



WELCOME



National Society of the Sons of the American Revolution

Texas Society

William Hightower Chapter 35

New Braunfels, Texas





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Steven R. Polk

President, Chapter 35

New Braunfels, Texas

Fellow Compatriots

Welcome to the William Hightower Chapter of the Texas Society of the Sons of the American Revolution. We are an active, growing chapter dedicated to promoting patriotism and supporting the institutions established by our forefathers.

We encourage you to become active in our chapter activities and thank you for joining this historic organization. Together we can make our chapter both productive and enjoyable.

Warmest regards

Steve Polk

President, Wm. Hightower Chapter #35

Texas Society, Sons of the American Revolution

www.nbsar.net



Welcome to the Sons of the American Revolution

William Hightower Chapter

Chapter 35

New Braunfels, Texas

Welcome to your chapter of the Sons of the American Revolution. It is a pleasure to have you join us in such a fine patriotic organization. You have obviously been successful in tracing your lineage to your Patriot forefather, expending much time and energy in your quest to gather all the documents required to prove your lineage. But in the end, it was all worth it!

Please take some time to look over the papers included with this welcome message. It contains information regarding opportunities for volunteering a bit of your time to the local chapter in civic events, a roster of the membership to help you get to know all of your local compatriots, a schedule of civic events in which we involve the local chapter, such as parades and honor guard ceremonies, a sheet with directions on how to navigate our web site on the computer, as well as on Facebook and your smart phone. Also included is information regarding the National web site and the information it contains for your use, as well as how to register yourself on the web site to gain access to information not afforded to non-SAR members. There is also information regarding the Texas state SAR web site and the information you can glean from it. There is an information sheet regarding our monthly meetings and what you can expect when you attend.

We wholeheartedly welcome your participation in the organization. There is always something in which we can get involved within the City of New Braunfels and the surrounding area. We are strongly involved with the local ROTC programs in the area high schools and present awards and scholarship money annually to worthy candidates.

As we continue to grow in size, there will be many opportunities for you to get involved. We have several Revolutionary War clothing manufacturers that we order our uniforms from and if you would like to do so, one of the local members can assist you in your order. Having a uniform will allow you to participate in many of the color guard ceremonies and parades each year. There's nothing like a Revolutionary War soldier to get the crowd cheering and on its feet during a parade!

So, once again, welcome to the William Hightower chapter of the Sons of the American Revolution. We are happy to have you join us!





The Continental Line – News for New Members

Your new Compatriots in the Sons of the American Revolution welcome you. We are a group of men who have established a lineal descent from a Patriot who was loyal to and rendered active service in support of the cause of American independence. The objects of our Society are declared to be patriotic, historical, and educational, and we seek to perpetuate the memory of those patriots who, by their services or sacrifices during the war of the American Revolution, achieved the independence of the American people.

The National Society of the Sons of the American Revolution is divided into individually incorporated state societies. You belong to the Texas Society of the Sons of the American Revolution. You will often see the Society referred to as TXSSAR. The TXSSAR is divided into districts and, of course, the districts are made up of the local chapters. The number of chapters in a district vary because the districts cover the more heavily populated areas of the state as well as the thinly populated areas in West Texas.

The National Society meets once a year in June in larger cities throughout the United States. The Texas Society meets once a year in March in towns where there is a local chapter to be the host. Local Chapters meet as decided by the members. Some chapters, especially the larger chapters, meet monthly for business, social interaction, to break bread together, and to hear talks of interest. Several chapters meet monthly except for the summer months, others meet quarterly, and one meets annually at Christmas for a black tie special occasion. In addition to these meetings, the Texas Society Board of Managers meets three times a year, in March, August, and in November, to assure smooth conduct of TXSSAR business. Some of our districts have one day training meetings to help local chapter officers in their conduct of chapter affairs.

Nationally, we have a President General, Vice Presidents General representing areas of the country, and other National Officers. The TXSSAR has a President, a President-Elect, and the district Vice Presidents, as well as Historian, Chaplain, Genealogist, Registrar, Secretary, Staff Secretary, Treasurer, and Chancellor. Local chapters follow this general order of officers modified to fit the needs of each chapter.

The TXSSAR has programs utilized by the chapters to encourage patriotism and research into the period of the American Revolution. Each chapter is encouraged to participate in recognizing

outstanding ROTC students at the high school and college level in their communities by the annual award of the Society's Bronze (high school) or Silver (college) medal and certificate. These medals are available from National Society headquarters in Louisville, KY. We have an oration contest each year for high school students where winners advance from chapter to district to state to national with winners at each level receiving prizes or scholarships. The Eagle Scout competition invites all new Eagle Scouts to write a short essay. These are judged locally and at the state level and each state winner advances to the national competition at the national annual meeting. Winners receive substantial scholarships. We also have a new poster contest at the local and state level designed for elementary level school students. The Bronze Good Citizenship Medal is available for award to high school level students as well as adults for outstanding service to the community.

To reap the maximum benefits from your membership in the Sons of the American Revolution, you should participate. Come to meetings, serve on committees, make yourself available for chapter offices, and have a wonderful time with your compatriots.

Ross L. Shipman Compatriot

Constitution

For the William Hightower Chapter of New Braunfels, Chapter No. 35 of the Texas Sons of the American Revolution of the National Society, Sons of the American Revolution, hereafter known as the WH#35, TXSSAR, NSSAR.

Article I – Name

The name of this chapter shall be “The William Hightower Chapter of New Braunfels, Sons of the American Revolution” hereafter, in this constitution and by-laws, referred to as the “chapter.”

Article II – Objects

The objects of the society are declared to be patriotic, historical and educational, and shall include those intended or designed to perpetuate the memory of those, who by their services during the war of the American Revolution, achieved the independence of the American people.

To unite and promote fellowship among their descendants; to them and the community at large with a more profound reverence for the principles of the government founded by our forefathers; to encourage historical research in relation to the American Revolution; to acquire and preserve the record of the individual services of the patriots of the war, as well as the documents, relics, and landmarks; to mark the scenes of the Revolution by appropriate memorials; to celebrate the anniversaries of the prominent events of the war and of the Revolutionary period; to foster true patriotism; to maintain the institutions of American Freedom, and to carry out the purpose expressed in the Preamble of the Constitution of our country and the injunctions of Washington in his farewell address to the American People.

Article III – Membership

Any man shall be eligible for membership in this chapter who is eighteen years of age or over, a citizen of good repute in the community and is the lineal descendant of an ancestor who was a patriot of the revolutionary war as defined by the National Society, Sons of the American Revolution, and, who fulfills the requirements outlined in Article I of the by-laws of this chapter.

Article IV – Officers

The officers of this chapter shall be (1) President, (2) Vice-President, (3) Secretary, (4) Treasurer, (5) Registrar, (6) Chaplain, and (7) Historian. The above named officers will comprise the executive board. They shall be elected annually by a majority of the membership in attendance at the meeting to elect officers. The President may, from time to time, invite committee chairman to attend executive

board meetings. The President may also appoint additional officers to control the flow of the meeting, such as a Parliamentarian and a Sergeant-at-Arms.

The immediate past-president is an honorary member of the executive board.

Article V – Meetings

Meetings will be held monthly, regularly, except in the months of June, July, and August. The Chapter President will call necessary special meetings.

The Chapter President shall be responsible for notifying all members of regular meetings by mail, e-mail, or telephone one week in advance. A quorum will consist of 15% of the chapter membership.

The official year for the chapter shall begin on April 1 and end on March 31.

Article VI – Authority

This constitution may be effective immediately upon the majority vote of a quorum of the chapter in a regular meeting.

This constitution may be amended or changed in any manner by a two-thirds vote of a quorum of members in a regular meeting. Two weeks notice must be given to all members, and the proposed change must be fully described along with this notice.

This constitution is superseded in authority by the Texas Society Constitution, Sons of the American Revolution.

Submitted by the Committee for
writing a Constitution and By-laws

E.N. Delashmutt, Chairman
Bill Hightower
Myles Kuykendall

(Changed)	September 17, 1985
(Changed)	April 14, 1988
(Changed)	April 10, 1990
(Changed)	Dec 10, 2015

By-laws

For the William Hightower Chapter of New Braunfels, Chapter No. 35 of the Texas Sons of the American Revolution of the National Society, Sons of the American Revolution, hereafter known as the WH#35, TXSSAR, NSSAR.

Article I – Membership

The official designation of the members of this chapter shall be Compatriot. Application for admission must be made through this chapter, and sponsored by two members of this chapter, and subject to the approval of a majority of the members in a regular meeting with a quorum present.

Article II – Duties of the President

The President will be the official executive officer this chapter, and will be responsible for calling and conducting meetings, appointing and being an ex-officio member of all committees, be responsible for the budget, represent the chapter in the community at appropriate meetings, preside at executive board meetings, publish and distribute a directory for his time in office, and maintain general supervision over the affairs and business of this chapter.

He shall insure that all members are notified of regular meetings, by mail, e-mail, or telephone one week in advance.

He shall appoint an auditing committee at the end of his year, and this committee shall report to the membership.

At the end of his year in office, he will be responsible for gathering the records of the officers in his administration, including his own and committee members and file them in the permanent chapter file, and turning this permanent file over to the incoming President.

The President shall be responsible for maintaining a chapter property list, and for obtaining the signature of his successor acknowledging responsibility for this property.

The President shall comply with Article III Section V of the TXSSAR bylaws.

Article III – Duties of the Vice-President

The vice-president will act as the alternate and substitute for the president on appropriate occasions, oversee all publicity, and the construction of a chapter scrapbook for the year, insuring it gets taken to the annual meeting of the Texas Society, SAR, and for turning his files over to the president of his current term for filing in the permanent file.

Article IV – Duties of the Secretary

The Secretary shall be responsible for recording the minutes from each meeting, reporting them in the following meeting, and preserving them in a neat and legible manner for permanent filing so his successor can quickly retrieve records of meetings.

He shall maintain in file copies of official records to include (a) Constitution and By-Laws of this chapter, (b) the minutes book, (c) Treasurer reports, (d) Annual Reports of the chapter, and the membership roster.

He shall maintain the official membership roster for the chapter, including a record of deaths, transfers, due payments, and delinquencies. He shall also maintain individual membership records.

The Secretary shall comply with Article III Sections 4 and 6 of the TXSSAR bylaws.

He shall be responsible for presenting each new member with a “New Members Packet,” which includes a chapter directory, an SAR handbook, and any other material deemed helpful to new members. A copy of the chapter’s constitution and by-laws will be included in this packet. It will be his duty to visit with each new member, answer any questions he may have, obtain any information necessary for the member’s personnel file, appoint him to a minimum of two of the chapter’s committees, and generally make him welcome as a member into the chapter.

Article V – Duties of the Treasurer

The Treasurer shall be responsible for collecting, safekeeping, accounting for and disbursing all chapter funds. He shall stand ready for an audit of his records at any time. The scholarship fund dues have been included in the annual dues but a separate invoice must be submitted to those who have perpetual memberships.

He shall be responsible for the construction of an annual estimated budget for the approval of the executive board, and in turn, the approval of the membership, and for keeping members informed of the progress of this planned budget during the year.

The Treasurer shall prepare and submit all forms required by the IRS for the operation of this chapter.

Article VI – Duties of the Registrar

The Registrar shall receive all new applications for membership, examine them for completeness, forward the original and one copy to the Texas Society SAR

Registrar, keep one copy of the permanent files of the chapter, and give one copy of the completed application to the prospective member.

He shall keep a supply of new, supplemental, and renewal applications at all times, and a current list of applications in progress.

Article VII – Duties of the Chaplain

The Chaplain shall open and close all meetings of this Chapter with services usual and proper for such occasions.

The Chaplain will be the responsible official for sympathy chairman of this chapter, making every effort, with the assistance of every member, to stay informed of any misfortune of our members or their families, and expressing sympathy in the name of the chapter.

It will be his duty to visit with each new member, answer any questions he may have, and generally make him welcome as a member into the chapter.

Article VIII – Historian

The Historian shall be responsible for writing a chapter history, collecting articles and pictures, which support that history, for the yearbook, keeping two copies for the permanent file of the chapter, and giving one copy to the President for the Texas Society SAR annual meeting. These books will be maintained as an annual history.

Article IX – Election of Officers

The President shall name a nominating committee for the purpose of carefully considering and nominating this chapter's Officers for the coming year.

The nominating committee shall consider an upward movement of present officers; however, this committee will only be obligated to nominate those members who they believe will do the best job.

All nominations, including those of the nominating committee, shall come from the floor.

Article X – Color Guard

The Color Guard is a very public activity, involving the national colors, and must at all times be handled in a proper manner to reflect maximum credit upon the chapter.

Organization of the Color Guard is as follows:

Chapter President
General
Colonel
Drillmaster/Coordinator

Commander in Chief
Ceremonial Leader
Acts in absence of General.
Conducts drills. Call movements and cadence during ceremonies and activities.
Co-ordinates appearances For Chapter Color Guard.
Provides publicity before and after appearances of the Color Guard.

It shall be each President's duty to appoint a member to fulfill the obligations of the Color Guard General, Colonel, and Drillmaster/Coordinator.



Schedule of Annual Events

January	Essay Contest
February	Oration Contest /George Washington Proclamations / Election of new officers
March	Texas SAR Convention / Laying wreath at the Alamo / Introduction of new officers / awards recognition
April	FolkFest
May	ROTC Awards presentations / New Braunfels--Mayor's Prayer Breakfast
June	
July	4 th of July parade in New Braunfels
August	Battle of Medina
September	Comal County Fair/Guadalupe County Fair/ Broken Arrow Ceremony
October	
November	Wurstfest/Public Safety Awards for Police, Fire, and Heroism
December	

Flag Awards Any time throughout the year

Possible opportunities for our chapter:

The parade in Laredo

Stark Award for working with veterans



Monthly Meeting Information

The William Hightower Chapter 35 of the Texas Society of the Sons of the American Revolution meets monthly except for June, July, and August. There are no meetings during these three months due to vacations, etc.

Meeting notices are mailed out to every member about a week before each meeting. The meeting notice and agenda for that meeting can also be found on the nbsar.net web site.

Meetings are currently held on the second Thursday of each month at Granzin's BBQ Restaurant on San Antonio St. We meet in the large room to the rear of the building on the parking lot side of the building. There is a social hour between 6pm and 7 pm. During this time you may order a meal and visit with the other members of the chapter. The meeting starts promptly at 7pm and is generally finished at 8pm. Extenuating circumstances may cause the meeting to go past 8pm, as in the case of award presentations. This is not the norm, however.

The chapter Secretary also sends out the minutes of each meeting to the membership for their records.

Chapter Meetings

The ongoing success of a Chapter is typically in direct relation to its ability to have regular “organized” meetings. A monthly meeting is considered optimum with fewer meetings rated in diminishing value as the number of members decrease. TXSSAR is working to adopt a change to the Constitution and Bylaws mandating no less than one meeting per quarter.

A meeting for the annual election of officers is required. As the TXSSAR holds its annual meeting in March/April and TXSSAR Officers take office at that time, it is suggested (but not required) that Chapter Officers, for consistency, be elected in February and installed during the March meeting. At a minimum, the chapter officers should be elected to where their offices start between January 1 and February 28.

Meetings should follow the NSSAR/TXSSAR Protocol. Referring to the protocol will answer most questions concerning Society etiquette when dealing with visiting NSSAR/TXSSAR and other dignitaries.

Regular meetings with interesting speeches or other appropriate presentations are found to generate significant interest and encourage participation in other chapter activities, all of which are necessary for the life of a chapter or any other organization.

Reasonable care should be taken in selecting a speaker. Make sure the speaker understands the nature of the SAR and work with them to get their presentation to relate to the historical, educational, and patriotic interests of the group.

Meetings should be held at a convenient location with comfortable accommodations and ample parking space. A good cafeteria or restaurant with a private meeting room is ideal for many chapters. Other chapters may prefer some other type facility, dependent on their particular needs.

The number of attendees will sometimes determine whether a provider will charge for the use of a meeting room. Negotiate with the host provider (restaurant or hotel) before deciding on a permanent meeting place.

Meeting hours - breakfast, lunch, dinner, or otherwise may vary among chapters and be determined by the preference of the majority of the Chapter members.

The size of the Chapter will generally determine whether it will meet every month. Of course, a monthly meeting is the most desirable for reasons previously stated.

Suspensions of activities should be avoided when possible as they tend to encourage a loss of interest and provide potential new members nowhere to go to discuss their applications or network with other members.

An attendance register of members and guests should be kept at each meeting. Correct attendance records are necessary for the Chapter End of Year Reports and future logistical planning.

A reasonable place to keep the register is at the door of the meeting room where all attendees enter. It is suggested that the Chapter assign “greeters” at the entrance of the room to welcome compatriots, new members, and guests as they are registered.

The greeter(s) should make a special effort to meet and introduce new members and guests to the Chapter President before the meeting. They should see that these important attendees are seated and introduced to those seated with them. **WE STRIVE TO NEVER LET NEW GUESTS OR POTENTIAL MEMBERS WANDER IN TO THE MEETING UNGREETED AND SIT ALONE!** It is vitally important to make everyone feel included and part of the group at their first and EVERY meeting that they attend.

Typical meeting suggestions include:

Meetings are to be called to order on-time by the presiding officer. Likewise, they are to be concluded according to a pre-planned schedule (see suggested agenda format following). Meetings which run overtime and/or are without structure, lead to discontent, lack of interest, and loss of attendance. One of the presiding officers' most important roles at the meeting is to control it and ensure it runs on time!

Meetings enjoy better attendance if scheduled on a regular date, e.g., the first Tuesday, the second Thursday, or the third Saturday, etc., of each month.

Every effort should be made to avoid scheduling meetings counter foreseeable conflicts, school baseball or football games, or other regularly scheduled activities that may obligate some members, preventing their attendance.

Let members and potential members bring their spouses. Retention and attendance will always be better if the spouse comes along and enjoys herself as well.

Reduce the amount of chapter business and lengthy discussions at chapter meetings. These can drag on too long and discourage attendance if it becomes the norm. Short organized reports by committee chairman should be encouraged if not required.

Typical Meeting Agenda

The following meeting agenda has been used successfully by many chapters and is offered for your consideration:

- a. Call to order by the presiding officer.
- b. Invocation by Chaplain.
- c. Pledge of allegiance to the United States flag.
- d. Pledge of allegiance to the Texas state flag.
- e. Pledge to the SAR Flag:

“We, the descendants of the heroes of the American Revolution who, by their sacrifices, established the United States of America, reaffirm our faith in the principles of liberty and our Constitutional Republic, and solemnly pledge ourselves to defend them against every foe.”

- f. Introduction of new members and guests.
- g. Reading of minutes, unless waived.
- h. Treasurers Report.

- i. Introduction of Speaker.
- j. Awards and citations if any.
- k. Reports of officers.
- l. Committee reports.
- m. Unfinished business.
- n. New business.
- o. Presiding officer thanks speaker and everyone for attending.
- p. SAR Closing Admonition (in unison and all standing).

“Until we meet again, let us remember our obligations to our forefathers who gave us our Constitution, the Bill of Rights, an independent Supreme Court, and a nation of free men.”

- p. Motion to adjourn.
- q. Benediction by Chaplain.

Chapter Meeting Programs

The programs presented at your chapter meetings are vitally important and go a long way towards maintaining a healthy membership and high meeting attendance rates.

Program Topics and Content

Programs should be arranged that support the objectives and purposes of the SAR and the Texas Society, namely, to promote patriotic, historical, and educational themes, and to perpetuate the memory of those patriots, who by their services and sacrifices during the War of the American Revolution, achieved the independence of the American People.

Programs should be timely and topical and be judged to be appropriate, educational and entertaining to your general membership. Certain times of the year automatically lend themselves to certain obvious themes such as: February - George Washington's Birthday, June - Flag Day, July - Independence Day, September - Treaty of Paris (finale to the Revolutionary War) and Constitution Week, October - Victory at Yorktown, and December - Christmas. You may have local celebrations which may also lend themselves to an interesting program. Some Chapters present the speaker with a Certificate of Appreciation or other gift.

One or two slide presentations yearly are interesting.

Old-timers have artifacts to show and talk about.

The local ROTC could be requested to provide a color guard program.

Pay attention to the TXSSAR Speakers Bureau and those of other chapters.

People we see in our day to day lives may have stories to tell. Some might be the librarian, school administrator(s), police and fire chiefs, bankers, ministers, or other non-elected officials, etc. Keep them all in mind. You are limited only by your imagination.

Have your speaker furnish a short biographical resume and possibly a photograph when he accepts the invitation to speak before the Chapter. This information will be useful for your press release, newsletter, and his introduction as speaker.

The Program Chairman should always have a substitute speaker or program in mind (or in their coat pocket) as a backup, should an emergency cause a last minute cancellation by the primary speaker.

Meeting Minutes

Chapter Minutes shall be taken at meetings, preferably by the Chapter Secretary and read at the following meeting, if requested. They are always to be available for inspection, either on the Chapter Website or in the Chapter Records.

The Chapter Minutes are brief, typewritten (if possible), maintained in a binder, and at a minimum, should contain:

- Chapter Name, date, place, and time the meeting was called to order and adjourned.

- A list of the members in attendance.

- “What was done,” not “*What was said.*”

- All prose should be written in the third person.

- List of motions adopted/ lost - disregard and make no mention of withdrawn motions.

- Names of person who made motion, but not necessarily the name of whom seconded it.

- Brief summary of the program and its type, whether historical, patriotic, educational, or community service.

- Make marginal notes in the minute book of any corrections.

Special Meetings

Where possible to hold joint meetings with DAR and C.A.R. Chapters, it is suggested the meetings take place during auspicious times of the year, such as February, to celebrate George Washington’s birthday, or in September to observe Constitution Week. Rotating the responsibility for joint meetings is urged. The DAR Chapter, for example, might host the September meeting and the SAR the February meeting. This assures each organization is afforded the opportunity to acknowledge and honor the other.



Flag Etiquette

STANDARDS of RESPECT

The Flag Code, which formalizes and unifies the traditional ways in which we give respect to the flag, also contains specific instructions on how the flag is not to be used. They are:

- The flag should never be dipped to any person or thing. It is flown upside down only as a distress signal.
- The flag should not be used as a drapery, or for covering a speaker's desk, draping a platform, or for any decoration in general. Bunting of blue, white and red stripes is available for these purposes. The blue stripe of the bunting should be on the top.
- The flag should never be used for any advertising purpose. It should not be embroidered, printed or otherwise impressed on such articles as cushions, handkerchiefs, napkins, boxes, or anything intended to be discarded after temporary use. Advertising signs should not be attached to the staff or halyard.
- The flag should not be used as part of a costume or athletic uniform, except that a flag patch may be used on the uniform of military personnel, fireman, policeman and members of patriotic organizations.
- The flag should never have placed on it, or attached to it, any mark, insignia, letter, word, number, figure, or drawing of any kind.
- The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

When the flag is lowered, no part of it should touch the ground or any other object; it should be received by waiting hands and arms. To store the flag it should be folded neatly and ceremoniously.

The flag should be cleaned and mended when necessary.

When a flag is so worn it is no longer fit to serve as a symbol of our country, it should be destroyed by burning in a dignified manner.

Note: Most American Legion Posts regularly conduct a dignified flag burning ceremony, often on Flag Day, June 14th. Many Cub Scout Packs, Boy Scout Troops, and Girl Scout Troops retire flags regularly as well. Contact your local American Legion Hall or Scout Troop to inquire about the availability of this service.

Displaying the Flag Outdoors

When the flag is displayed from a staff projecting from a window, balcony, or a building, the union should be at the peak of the staff unless the flag is at half-staff.

When it is displayed from the same flagpole with another flag - of a state, community, society or Scout unit - the flag of the United States must always be at the top except that the church pennant may be flown above the flag during church services for Navy personnel when conducted by a Naval chaplain on a ship at sea.

When the flag is displayed over a street, it should be hung vertically, with the union to the north or east. If the flag is suspended over a sidewalk, the flag's union should be farthest from the building.

When flown with flags of states, communities, or societies on separate flag poles which are of the same height and in a straight line, the flag of the United States is always placed in the position of honor - to its own right.

..The other flags may be smaller but none may be larger.

..No other flag ever should be placed above it.

..The flag of the United States is always the first flag raised and the last to be lowered.

When flown with the national banner of other countries, each flag must be displayed from a separate pole of the same height. Each flag should be the same size. They should be raised and lowered simultaneously. The flag of one nation may not be displayed above that of another nation.

Raising and Lowering the Flag

The flag should be raised briskly and lowered slowly and ceremoniously. Ordinarily it should be displayed only between sunrise and sunset. It should be illuminated if displayed at night.

The flag of the United States of America is saluted as it is hoisted and lowered. The salute is held until the flag is unsnapped from the halyard or through the last note of music, whichever is the longest.

Displaying the Flag Indoors

When on display, the flag is accorded the place of honor, always positioned to its own right. Place it to the right of the speaker or staging area or sanctuary. Other flags should be to the left.

The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states, localities, or societies are grouped for display.

When one flag is used with the flag of the United States of America and the staffs are crossed, the flag of the United States is placed on its own right with its staff in front of the other flag.

When displaying the flag against a wall, vertically or horizontally, the flag's union (stars) should be at the top, to the flag's own right, and to the observer's left.

Parading and Saluting the Flag

When carried in a procession, the flag should be to the right of the marchers. When other flags are carried, the flag of the United States may be centered in front of the others or carried to their right. When the flag passes in a procession, or when it is hoisted or lowered, all should face the flag and salute.

The Salute

To salute, all persons come to attention. Those in uniform give the appropriate formal salute. Citizens not in uniform salute by placing their right hand over the heart and men with head cover should remove it and hold it to left shoulder, hand over the heart. Members of organizations in formation salute upon command of the person in charge.

The Pledge of Allegiance and National Anthem

The pledge of allegiance should be rendered by standing at attention, facing the flag, and saluting.

When the national anthem is played or sung, citizens should stand at attention and salute at the first note and hold the salute through the last note. The salute is directed to the flag, if displayed, otherwise to the music.

The Flag in Mourning

To place the flag at half-staff, hoist it to the peak for an instant and lower it to a position half way between the top and bottom of the staff. The flag is to be raised again to the peak for a moment before it is lowered. On Memorial Day the flag is displayed at half-staff until noon and at full staff from noon to sunset.

The flag is to be flown at half-staff in mourning for designated, principal government leaders and upon presidential or gubernatorial order.

When used to cover a casket, the flag should be placed with the union at the head and over the left shoulder. It should not be lowered into the grave.



Special Days to Display Your American Flag



January - New Year's Day, January 1, Inauguration Day, January 20, Martin Luther King Jr.'s Birthday, third Monday in January

February - Lincoln's Birthday, February 12, Washington's Birthday, third Monday in February

March - Easter Sunday (variable)

April - Easter Sunday (variable)

May - Mother's Day, second Sunday in May, Armed Forces Day, third Saturday in May, Memorial Day (half-staff until noon*), the last Monday in May

June - Flag Day, June 14

July - Independence Day, July 4

August -

September - Labor Day, first Monday in September, Constitution Day, September 17

October - Columbus Day, second Monday in October, Navy Day, October 27

November - Veteran's Day, November 11, Thanksgiving Day, fourth Thursday in November

December -- Christmas Day, December 25

Other days as may be proclaimed by the President of the United States

State holidays



Society Insignia

When you were given your certificate of membership you were also given a small Rosette for your lapel. This Rosette is in the colors of George Washington's uniform and represents your membership in the SAR. The Rosette is worn only on informal occasions and it is displayed in the left lapel of the suit or sports coat. You do not wear it on a sweater, sports shirt, top coat, or formal dress. When you wear it, no insignia of any other organization should be worn at the same time. Of course, the Rosette is not worn when you are wearing the Society Badge or other Society medals.

The Society Badge consists of the Society medal pendant suspended from a blue and gold ribbon. It is worn on the left breast of the coat. A small five pointed star worn on the ribbon indicates each approved supplemental ancestor. Chapter presidents and past presidents and state society presidents and past presidents wear the Society Medal on a neck ribbon.

There is a proper way to wear insignia and many improper ways. Look around you at your next chapter meeting. You will see insignia worn in many ways. This letter is designed to give you, the new SAR compatriot, the proper and the correct way to display awards and insignia.

The highest award of the National Society is the Minuteman Award and this medallion is worn around the neck suspended from a light blue neck ribbon. Other medals awarded by the Society are worn on the left breast, to the left of and on line with the Society Badge. They are worn in order of seniority from the wearers right to left as follows: SAR Society Badge, Minuteman Award, Gold Good Citizenship Medal, War Service Medal, Law Enforcement Medal, Patriot Medal, SAR Meritorious Service Award, Silver Good Citizenship Medal, Florence Kendall Medal, Silver ROTC Medal, Bronze ROTC Medal, and Bronze Good Citizenship Medal.

The Society Badge and Society medals in miniature size may be worn only on the left breast. When more than one medal is worn, all must be of the same size. The exception to this is, neck ribbon insignia of the Society are always full size and are worn independently of the other insignia and medals.

Past State and Chapter Presidents are authorized to wear a special pin on the neck ribbon that supports the regular Society Badge. This pin is worn at the apex of the "V" of the neck ribbon only. The rule is that only one such pin is worn at any one time, however this rule is almost universally ignored. You will see past Presidents General and Past Vice Presidents General and past State Presidents with two, three, or even four pins on their neck ribbons. I make a rule not to point out their error to them!

When other decorations and medals are worn with the Society's insignia on ceremonial occasions, all should be in proper order from right to left and all should be of similar size. The order for wearing multiple decorations in SAR has been established as follows: FEDERAL DECORATIONS (in the established order of seniority); FEDERAL CAMPAIGN MEDALS (Medals earned prior to WWII, American Defense Service, U. S. Theatre, Asiatic-Pacific Theatre, European-African-Middle Eastern Theatre, Victory Medal (WWII), Occupation of Germany or Japan (WWII), Medal for Humane Action, National Defense Service, Korean Service, Dominican Republic Service, Viet Nam Service, Armed Forces Expeditionary, Armed Forces Reserve, United Nations Service, United Nations Medal, and later medals.); STATE DECORATIONS; STATE CAMPAIGN MEDALS; STATE ORGANIZATIONAL AND LONG SERVICE MEDALS; INSIGNIA OF HEREDITARY, PATRIOT, AND VETERANS SOCIETIES (in chronological order by the year of establishment); FOREIGN DECORATIONS (in the order in which they were awarded).

Go to your Chapter and to the State meetings and wear your decorations and medals with pride. At the Annual State meeting, it is the custom at the Saturday night banquet to wear a tuxedo with all the medals and decorations to which you are entitled including Combat Infantry Badges in miniature and pilot and parachute wings in miniature. This is the only occasion when everyone seems to wear everything, and with all of our retired military compatriots, this is a lot.

Ross L. Shipman Compatriot

Symbolism of the SAR Medal



Membership in the Sons of the American Revolution entitles you to wear the medal of the SAR. I now take great pride in describing the symbolism behind the Cross of Malta. The cross is composed of horizontal and vertical bars. The vertical bar represents the commandant, "You Shall Love Your God". The horizontal bar represents the commandant, "You Shall Love Your Neighbor as Your Self". Let us focus on the intersection of the bars to remind us the "Love of God and Neighbor" are in fact one and the same love.

There are four limbs of the cross. The limbs remind us of the four cardinal virtues. The first virtue is prudence, learned by studying the past in order to regulate the present plan and plan for the future. Prudence allows one to understand the fallacy in allowing a lesser evil to avoid a greater evil, because the accumulation of lesser evils will eventually exceed the hypothetical greater evil. The second virtue is justice. There is an art and science in being just. The art comes from the recognition of the true worth of fellow man. The science involves the concept of impartiality and always begs the question: Is it fair to all concerned? True justice is underscored by integrity of life. The third virtue is temperance or moderation in all of our actions, including the senses, especially the sensual desires. The fourth virtue is fortitude, with magnanimity and courage to serve God.

There are eight points of the Maltese Cross. Each point represents one of the beatitudes recounted for the Knight of Malta by the initiator who would proclaim the following annunciation: "This cross was given white to us as a sign of purity, which you must carry in your heart as you wear it externally, without spot or blemish. The eight points that you see in this are signs of the eight beatitudes that you must always have within you, and they are:

- | | |
|----------------------------------|-----------------------------------|
| 1. To have spiritual contentment | 5. To love justice |
| 2. To live without malice | 6. To be merciful |
| 3. To weep over your sins | 7. To be sincere and open-hearted |
| 4. To humble yourself at insults | 8. To suffer persecution |

All these virtues you must engrave upon your heart for conservation and preservation of your soul, and for that reason I command you to wear it openly sewn upon your clothing on the left-hand side of the heart and never abandon it".

Lastly, our medal has the bust of George Washington at the intersection of the two bars of the cross. This reminds us of our great leader at the time of the American Revolution. Surrounding his bust are the words, "LIBERTAS ET PATRIA", reminding us of our Declaration of Independence and Constitution.



Web Site Information

NSSAR Web Site –

www.sar.org

- National Officers and contact information
- Headquarters Staff contacts
- National Committee Information and Contacts
- SAR Handbook (includes the SAR Constitution and By-Laws and information on Society History, CAR, GWF, SAR Magazine, Insignia, Medals, and Awards)
- SAR Magazine Article Archives
- Membership Information
- State Web Site links
- Worksheets and Information on Application Programs
- National Society Brochures and Forms
- Historic and Patriotic Topics
- Information on all Youth Programs
- Application Status (including pending applications)
- National Events Calendar
- Youth Awards and Contests

TXSSAR Web Site –

www.txssar.org

- TXSSAR Officers and contact Information
- TXSSAR Committee Information and Contacts
- TXSSAR Constitution and By-Laws
- Online TXSSAR Compatriot Newsletter
- TXSSAR Chapter Web Site Links
- Information on all State Youth Contests
- Chapter Presidents List
- TXSSAR Fee Schedules

- TXSSAR Annual Report Form and Instructions
- TXSSAR Events Calendar

WILLIAM HIGHTOWER Chapter 35 Web Site –

www.nbsar.net

- Chapter 35 Officers and contact information
- Chapter 35 Committee Chairmen
- Chapter 35 Constitution and Bylaws
- Application Information
- Member's Section
 - Links to NSSAR, TXSSAR, DAR, CAR
 - Chapter 35 News
 - Chapter 35 Community Events
 - Chapter 35 Meeting Notice
 - Link to the next meeting
 - Link to the minutes of the last meeting
- Links to published history in the Herald-Zeitung newspaper
- Links in the Gallery to Chapter 35 photos

WILLIAM HIGHTOWER Chapter 35 Facebook Page –

www.facebook.com/nbtxsar/