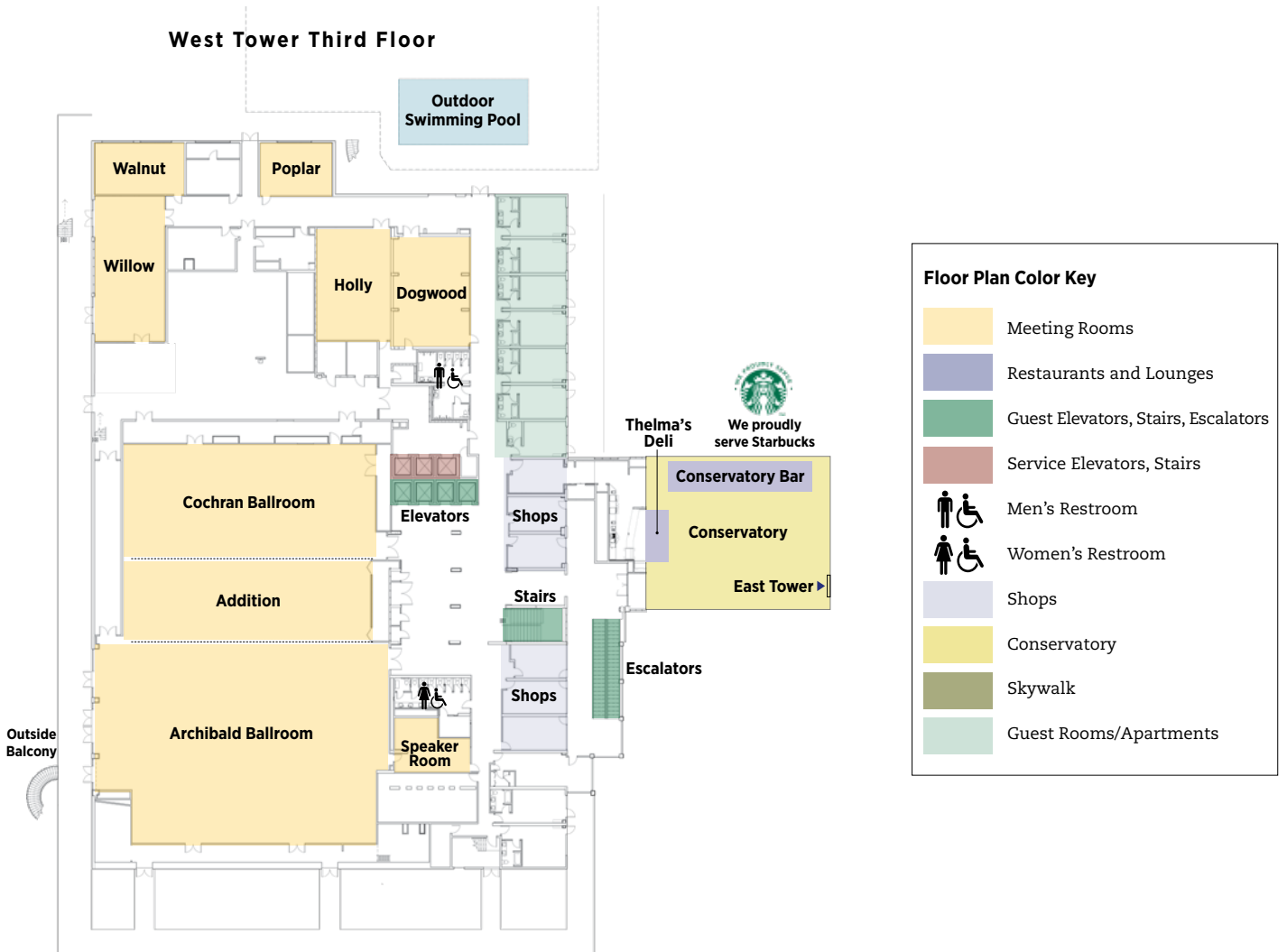
Waterford	97' x 42'	2,540'	9'	220	300	200	400	84	90	102
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WEST TOWER FLOOR PLANS

WEST TOWER - Third Floor

Room Name	Dimensions L x W	Square Footage	Ceiling Height	Banquet Capacity	Reception Capacity	Classroom Capacity	Theatre Capacity	Conference Capacity	U-Shape Capacity	Hollow Sq. Capacity	Exhibits 8x10'	Exhibits 10'x10'
Archibald Cochran Ballroom	192' x 74'	15,412	11'6"-20'10"	950	1,200	660	1,512	370	441	370	96	77
Archibald	110'7" x 74'	8,184	11'6"-20'10"	681	705	312	765	196	234	196	51	41
Archibald w/Addition	147' x 74'	10,912	11'6"-20'10"	908	805	426	968	262	312	262	68	55
Cochran	45' x 100'	4,500	11'6"-20'10"	374	400	136	400	108	129	108	28	23
Cochran w/ addition	82' x 100'	7,228	11'6"-20'10"	601	500	288	715	173	207	173	45	36
Dogwood	39' x 27'	1,026	9'	80	70	45	90	34	34	44		
Holly	40' x 27'	1,092	9'	80	70	45	100	36	34	44		
Poplar	19' x 26'	520	8'	32	26	18	44	20	22	28		
Walnut	19' x 33'	654	8'	48	30	24	60	28	30	28		
Willow	28' x 55'	1,512	13'	112	120	60	150	52	50	60		



Rules for the Trustees Meetings

National Society of the Sons of the American Revolution

1. *Roberts Rules of Order Newly Revised* shall be the authority on parliamentary procedure, unless inconsistent with the Charter, Constitution, and Bylaws of the National Society, or modified by these rules.
2. A member of the Board of Trustees desiring to make a motion or address the Board of Trustees, shall rise, address the Chair as “President General,” wait to be recognized, and then state his name, office, and state society or societies, before proceeding.
3. Only National Trustees, former Presidents General, General Officers, Vice Presidents General, and Executive Committee members duly elected to the Board of Trustees shall be entitled to vote on any matter coming before the Board of Trustees.
4. In the event a National Trustee is not registered for the meeting, the Alternate National Trustee is entitled to vote. If the Alternate National Trustee replaces a National Trustee who had registered, proper evidence of the National Trustee’s withdrawal from registered voting status must be presented to the Secretary General prior to the Alternate National Trustee being permitted to vote on any matter.
5. It shall be the duty of any registered National Trustee who ends his presence at the Trustees Meeting to ensure that his departure is reported to the Secretary General, and to his state society’s Alternate National Trustee, if registered.
6. The vote of any National Trustee absent and not properly represented by the Alternate National Trustee shall not be counted.
7. Non-Trustee Compatriots may be afforded the privilege of the floor, but only members of the Board of Trustees or Committee Chairmen may introduce motions.
8. No member of the Board of Trustees may cast more than one vote on any issue.
9. The President General may call upon the Board of Trustees for a special rule or rules to govern any particular issue, debate resolution, or proposed action during the Congress, and such rule or rules, when adopted by the Board of Trustees, shall have the same force and effect as if incorporated herein.
10. These Rules, or any section thereof, may be suspended by a motion supported by two thirds affirmative vote of the Trustees present and voting at the meeting.
11. Any action taken by the Board of Trustees must be decided by a majority vote of those members of the Board present and voting, unless the Bylaws of the National Society or the applicable provision of *Roberts Rules of Order Newly Revised* require more than a majority.
12. The written report provided by a Committee Chairman shall be the official report of that committee for the current Trustees meeting and no oral report will be provided to the Board of Trustees unless requested by the President General or if the Committee Chairman makes a timely written request to the President General for time to present the report.
13. All oral reports and speeches, except the report of the President General, the reading of the minutes of the Previous Trustees Meeting, the Financial Report of the Treasurer General, and the Chancellor General, shall be limited to two (2) minutes each, strictly enforced.

14. Members of the Board of Trustees shall be seated in the designated section of the meeting room.
15. The Presiding Officer shall not relinquish the chair to anyone unless he chooses to appoint an officer next in line or a former President General.
16. Debate on all main motions, including all related subsidiary motions, shall be limited to twenty (20) minutes, except under special rule as the Board of Trustees shall adopt prior to debate beginning on the motion in question.
17. Debate shall be limited to three (3) minutes for each speaker, strictly enforced.
18. Special rules shall prevail only in the Trustee's meeting adopting them.
19. The President General shall decide all questions of parliamentary procedure with the advice of the Parliamentarian or the Chancellor General, if the Parliamentarian is not present.

THE NATIONAL SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION

Organized April 30, 1889-Congressional Charter 36 USC Sec. 20

“To perpetuate the memory of the men who achieved the independence of the American people...to foster true patriotism....to maintain and extend the institutions of American freedom...to unite in fellowship.”

809 W. Main Street
Louisville, KY 40202

(Updated) October 3, 2024

To: _____, member of the National Society of the Sons of the American Revolution (NSSAR)

Meetings Authorized: This is to confirm that authorized meetings listed below, noted by marks in appropriate places, were attended by you.

Authorized Meetings of the NSSAR:

- ___ Spring Leadership Conference/Trustees Meeting, Feb 29-Mar 2, 2024
- ___ Executive Committee Meeting, Feb 29, 2024
- ___ France Trip, April 6-20, 2024
- ___ Executive Committee Meeting, July 10, 2024
- ___ Trustees Meeting, July 12, 2024
- ___ The 134th Congress, July 10-16, 2024
- ___ Executive Committee Meeting, July 16, 2024
- ___ Executive Committee Meeting, Oct 3, 2024
- ___ Fall Leadership Conference/Trustees Meeting, Oct 3-5, 2024
- ___ SAR Trips in 2024
- ___ Committee Meetings at specified sites and times:

- ___ Council of State Presidents, Louisville, KY, and other sites
- ___ Vice Presidents General Meetings, Louisville, KY
- ___ George Washington Endowment Fund, Louisville, KY

District Meetings:

- | | | |
|--------------------|--------------------|---------------------|
| ___ New England | ___ North Atlantic | ___ Middle Atlantic |
| ___ South Central | ___ Great Lakes | ___ Southern |
| ___ Central | ___ South Atlantic | ___ North Central |
| ___ Rocky Mountain | ___ Intermountain | ___ Western |
| ___ Pacific | ___ European | ___ International |

Authorized Travel: This statement confirms that attendance was required to conduct necessary business of the NSSAR, to administer the necessary and customary functions of the office, and necessary to conduct the required obligations as addressed in 36 USC Section 20 of the United States Code. These functions included but are not limited to educational programs such as JROTC, patriotic education, recognition of public servants, including local law enforcement and firefighting personnel and other outstanding Americans. Travel to the meetings listed is authorized and all participants receive no reimbursement for travel and accommodations.

Volunteer Expenses: This letter confirms that attendees incurred volunteer expenses that exceeded \$250.00 which includes travel (airfare and automobile mileage) hotel, meals, telephone, postage, authorized messages, delivery, fax, and similar expenses necessary to conduct NSSAR business. This letter confirms attendees paid all expenses and received no reimbursement for such expenses. In return, attendees performed these services and received no compensation, goods, or services in return for such volunteer actions.

Other Authorized Travel: In addition to the above authorized travel, the following is considered authorized travel:

Historic sites and celebrations held in various locations during 2024

State Society meetings

Chapter meetings in each of the state societies

The Daughters of the American Revolution (DAR) meetings in various locations

The Children of the American Revolution (CAR) meetings in various locations

National Congress of Patriotic Organizations

Meetings with individuals that have business relationships to the NSSAR and are approved by the President General, Executive Director, Executive Committee, Trustees, or the Annual Congress.

A handwritten signature in cursive script, appearing to read "Michael T. Scroggins".

Mike Scroggins
Interim Executive Director

MOTION

This motion was proposed by Compatriot _____ representing the

(State) Society and/or _____ Committee.
(Name) (Name of Committee)

I move that:

Signed _____ Maker
_____ Second

Fiscal Impact Considered: Yes No Funding Source: _____

ACTION TAKEN: Passed Failed Other _____

MEETING: Executive Trustee SAR Foundation Date: _____

FURTHER ACTION REQUIRED BY _____

MOTION

This motion was proposed by Compatriot _____ representing the

(State) Society and/or _____ Committee.
(Name) (Name of Committee)

I move that:

Signed _____ Maker
_____ Second

Fiscal Impact Considered: Yes No Funding Source: _____

ACTION TAKEN: Passed Failed Other _____

MEETING: Executive Trustee SAR Foundation Date: _____

FURTHER ACTION REQUIRED BY _____



PRESENTATION OF GIFT AT LEADERSHIP AND CONGRESS

DONOR'S NAME: _____ **NATIONAL NUMBER:** _____

ADDRESS: _____

STATE SOCIETY AFFILIATION: _____

ITEM DONATED: _____

Description, e.g., Book (title, author); Painting/Print (description, artist, date if known);
Financial Donation (amount, designation); Artifact (description, source, value); Etc.

LIBRARY GIFTS should be delivered directly to the Genealogical Research Library at 809 W. Main Street prior to Leadership meetings if possible. *Library gifts require the completion of "SAR Genealogical Research Library Gift" form available at the Library. Alternatively, the form will be available during the meeting and may be completed and submitted with the gift.* Donors will be advised if any "restrictions" placed on the gift are allowable. The Librarian and Librarian General will be made aware of the donation.

MUSEUM GIFTS should be coordinated with the NSSAR Museum Board Chairman or a Board member, or the SAR Center Director prior to the meeting to determine their acceptability. They should be delivered directly to the Museum at 809 West Main Street prior to the meeting if possible. Artifacts need to arrive in a self-contained protective box and include the donor's name, contact information, and description of the item.

MONETARY GIFTS will be accepted by the President General during the meeting. *Monetary gifts may be made using (1) this form, (2) any current SAR Museum and Education Center donation commitment or pledge form, or (3) the "Youth Programs Donor Gift Form."* Checks for the SAR Education Center and Museum, or unrestricted as to use, should be made out to "The SAR Foundation." Checks for other programs should be made out to the "NSSAR Treasurer General" and annotated for the designated program/fund.

All gifts are subject to the NSSAR Policy on Gifts, 1991-1992, cited in Volume II of the SAR Handbook.



Receipt No: _____

Temporary Custody Receipt

National Society of the Sons of the American Revolution, Library and Archives, 809 West Main St., Louisville, KY 40202

This is to acknowledge receipt of the items listed below by the National Society of the Sons of the American Revolution, Library & Archives, from:

Name: _____		Date: _____
Address: _____		
City: _____	State: _____	Zip: _____
Work#: _____	Home#: _____	Cell#: _____
Website: _____		Email: _____

The items listed below are left in the custody of the National Society of the Sons of the American Revolution to be considered as:

- An unconditional donation. The Library and Archives reserves the right to keep, lend, or otherwise dispose of the donated material.
- To be considered for acquisition. If accepted, Deed of Gift (archival item) or Letter of Acknowledgement (books) will be mailed to donor to complete the donation process.
- For identification or digitization. Does not constitute an authentication; will not include appraisals. The Library and/or Archives reserves the right to photograph for patron access.
- For other. Please specify _____

Disposition if not accepted for accession:

- Source will pick up
- Please dispose of or destroy
- May be sold to benefit
National Society of the Sons of the American
Revolution

Items and Description

Received by:

Received from:

(Signature)

(Signature)

(Date)

(Date)



**THE NATIONAL SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION
YOUTH PROGRAMS DONOR GIFT FORM**

NAME: _____ **NATIONAL NUMBER:** _____

ADDRESS: _____

PHONE NUMBER: _____ **EMAIL:** _____

I want to show my support for the programs and outreach of the NSSAR.

Please accept my donation in the amount of _____
Please record my donation under my name or in memory of _____
I would like to make my gift a recurring gift. _____ per month.

Signature: _____ Date _____

My information may be published in SAR Publications: _____ Yes _____ No

GIFT DESIGNATION

I request my donation be placed in the Investment/Endowment accounts for growth of the fund, **Or** in the Current Operations (i.e., the Checking Account) of the following numbered funds:

- | <u>Investment:</u> | <u>Or:</u> |
|---|--|
| <input type="checkbox"/> Tomme/Leed & Council of Youth Programs (Fund #433) | <input type="checkbox"/> Current Operations |
| <small>(Interest earned on donations to the Council are allocated among the Youth Programs and the American History Teacher Awards)</small> | |
| <input type="checkbox"/> Elementary School Poster (Fund #400) | <input type="checkbox"/> Current Operations |
| <input type="checkbox"/> Sgt. Moses Adams Middle School Brochure (Fund #428) | <input type="checkbox"/> Current Operations |
| <input type="checkbox"/> George S. & Stella M. Knight Essay (Fund #404) | <input type="checkbox"/> Current Operations |
| <input type="checkbox"/> JROTC Outstanding Cadet (Fund #408) | <input type="checkbox"/> Current Operations |
| <input type="checkbox"/> Service Academies Awards (Fund #409) | <input type="checkbox"/> Current Operations |
| <input type="checkbox"/> Joseph S. Rumbaugh Orations (Fund #406) | <input type="checkbox"/> Current Operations |
| <input type="checkbox"/> Arthur M. & Berdena King Eagle Scout (Fund #403) | <input type="checkbox"/> Current Operations |
| <input type="checkbox"/> C.A.R. (Fund #401) | <input type="checkbox"/> Current Operations |
| <input type="checkbox"/> Tom & Betty Lawrence American History Teacher (Fund #419) | <input type="checkbox"/> Current Operations |
| <input type="checkbox"/> Youth Video Contest (Fund #434) | <input type="checkbox"/> Current Operations |

Checks should be made out to the "Treasurer General, NSSAR" and annotated with the Fund Number as noted above. Send checks to NSSAR, 809 W. Main Street, Louisville, KY 40202. If credit card, please provide: Credit Card type and number: (Visa, Master Card, American Express, etc.) _____ Expiration Date: _____
Name on Card: _____

All gifts are subject to the NSSAR Policy on Gifts, 1991-1992, cited in Volume II of the SAR Handbook.

**THE NATIONAL SOCIETY OF THE SONS
OF THE AMERICAN REVOLUTION
(NSSAR)**

CONFLICT OF INTEREST/CODE OF ORGANIZATIONAL CONDUCT

SECTION 1. PURPOSE:

The National Society of the Sons of the American Revolution (known hereafter as NSSAR) is a not for profit, tax-exempt organization. Maintenance of its tax-exempt status is important for both continued financial stability, public and member support. Therefore, the Internal Revenue Service, as well as other regulatory agencies, tax officials and other stakeholders view the policy and operations of the SAR as a public trust, which is subject to scrutiny by and accountable to such authorities as well as its constituents.

Consequently, there does exist between the NSSAR and its officers, trustees, committee chairmen, senior staff and the general public a fiduciary duty that carries with it a broad and clear duty to fidelity and loyalty. The officers, trustees and senior staff have the responsibility to administer the affairs in an honest and prudent manner, exercising the best skill, abilities and judgment for the sole benefit of the NSSAR. Those persons who serve in leadership capacities shall exercise good faith in all matters and transactions, and shall refrain from practices that allow personal gain or benefit due to knowledge or influence. The interest of the SAR shall be the priority in all decision and actions.

SECTION 2. PERSONS CONCERNED:

This code and statement is intended for all general officers, trustees, committee chairmen, senior staff and others as so determined by the trustees of the NSSAR. All persons who may influence decisions of the NSSAR may be added at any time.

SECTION 3. AREAS OF POTENTIAL CONFLICT:

Conflicts may arise in relations to officers, trustees, and senior staff with any of the following third parties:

1. Persons and firms supplying goods and services to the NSSAR.
2. Persons and firms from whom the NSSAR leases property or equipment.
3. Persons and firms with whom the NSSAR is maintaining or plans to maintain a business relationship that involves the sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting the NSSAR.
6. Agencies, organizations, and associations that affect the operations of the NSSAR.
7. Family members, close associates and other employees.

SECTION 4. NATURE OF CONFLICT OF INTEREST:

A conflicting interest may be defined as an interest, direct or indirect, with any person or firms mentioned in Section 3. Such interest may arise from the following activities:

1. Owning stock or holding debt or other proprietary interest in a third party dealing with NSSAR.
2. Holding office, serving on the board, participation in management, or being otherwise employed or previously employed with any third party who conducts business or intends to conduct business with the NSSAR.

3. Receiving remuneration for services with respect to individual transactions involving the NSSAR.
4. Using the time, personnel, equipment, good will or other resources of the NSSAR for activities other than approved activities, programs, and functions.
5. Receiving personal gifts, professional opportunities or loans from third-party vendors conducting business or intending to conduct business with the NSSAR. Receipt of any gift of cash is prohibited. Gifts with a value of less than \$25 (twenty-five dollars) may be accepted only if the acceptance avoids a discourtesy.

SECTION 5. INTERPRETATION OF POLICY:

The areas of conflicting interest listed in Sections 3 and 4 are examples of potential conflicts and may be expanded as situations dictate. All persons who serve in leadership and critical areas of the NSSAR shall use best judgment to determine any possible conflicts. The Chancellor General of the SAR shall be consulted on any question of this policy.

Persons in leadership positions of the NSSAR shall disclose any potential conflict before transactions are consummated. The leadership shall scrutinize all transactions and disclose any activities that are, or have the appearance of, a conflict to the trustees immediately upon knowledge of such activities.

This policy, once enacted, shall be mandatory for all affected members. Any change of the policy will require a two-thirds affirmative vote of the Executive Committee and a two-thirds affirmative vote of the Trustees of the NSSAR. Such vote will occur at a called meeting of the Executive Committee and Trustees.

SECTION 6. DISCLOSURE POLICY AND PROCEDURE:

Transactions with parties with whom a conflicting interest exists may only be undertaken when all four (4) stipulations are met:

- The conflict of interest is fully disclosed.
- The person with the conflict refrains from discussion and approval of such transaction.
- A competitive bid or comparable valuation exists.
- The leadership, executive committee, board of trustees, or duly constituted committee determines that the transaction serves the best interest of the NSSAR.

Disclosure shall be made to the President General (Executive Director/Chief Operating Officer if the President General is the person in conflict) and the Chancellor General, who shall bring the matter to the Board of Trustees for discussion and resolution. Disclosures that involve Executive Committee members shall be made to the President General and Chancellor General.

The duly constituted committee shall determine whether a conflict exists. Further, the constituted body shall determine in a fair, just, and reasonable manner if the approval of such transaction with the disclosed conflict best serves the interest and mission of the NSSAR.

A NSSAR Conflict of Interest Statement must be signed each year by all officers, trustees, committee chairmen, senior staff, and others as so determined by the trustees of the NSSAR.

**THE NATIONAL SOCIETY OF THE SONS
OF THE AMERICAN REVOLUTION (NSSAR)**

CONFLICT OF INTEREST STATEMENT

For Officers, Trustees, Committee Chairmen, Executive Committee Members, Investment Committee Members, Senior Staff.

No NSSAR Officer, Trustee, Committee Chairman, Executive Committee Members, Investment Committee Member, or Senior Staff shall derive any personal profit or gain, directly or indirectly, by reason of his/her participation with NSSAR. Each individual shall disclose to NSSAR any personal interest which he/she may have in any matter pending before NSSAR and shall refrain from participation in any decision on such matter.

Any NSSAR Officer, Trustee, Committee Chairman, Executive Committee Member, Investment Committee Member, or Senior Staff who is an officer, board member, a committee member or staff member of a service or vendor organization shall identify his/her affiliation with such agency or agencies; further, in connection with any policy committee or Board of Trustees action specifically directed to that agency, he/she shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full Board of Trustees.

Any NSSAR Officer, Trustee, Committee Chairman, Executive Committee Member, Investment Committee Member, or Senior Staff shall refrain from obtaining any list of NSSAR members for personal or private solicitation purposes at any time during the term of his/her affiliation.

At this time, I am a Board member, a committee member, or an employee of the following organizations:

- 1.
- 2.
- 3.
- 4.

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with NSSAR which has resulted or could result in personal benefit to me.

2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with NSSAR.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with NSSAR.

Date: _____

Signature: _____

Printed name: _____