

CONTINENTAL SOCIETY DAUGHTERS OF INDIAN WARS, INC.

Object of the Society

The Object of this Society shall be to assist and encourage the preservation of records and historic sites associated with our native and immigrant American Ancestors, to cherish the memory of those native and immigrant Americans who waged war and/or committed other acts of hostility one toward the other in defense of their people's freedom, liberty and ideals, to strengthen fellowship and to encourage cooperation between descendants of native and immigrant Americans, to foster in a spirit of patriotism, the support and endorsement of all treaties and laws made and agreed upon between the State and Federal governments and the several tribes, bands and nations of Native Americans, to publish a lineage book of the names and ancestral data of members of the Society, and original materials related to this aspect of American history and support worthy programs and projects of education benefit to Native American Indians.

Eligibility for Membership in CSDIW

Any woman who is a citizen of either the United States of America, The Dominion of Canada, or Mexico, of good moral character, who is not less than sixteen years of age, shall be eligible to membership, provided that she shall be personally acceptable to the Society and shall be the lineal descendant of a Native or immigrant American ancestor who participated in any capacity in actual hostilities, one against the other, or in any other activity with each other, during the period May 14, 1607 to 1900.

Acceptable Service

- 1607 – 1622 Jamestown
- 1637 The Pequot War
- 1689-1763 French and Indian War
- 1790-1832 Midwestern Conflicts (Fallen Timbers, Black Hawk War, Tippecanoe, and some battles of the War of 1812, etc.)
- 1860-1879 Southern Plains Wars
- 1877 Nez Perce War
- 1675-1678 King Philip's War
- 1763 Pontiac's Conspiracy
- 1813-1842 Creek and Seminole Wars
- 1850 Rouge River Wars
- 1846-1863 Navaho Wars
- 1680-1692 The Pueblo Revolt
- 1774 Lord Dunmore's War
- 1854-1890 Sioux Wars
- 1872-1873 Modoc War

- 1861-1900 Apache Wars

Executive Board

The Elected Officers of the Society make up the Executive Board. It is responsible for the general supervision of the Society's affairs between Council meetings. Honorary Governors General may sit in on meetings.

The Board makes recommendations to the Society, determines the amount of dues of the Society, approves the appointment of Organizing State/Provincial Governors by the Governor General, confirms the organization of State /Provincial Societies and approves Organizing Chapters.

The Executive Board meets before each Board of Management Meeting and before each Annual Council, at any time the Governor General deems necessary, or by the written request of three members of the Board. In an emergency, the Executive Board can be polled by telephone, mail, or Electronic communications by the Governor General.

Six (6) members shall constitute a quorum.

Board of Management

The Board of Management is the elected Continental Officers General, Continental Chairmen, State/Provincial Governors (or First Deputy Governor in the absence of a Governor) and the Honorary Governors General. The Board of Management shall meet before and/or after the Annual Council as called by the Governor General. The Board of Management shall meet at a time and place agreeable with the Bylaws.

The Board shall consider all matters affecting the welfare of the Society and submit recommendations to the Annual Council for final approval. At the Board of Management Meeting, it shall recommend the budget for the up-coming year to be presented at the Annual Council for approval.

Fifteen (15) members in attendance at any Board of Management meeting, six (6) of whom shall be elected officers, shall constitute a quorum for the transaction of business.

Annual Council

This meeting of the Continental Society is held each September at a location agreeable with the Bylaws. It is for the purpose of receiving reports from Continental Officers and Chairmen and State /Provincial Governors, to conduct elections of officers in even years, to elect a nominating committee in odd year, to disseminate pertinent Society information and instructions, and to conduct other business necessary for efficient management of the Society.

A Call to Council shall be sent to all members by the Governor General at least sixty (60) days prior to the scheduled meeting date. All duly registered Society members in good standing may vote.

Twenty-one (21) members in good standing who are registered and present, six (6) of whom shall be elected National officers, shall constitute a quorum for the transaction of business.

Continental Officers General

A Nominating Committee of three (3) members is elected at the Annual Council in odd years to obtain a slate of Continental Officers General for presentation and election the following year.

These Officers shall be the Executive Board. To be qualified for election, they must have served as a State/Provincial Governor or Continental Chairman. They are elected in even years for a term of two (2) years or until their successors are elected, and may not be reelected until an interval of at least one term has elapsed (with the exception of Treasurer General and Registrar General, who may succeed themselves one time by a vote of the council.)

A vacated office is filled by appointment by the Governor General approval of the Executive Board. The Governor General, when unable to serve, is replaced by the Deputy Governors General, in order of rank.

Governor General

She must have served as a State/Provincial Governor or member of the Continental Society Executive Board. Shall preside at all meetings of the Board and Council. Her signature shall be on file with the bank for the accounts of the Society's funds.

She shall appoint a qualified member to serve as Parliamentarian. She shall appoint qualified members to serve as chairmen for standing Continental Committee plus any other committees that she deems necessary. She shall be ex-officio member of all committees except the Nominating Committee. She shall have current information concerning the work of all officers and committees.

She shall prepare the agenda and approve the program for each meeting and appoint members at each meeting to approve the minutes as supplied by the Recording Secretary General.

She shall keep the membership informed of meetings of the Board and Council and see that a minimum of two issues of the Calumet are printed and mailed to the entire membership each year.

She shall receive a travel allowance and an office supply allowance each. (See Standing Rules.)

She shall have custody of the Society flags, peace pipe and charter and have them available at each Council Meeting.

First Deputy Governor General

She shall perform the duties of the Governor General in her absence, and automatically assume that office in case of incapacitation or resignation of the Governor General. She shall be the Annual Council

Chairman, the Spring Board meeting Chairman and the April Social Chairman. She shall receive all monies for Reservations and Registration. She shall read the *Object of the Society* at each meeting.

Second Deputy Governor General

She shall perform the duties of the First Deputy Governor General in her absence and assist the Hospitality Committee when requested.

Chaplain General

She shall offer prayers as needed and requested by the Governor General at all meetings. She shall remember members with appropriate cards who are ill or have lost loved ones and family of deceased members.

She shall conduct a short Memorial Service at each Annual Council for members who have died during the preceding year.

Recording Secretary General

She shall keep a record of proceedings, motions and actions taken at the Council, Executive Board and Board of Management meetings and within ten days furnish a copy to the Governor General and members appointed for their approval. Approved minutes, together with copies of all reports from the meetings should be maintained in a permanent file and passed to the next secretary. When they become too bulky for the comfortable handling and storage they might, with approval of the Executive Board, be housed in our permanent storage at the Atlanta History Center.

A copy of the current five (5) years shall be maintained by the Governor General and Bylaws Committee Chairman.

Corresponding Secretary General

She shall conduct the correspondence of the Society, not assigned to others, and shall issue such notices as shall be ordered by the Executive Board or requested by the Governor General.

She maintains and keeps current the membership database. She is notified by the Register General and Treasurer General of any changes in membership and updates the database accordingly.

She shall read aloud reports, correspondence and other materials as necessary at Society meetings. If requested by the Governor General she shall read the absent Officers, Chairmen and State/Provincial Governors' reports at the annual Council meetings.

Organizing Secretary General

She shall present to the Executive Board for approval all requests and local recommendations for the appointment of an Organizing State/Provincial Governor. Upon appointment the new Organizing State/Provincial Governor should be sent by electronic mail an application blank, Change in Membership Form, a copy of the Society

Bylaws and suggested State/Provincial Bylaws, a form to report newly elected officers and order forms for printed supplies and insignia. She shall keep a complete record of new State/Provincial organizations including names, dates and names of organizing members. She shall immediately report all impending disbandment's to the Executive Board for recommendations to the Board of Management. She shall report Organizing State and Chapters to the Governor General as they happen.

Treasurer General

She shall collect and have charge of all funds of the Society and shall deposit same in a Federal Deposit Insurance Corporation approved institution which the Executive Board shall approve, in the name of the Continental Society Daughters of Indian Wars, Inc. and draw thereon for payment of bills duly authorized. Only one signature is required for withdrawal of funds but the signature of the Governor General should also be on file in order that she could sign checks by order of the Executive Board should the Treasurer General become unable to perform her duties.

She shall manage the Society's regular checking account the three Society funds: General, Life Membership and Scholarship, always securing the best interest rate and maximum security while bearing the mind the length of the investments for availability of its use.

She shall prepare a proposed annual budget for the following year to present to the Board of Management Meeting to recommend at the Annual Council in September.

She is responsible for paying the annual corporation fee to the Georgia Secretary of State between 1 February and 31 March. With a credit card number, this can be paid at its web site. (See Standing Rules.)

All dues should be received by the Treasurer General from the State/Provincial Treasurers before 1 August each year. These should come with the official report sheet, showing name, address, membership status changes, allowing the Treasurer General to keep a complete and accurate membership list for each State/Provincial Society. She informs the Registrar General of these changes and keeps the State/Provincial Treasurers informed of unpaid dues and the need to drop members for non-payment of dues the following 1 March.

She shall file form 990 EZ to the IRS annually as required.

Registrar General

She shall receive all completed new member application papers, lineage proofs, application check list, and check from State/Provincial Registrars, inscribe with date of receipt, verify all proof of genealogical data and dates, send the accompanying check immediately to the Treasurer General, sign and date all copies of the papers, and apply the signature stamp of the Governor General. She sends the newly approved member a "Welcome packet" that includes the official

membership certificate with embossed Gold seal, a copy of the approved application, vital record proofs, and a Welcome letter.

If there is insufficient documentation, she shall write the Chapter Registrar requesting additional documentation. If the papers still have insufficient documentation after a period of one (1) year, the papers will be destroyed. The applicant may request that that application and documentation be returned to her for a fee. (See Standing Rules). Only National dues may be refunded.

She shall assign the next membership number to the application. The following persons are notified when a new member is approved: President General, Corresponding Secretary General, Lineage Book Chairman, Newsletter Chairman, Treasurer General and the State/Chapter Registrar. Approved copies of the applications for Organizing State/Provincial or Chapters are held in abeyance by Organizing Governor and Registrar.

She shall scan the approved applications and save the scans on digital media.

Once a year, one set of applications is mailed to the Lineage Book Chairman. The Lineage Book Chairman after extracting the information from the applications will mail the set of applications to the Atlanta History Center, McElreath Library, 130 West Paces Ferry Rd., Atlanta, Georgia 30305. The Atlanta History Center will then become the owner and protector of the records of this Society.

The Registrar General maintains a database of membership and receives notification of all deaths, name changes, resignations, drops for non-payment of dues, transfers, reinstatements and changes of address. She notifies the following persons of any changes to a member's information: President General, Corresponding Secretary General, Newsletter Editor, Treasurer General and the person in charge of updating the National Directory. The Chaplain General is notified of any member's death.

Assistant Registrar General

This officer is appointed by the Governor General in the event of a heavy workload of applications. She receives and shall approve all supplemental application.

If there is an error on the application or the proof documentation is inadequate, she informs the applicant requesting additional documentation. If the application still has insufficient documentation after a period of one (1) year, the papers and proofs are destroyed. Once she approves applications, she signs them, dates them, assigns a supplemental number and applies the Society's stamp and signature stamp of the Governor General. She retains one copy and sends the remaining copies to the State/Provincial Society registrar. She notifies the following of the approvals: member, state registrar, and the Registrar General. She scans the approved applications and saves the scans on digital media. At the end of the term, she provides the application paper copies to the Lineage Book

Chairman and gives the digital copies to the incoming Assistant Registrar General. She provides an activity report to the Governor General for annual meetings and sends a list of approved supplemental applications to the Calumet editor prior to each Calumet publication.

Historian General

She shall maintain a record in chronological order of all matters of historical significance pertaining the Continental Society. These record books shall be placed with our permanent collection at the Atlanta History Center, Atlanta, Georgia.

Librarian General

She shall encourage the collection and contribution of historical books and material for local libraries, Native American Schools and our permanent collection at the Atlanta History Center in Atlanta, Georgia. The Librarian General shall be contacted prior to making a donation to secure Deed of Gift forms and to be sure the material is acceptable to the library.

She should maintain a wish list of desirable historical records, genealogical books and source material to recommend to donors.

Parliamentarian General

This officer is appointed by the Governor General for advice and guidance in proper meeting procedures and actions concerning the Society. She should be aware of the Society Bylaws and be seated next to the Governor General at all business meetings for consultation and advice.

Continental Chairmen

These are heads of committees and appointed the Governor General to perform necessary duties for the furthering of the Society. Some are listed in the Bylaws; others are deemed necessary for special projects.

Awards Chairman

She shall receive awards from Continental Society Officers and Chairmen. She shall prepare an award certificate for each award. As part of her report at Annual Council she shall present the awards to the recipients.

Bylaws Chairman

She shall keep the master copy of the current bylaws of the Society, watching closely for needed changes to keep them in compliance with the changes voted by the Council. When changes are necessary or are requested by the Society, she shall prepare those changes for the vote of the Board and then the Council.

Amendments to the bylaws require thirty days written notice to the membership and a 2/3 vote of the membership.

Calumet Editor

The format and information included in the *Calumet* are at the discretion of the Governor General but should be of general interest to the State/Provincial Societies, such as national or state meetings, changes in policy, material for sale and always timed to serve as the Call to Council and to the Board of Management Meeting at least sixty (60) days in advance. The *Calumet* is printed twice a year in January and June. A copy of the *Calumet* shall be available on the website.

Curator

She shall be the keeper of the *Calumet*. She stores it in a secure location. She presents it to the Governor General at the Annual Council and the Spring Board of Management meeting to be used in the Opening Ritual.

Finance Chairman

This should be a woman knowledgeable in the finance and record keeping to work with the Governor General and Treasurer General, giving advice and helping to solve problems. She should be available when advice is requested and call attention to the committee when a problem is noted.

Handbook Chairman

This Chairman shall compile and publish a set of guidelines to assist officers, chairmen and members in understanding the meaning of all phases of the Society and to be better able to accomplish the goals of their offices. The Handbook should be updated as necessary.

Hospitality Chairman

She provides direction and assistance to the State Governor and Annual Council Committee with planning the Annual Council. She may request the assistance of the Second Deputy Governor General if needed.

Insignia Chairman

She shall work with Hamilton Jewelers to ensure that needed insignia and sashes are available for the membership, and make sure that the prices on the order form on the CSDIW website are always current and accurate.

She shall: accept all orders, forward your check to the Treasurer General, keep a copy of your order and place your order with Hamilton.
She reports all sales at the Annual Council.

Insignia Archives

She stores the sashes and insignia of the deceased honorary Governors General that have been returned to the Society. If available, she will present the outgoing Governor General with a past Honorary Governor General Sash and/or insignia. She will present two logs at the Annual Council in an election year to be used to transfer insignia from one officer to another. The outgoing officer form will have the following categories: date returned, outgoing officer name, office, sash, insignia. The incoming officer form will have date received, incoming officer name, office, sash, insignia. Officers must sign the form when receiving or returning insignia.

Lineage Book Chairman

One of the Objects of our Society is to publish a lineage book of our ancestors. She shall receive copies of approved applications and proofs of service from the Registrar General. She shall enter the ancestor information in an index form and she shall separate the proof from the application and file the application under the ancestor's name. When the Society reaches the next 500 members applications, she shall see that the next volume of the Lineage Book is printed and bound. A copy of the Lineage will automatically be printed and bound. A copy of the Lineage Book will automatically be given to the Atlanta History Center, McElreath Library, 130 West Paces Ferry Road, Atlanta, Georgia 30305. Volume I and II of the Ancestor Index has been printed in hardback and contains the ancestors plus supplementals of our first 1,000 members.

Marker Chairman

She shall set up guidelines for marking historical sites that comply with our Society standards and history, then approve the request for placing those markers on such sites and on members' graves. She shall have both approval request and order forms with illustrations and prices. She shall receive orders and verify

that the member is in good standing with the Treasurer General and the check is in the correct amount prior to approval.

She shall send verified requests and checks for markers to our supplier Best Stamp and Seal Co, Inc., 631 West Maine Street, Louisville, KY 40202. Phone 502-584-4854, FAX 502-583-4854. The Society shall mark each deceased Governor General's grave with the Society's grave marker.

Membership Chairman

She is the point of contact for membership inquiries from the Society website. All membership inquiries from the website shall go directly to her. She contacts the prospective member and obtains her contact information. She then contacts a State/Chapter Society and refers the prospective to that Society. In the event there is no

State/Chapter Society in the vicinity of the prospective member she shall refer the prospective to the Member at Large Chairman. She also follows through to ensure the State/Chapter Society contact the prospective member.

Member at Large Chairman

She is the liaison between the Continental Society and members that no longer reside in the vicinity of a State Society/Chapter or their State Society/Chapter has disbanded and they do not wish to join another chapter. The MAL Chairman receives the application, check and proofs of a prospective member. She reviews the application and if all documentation is in order, she sends to the Registrar General for final approval. If it is missing documentation, she makes a request for additional information prior to submitting it to the Registrar General for approval. The Registrar General reviews the application and proofs, approves the application and assigns it a national number. She in turn returns a copy to the MAL Chairman for her files.

If the applicant makes any changes to her status, address, email, etc. she contacts the MAL Chairman. The Chairman sends any changes from the applicant to the appropriate Continental Officers. When it is dues time, the Chairman sends out the notice, collects dues and sends the dues to the Treasurer National.

Protocol Chairman

The Protocol Chairman serves to give members guidance in the courtesies that are established as the proper and correct etiquette for recognizing and honoring those in positions of leadership and the fundamental principles of protocol are dictated by ethics, courtesy, good manners, and common sense.

The Chairman shall see that proper protocol is observed throughout the meetings and to see that officers and special guests are seated in proper order in seating and placed correctly in receiving lines and processions.

The Chairman should advise the time of arrival for those with special seating. She should see that a chart is created to show the order for processing, introductions and seating. She makes sure that the processional begins on time, places name cards, printed on both sides, and/or seat cards, should they be used.

Registration Chairman

The Treasurer General is the Registration Chairman. She shall receive registration and meal fees for the April Board meeting.

Scholarship Chairman

The Annual Scholarship is awarded to a student of Indian blood enrolled in a college preferably, but not only, a junior or senior college student who agrees that his/her career is going to be spent helping Native Americans in a tribe or an Indian community/nation as a role model in the field of education or social services (see Standing

Rules.) The "role model" might be a teacher, lawyer, doctor, or other professional working for the benefit of the Native American community.

This Chairman shall furnish application and related material upon request, receive and review the completed eligible applications and arrange for a group of qualified judges to select a winner.

She must contact the Treasurer General to determine the number of scholarships that may be awarded based upon the amount in the account. Five thousand dollars (\$5,000) is the first scholarship amount; 2nd and 3rd place winners may receive \$2,500 each, if and when sufficient funds are available. The existence of the possibility of more than one award is not to be advertised until the winners are notified.

She shall then notify the winner and Treasurer General so that funds can be dispatched to the correct college or university. Next she shall prepare a file about the winner and judges for her report to the Annual Council meeting and she shall submit a report on the process, applicants and winner/s for The Calumet.

Requests come in throughout the year, but a cut-off date must be set to allow the winner to be chosen and funds to reach the school before the fall semester. Scholarship information materials are provided to schools upon request. All applications are to be verified by the Chairman following the guidelines and requirements. The cut-off date is June 15 and it is a hard date; NO applications received after midnight of that date are to be considered in order to be fair to all applicants. There is no preference for early or last-minute applications as long as they are received between April 1 (when the competition is opened via posting on the website or email as needed) and midnight on June 15. If requested information is missing, the applicant is ineligible. The packets should be presented to the judges in alphabetical order.

Scholarship Pins Chairman

She shall keep in a secured location the jewelry awarded to members for contributing or earning money for the scholarship program. These are our “gold” large horse (\$1,000), “Chief” Indian Head (\$500), Calumet (\$300), Tomahawk (\$200), Feather (\$100), and small pony (\$25).

SCHOLARSHIP PIN AND REQUIRED DONATION

SMALL PONY \$25



FEATHER \$100



TOMAHAWK \$200



CALUMET \$300



CHIEF \$500



LARGE HORSE \$1000



Social Media Chairman

The Social Media Chairman shall be responsible for maintaining the private and public Facebook pages and other social media sites. She shall update information on these sites and along with the Governor General shall approved requests to join the closed group pages. She shall also monitor content submissions to the site.

Supplies Chairman

She shall warehouse our printed materials and other supplies, keeping a running inventory and shipping supplies as ordered. She

shall keep the Governor General advised when supplies are running low.

She shall keep an adequate supply of mailing envelopes, bubble envelopes, postal boxes, postal tape, rubber bands and mailing labels.

She shall keep a list of orders: name, check number/amount of check and items purchased. A copy of the list and the checks are to be sent to the Treasurer General periodically for reimbursement. The order forms are available on the website or in the Calumet.

Effective March 31, 2022, "A member of any chapter who can prove a lineal blood relationship to a male or female member of any American Indian tribe (whether or not they are a tribal member based on current, prevailing standards of genealogical proof shall be eligible to purchase a teepee pin from the General Society to be worn on the CSDIW ribbon with insignia." The Supplies Chairman shall sell the teepee pin after verification of lineal blood relation to a male or female member of any American Indian tribe.

Website Chairman

She shall maintain the Website with current information about the organization, its Officers, eligibility requirements, upcoming meetings, etc.

Yearbook Chairman

She shall receive all membership changes, new member information, new officers, new chairmen and bylaw changes that would go into the new yearbook. She shall keep this information constantly updated on computer database ready for the printer. Printing of the yearbook will be done at the direction of the Governor General.

Protocol Tips

When addressing the presiding officer address only the presiding officer by saying, Madam Governor General/Madam State Governor or Madam Chairman. Do not say Madam Governor General/Madam State Governor, Mr. Mayor, Honored Guests, members, etc.

A presiding officer does not applaud a guest speaker or performer. She stands at the lectern until the introduced guest or speaker steps into place and addresses her. After acknowledging the salutation, she is seated or stands back.

When reciting the Pledge of Allegiance to the Flag of the United States of America, or singing The Star Spangled Banner, remove the right hand glove and place the right hand over the heart. Hold nothing in the left hand.

Members should rise whenever the Governor General or State Governor is presented or introduced. This is not to honor the person but is a deserved courtesy in recognition and tribute to her high office and to her sash. When presenting Honorary Governors General, always

include the years of the administration of each and introduce the most senior first. Members should rise at the entrance of a processional.

Processionals

The order of precedence for those in the processional is the reverse of that for receiving lines. In the Continental Society, the Governor General enters last; in the state, the State Governor is last. The Parliamentarian does not process and should be at her place before the processional begins.

At a banquet the processional is single file. The person seated at the far end of the head table leads the processional and others follow in the order seated at the table, except the Governor General. She enters last at the end of the line for national functions and the State Society Governor enters last at state functions.

The Governor General exits the room first, followed by officers in protocol order.

Seating at Official Meetings and Meals

At business meetings and meals, the Governor General/State Governor is seated to the right of the podium, or in the center if there is no podium. When someone other than the Governor General/State Governor is presiding, the State Governor sits to the right of the one who is presiding.

The Governor General or her official representative is seated to the right of the State Governor. After the seating of the Governor General and the State Governor or her official representative, **alternate left to right** the seating for all others. Follow the protocol of the official listing: Honorary Governors General by seniority of service; National Executive Officers by official listing; visiting State Governors in alphabetical order by states; Conference guests who hold national chairmanships, in order of listing in the Directory; Conference guests who hold national vice chairmanships, in order of listing in the Directory; Honorary State Governors by seniority of service; State Officers by official listing.

For business meetings the State Parliamentarian is seated directly behind the State Governor if the platform is wide enough. If the platform does not permit safe seating behind the State Governor, the State Parliamentarian may be seated to the left of the podium, in which case she is considered part of the center (podium) and does not influence the alternate seating for others. For meals, the State Parliamentarian has a reserved seat after State Officers. *See Appendix C*

Guidelines, Protocol and Procedures for Hosting Annual Council

A State that wishes to host the Annual Council meeting will make a request in writing to the Governor General. Upon approval by the Governor General, a check in the amount of \$500 will be forwarded to the hosting Society. This will be used as "seed" money for Annual Council expenses. The hosting State Society will make all arrangements

for the meeting.

When planning the Annual Council, a hotel should be secured near an airport with dining nearby. Approximately 15 rooms should be reserved unless the Society is able to return the rooms back to the hotel if they are not used. There are two meals at Annual Council, a luncheon and a banquet. Meals may be plated or buffet style. Arrangements should be made for 40-50 at each meeting. An accurate count will be available after registration is counted. The State Society shall set the amount of the meals based on the hotel prices. The State Society shall pay for the meals of the Governor General.

The State Governor will appoint a planning committee to arrange hotel accommodations, meeting rooms, speakers, meals, "fun day" tours and printed programs with the assistance of the Governor General and Hospitality Chairman. She shall also appoint a Treasurer who will receive meal reservations and a Credentials Chairman who will receive and process credentials. All money received for Annual Council will belong to the hosting State Society. If, after all Council bills have been paid, there is an overage in money received the State Society may return the initial "seed" money to the Continental Society.

The Friday before the Annual Council will be the "fun day". This should be an event of interest. Travel may be made by bus or if members of that State Society wish it may be by carpool. Lunch is part of the day and should be included in the tour price. Tours are usually scheduled from 9:00 a.m.-4:00 p.m., but may vary depending on the activity. Men are welcome on the tour. The tour, admission fees, lunch, taxes and gratuity should be included in the price and be printed on the reservation form.

The State Society makes arrangements with the Chaplain General for the Memorial Service. Flowers are needed for the service. The conference committee will be contacted by the Chaplain General for securing a table, white tablecloth, and white Bible in addition to the flowers. The Chaplain General prints the memorial program.

There is a procession at the beginning of Annual Council and at the Banquet. The president General and State Society may decide on music.

The Governor General will be responsible for the contents of Annual Council program. She will provide it to the State Society for printing.

Rules for Application Blanks

Application forms are available on the website or from the Registrar General/State Registrar. The computer-generated forms are to be typed with black computer ink with all names, dates and places filled in completely as possible and accompanied by proof of each statement. Parentheses enclose pertinent facts without proof. One original and one copy (two copies for States/Provinces with Chapters) will be signed by applicant and two endorsers.

In a State with no chapter, applications shall be signed by the States/Provincial Officers. In States/Provinces with Chapters the

applications shall be signed by Chapter Officers only. An application from a state or province with no Society goes directly to the Registrar General for approval.

Rules for Insignia

The Insignia for this Society shall consist of a seven-pointed star with peace pipe in center, attached by broken arrow to a ribbon with strips of blue, white, yellow and red, which are the colors of the Society.

The Society's official agent for insignia is Hamilton, 215 S. Broad Street, Philadelphia, PA 19107-5325, telephone 800-786-5890. All orders must include check or credit card number and be placed through the Treasurer General. Order blanks are printed in the *Calumet* or are available through the Insignia Chairman.

The Governor General's special jeweled insignia is owned by the Society, worn only during her term of office and handed on to the next Governor General.

The Honorary Governors General wear a special jeweled insignia that is the property of the Society, worn during their lifetime, then returned to the Society.

The Executive Officer insignia is an engraved gold medal with 1 $\frac{3}{4}$ " star on a 3" long ribbon that is 1 $\frac{1}{2}$ " wide. It is the property of the Society and passed on to the next Officer. A smaller version of the same insignia, Past Officer General, is available to be purchased from Hamilton and worn on the regular members' ribbon.

Continental Chairmen wear an engraved gold metal bar on regular member's insignia ribbon. It is purchased by the Chairman from Hamilton and can be as a Past Continental Chairman bar.

The member's star is 1 $\frac{1}{4}$ " across on 1 $\frac{3}{8}$ " wide ribbon of proper length to hold all appropriate Continental, State/Provincial and Chapter insignia. It is supported by a gold State/Provincial bar.

All State/Provincial insignia have a red background; these include the State/Provincial Governor and Past State/Provincial Governor. All Chapter insignia have a blue background; these include Chapter Governor and Past Chapter Governor.

The miniature insignia and tie tack may be worn as recognition pins at any time.

Sashes are worn by Executive Officers and State/Provincial Governors. They come in three widths: 4 $\frac{7}{16}$ " for Governor General, 3" for Executive Officers, 1 $\frac{1}{4}$ " for State/Provincial Governors. The active officer's sash has a 1 $\frac{3}{8}$ " center strip. Past or honorary officer's sash has a 1 $\frac{1}{16}$ " center strip. The sash is red with stripe of the Society colors.

Ribbon, whether insignia or sash, is always worn with the yellow band closest to the wearer's heart.

The Society Flag

The Society Flag features the Society insignia and "The Continental Daughters of Indian Wars" in color on a white background with bands of

blue, white, yellow and red at the far left. The flag, together with a matching United States of America flag and bases can be ordered from the Supply Chairman for use at all meetings. When necessary, desk size flags may be used at all Board and Annual Council meetings.

Colors of the Society

White: The north wind brought the snow and drove the buffalo south so the Indian could survive.

Yellow: The east wind brought the rising sun to warm the earth so the Indian could grow corn.

Red: The south wind was a gentle wind that made life more comfortable.

Blue: The west wind brought the night so the Indian could rest.

The *Calumet*

The *Calumet* is the official publication of the Society, issued a minimum of twice annually, in sufficient time before Board of Management Meeting and Annual Council to announce these meetings, allow time for making reservations and meet the required advance notice for voting bylaw changes.

The Governor General may take responsibility for this publication or an editor may be appointed. It is the Continental channel to reach all members and should have pertinent information for the operation of the Society, items for sale and State/Provincial news.

Membership Dues and Fees

(See Standing Rules for amounts)

Membership Dues must reach the Treasurer General by August 1 each year and members are dropped from membership the following March 1 if still in arrears. State/Provincial Treasurers shall collect State/Provincial and Continental dues by July 1 to meet this deadline.

New members approved after May 1 will not owe dues for that year.

Life members pay a one-time fee. They never pay Continental dues but must pay State/Provincial and Chapter dues.

A member may be reinstated if she resigned in good standing.

Application for membership shall be accompanied by non-refundable fee and the first year's Continental dues.

A non-refundable fee shall be charged for processing each supplemental paper.

An accepted membership application may be copied for a fee.

Resignations

To resign in good standing, the member's dues must be paid for the current year. A letter of resignation should be written by the member and submitted to the Governor of her Chapter, or State/Provincial Society if the State or Province has no chapters. The resignation is then

accepted by vote at the next meeting and reported through the State/Provincial Registrar to the Registrar General and the State/Provincial Treasurer to the Treasurer General.

Reinstatements

A member who resigned in good standing may be reinstated. She must be invited by the Governor General or State/Provincial Governor and have the endorsement of two members in good standing. She shall pay a reinstatement fee plus current Chapter, State/Provincial and Continental dues.

Transfers

To transfer from one State/Provincial Society to another, the member should first be voted into the new Society according to its bylaws. She should then notify her current Society and request a copy of her papers and for a Change in Membership form be completed. The Change in Membership form must be signed by the current State/Provincial Governor, to show that she is a member in good standing. Upon receipt of the Change in Membership form and papers, the member should present these to the Registrar of the new Society. The Registrar of the new Society shall then notify the Registrar General and Treasurer General of the transfer.

Transfers from one Chapter to another within a State/Provincial Society should be handled in the same manner. In addition, upon completion of the transfer, the Registrar of the new Chapter shall notify the State/Provincial Registrar and Treasurer.

Reports and Deadlines

Each Executive Officer, Continental Chairman and State/Provincial Governor is expected to file a brief report of the activities of her office at each Council and Spring Board of Management meeting. Two copies of these typewritten reports should be submitted at the time of the oral report. These reports are for the files of the Recording Secretary General and the Governor General. If unable to attend, she shall mail or email the reports to the Governor General, Secretary General and Calumet Editor two (2) weeks in advance of the meeting.

State/Provincial Societies

Instructions for the formation and operation of the State/Provincial Societies are fully covered in Article XI of the Constitution and Bylaws of the Continental Society. Officers and Chairmen should work closely with corresponding Continental Officers and Chairmen, calling on them for advice and reporting activities at the state or provincial level.

State/Provincial Governors are members of the Continental Society Board of Management and urged to attend the meetings and take an active part in all phases of decision making for the Continental Society.

Chapters

When a State or Provincial Society divides into Chapters, instructions can be found in Article XII of the Constitution and Bylaws of the Continental Society. Officers and Chairmen of the Chapters should work closely with the State or Provincial officers and Chairmen, calling on them for advice and reporting activities at the chapter level.

The Chapter shall make its own bylaws and set its own dues. Required number of meetings, state dues and delegates to State/Provincial meetings shall be in accord with the State/Provincial Bylaws.

After thoroughly checking new application papers for accuracy, the chapter Registrar shall submit them, accompanied by application fee. Continental Society dues and State/Provincial dues, to the State/Provincial Registrar.

The Chapter Treasurer shall collect Chapter, State/Provincial and Continental dues to the State/Provincial Treasurer by July 1. See *Appendix B*

Appendix A

Instructions for Forming a State or Provincial Society

1. Members of a state or province, who have ten (10) or more members to organize, may make a request to the Governor General in writing, to form a State or Provincial Society.
2. The Governor General will appoint an Organizing Secretary General to present the request and appointment for approval at a meeting of Continental Executive Board.
3. Once approved, the Organizing Secretary General will send out a welcome letter and packet. The packet will consist of one pack each of letterhead and envelopes, three brochures that may be copied, three (3) each of transfer, death notice and resignation cards, a copy of the Society Bylaws and suggested State/Provincial Bylaws, a form to report newly elected officers, a copy of the latest Calumet and order forms for printed supplies, a form to order membership certificates and insignia and a copy of this instruction sheet.
4. The State or Provincial Society shall have one year in which to organize. The time may be extended by making a written request to the Governor General and by approval by the Continental Executive Board. State and Provincial Societies must have twenty-one (21) members to charter.
5. All State or Provincial Societies shall be known as the Continental Society Daughters of Indian Wars, State or Province of _____.
6. The Organizing State/Provincial Governor shall send out a letter to prospective members, inviting them to an organizational meeting. At this meeting, the State/Provincial Society shall elect officers, decide on meeting dates and times, establish dues (these shall include National Dues) and write State/Provincial Bylaws.
7. Every State or Provincial Society shall have the following officers: Governor, Deputy Governor, Chaplain, Recording Secretary, Corresponding Secretary, Treasurer, Registrar, Historian and Library. When a State/Provincial Society elects to form chapters, an Organizing Secretary may be added to the list of officers.
8. Each State/ Provincial Society shall adopt Bylaws for its own guidance, provided they do not conflict with the Bylaws of the Continental Society. Any change to the Continental Society Bylaws that affect a State or Provincial Society will automatically change the Bylaws in the State or Province.
9. The Registrar General shall process the applications of the new Society and assign National numbers. The approved applications will be held in Abeyance or Pending until the State/ Provincial Society is ready to Charter.
10. Upon obtaining the twenty-one members needed to charter, the Organizing Governor shall send a copy of the organizing minutes, membership and elected officers to the Organizing Secretary General

for approval. She shall also send a copy of the State/ Provincial Society Bylaws to the Parliamentarian General for approval. Once all the above has been approved, the State/Provincial Society shall be ready to charter.

11. The State or Provincial Organizing Governor shall notify the Governor General and the Continental Society Board that the State/Provincial is ready to charter and of date and time of the chartering ceremony. The Registrar General will prepare the charter, which is legal size on vellum. It will contain the State/Province name, date of chartering and a space for the names of the chartering members.

12. The State or Provincial Governor may be installed at the Annual Council Meeting. The term of office shall begin at the close of the Annual Council.

13. Delegates to the State or Provincial Meeting shall be, by right of office, the State or Provincial Officers, the Continental Officers and Honorary Continental Officers and Honorary Continental Officers whose memberships are in that State or Province.

14. Each State or Provincial Society shall hold their annual meeting prior to the Annual Meeting of the Continental Society, at a time fixed by that State or Province Bylaws.

15. The duties of the State or Provincial Officers, except the Registrar shall be defined as in *Robert's Rules of Order Newly Revised*.

16. The Duties of the State/ Provincial Officers are covered in the Handbook and Constitution and Bylaws of the Continental Society.

Appendix B

Organization of Chapters

1. A member of a State or Provincial Society, who wishes to form a primary chapter, will make a written request to her State or Provincial Governor for approval.
2. At a regular meeting of the State or Provincial Society, the Governor will present the request to her Executive Board for approval. No chapter may form without the approval of her State or Provincial Executive Board.
3. If the State or Provincial Governor who desires to form a primary chapter, she will appoint an Organizing Chapter Governor and present her request to her Executive Board for approval.
4. A primary chapter is a chapter that is organized in an area where there is no existing chapter. A secondary chapter will be discussed later. A primary chapter requires twelve (12) members, or a combination of existing and new members. However, twenty-one (21) members shall be needed to charter their chapter.
5. The State or Provincial Governor will recommend the Organizing Chapter Governor, in writing, to the Organizing Secretary General. If the State or Provincial Society has a State Organizing Secretary that officer will send the recommendation. The Organizing Secretary General will then present the request to the Continental Executive Board at either the Board Meeting in April or at the Annual Meeting in September, for approval. The appointment of the Organizing Chapter Governor will last for one year from the date of approval of the Continental Executive Board. The State or Provincial Governor may request and extension should the chapter be unable to charter in the allotted period.
6. The Organizing Secretary General will send to the State or Provincial Organizing Chapter Governor, a packet, which will include a welcome letter, a copy of this instruction sheet, instructions for preparing application papers, a form to order insignia, a request for Membership Certificates, a printed supplies order form, three (3) brochures that may be photocopied, National Bylaws for forming chapters and letterhead and envelopes.
7. The State Organizing Secretary or the Organizing Chapter Governor will send out a letter to their entire membership outlining organization plans. Members may decide which chapter they would like to join.
8. The Organizing Chapter Governor will call a meeting of members to entertain prospective members, choose a name for the chapter, elect officers, decide on meeting dates and times, establish Chapter dues (these in addition to state and national dues, which will be included in the chapter dues) and write Chapter Bylaws.
9. After the Organizing Chapter secures twelve (12) members, the list of membership, minutes of the organizing meeting(s) and Chapter Bylaws must come before the State or Provincial Executive Board at a

state meeting for approval.

10. Upon approval of the State Executive Board the Organizing Chapter Governor shall send the chapter membership, the organizing minutes and three (3) name choices to the Organizing Secretary General for approval at the Continental Executive Board Meeting in April or September.

11. She will also send the Chapter Bylaws to the Continental Society Parliamentarian or the Continental Bylaws Chairman for approval. The Organizing Secretary General will notify the State or Provincial Governor and Organizing Chapter Governor of the approval and name.

12. No chapter organizing shall be recognized as a chapter until the above is sent to, verified and confirmed by the Continental Executive Board.

13. Upon approval and the required fifteen (15) members, the Chapter may charter.

14. The State or Provincial Governor will notify the Organizing Chapter Governor, State Executive Board of the date and place for the chartering ceremony. The Registrar General will prepare the Charter, which is larger than legal size on vellum. It will contain the Chapter name, date of chartering and a space for the names of the chartering members.

15. In forming the first chapter in a State or Province, the remaining members must form into their own chapter. They shall select three (3) names to be presented to the Continental Executive Board at the Meeting in April or September for approval. The name of the Chapter shall be confined to a location near where it is organized.

16. State or Provincial Societies or Officers are not affected by the formation of Chapters. They will remain the same. Chapters will meet separately, as often as they deem necessary and will send delegates to their State or Provincial Meetings.

17. The State Society will require bylaw revisions to include State Chapters.

18. A secondary chapter may be organized in a locality where there is already an existing chapter. The secondary chapter will be required to organize with at least ten (10) members, of whom eight (8) or more have never been members of a chapter and provided the chapter is approved by their State or Provincial Society and the Continental Executive Board. Fifteen (15) members will be required to charter. Secondary chapters must follow the requirements listed above for forming a primary chapter to charter.

Appendix C
Seating Chart for Annual Council

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Seating Chart for Annual Council

BOARD OF MANAGEMENT MEETING												
	Hist	Treas	Corresp Sec	Chaplain	1 st Dep Gov Gen	Gov General	Parliamentarian	2 nd Dep Gov Gen	Rec Sec	Org Sec	Regist	Librar
BANQUET												
	Hist	Treas	Corresp Sec	Chaplain	Speaker	Gov General	1 st Dep Gov Gen	2 nd Dep Gov Gen	Rec Sec	Org Sec	Regist	Librar
GENERAL MEETING												
	Hist	Treas	Corresp Sec	Chaplain	1 st Deputy Gov Gen	Gov General	Parliamentarian	2 nd Dep Gov Gen	Rec Sec	Org Sec	Regist	Librar
LUNCHEON & RECONVENING CONFERENCE												
	Treas	Corresp Sec	Chaplain	1 st Dep Gov Gen	Gov General	State Pres	Speaker	2 nd Dep Gov Gen	Rec Sec	Org Sec	Regist	

Appendix C (Cont'd)

Board Meeting

Invocation – Chaplain General

Pledge of Allegiance – Organizing Secretary General

Salute to the Flag of the Continental Society - 2nd Deputy Gov. Gen

The American's Creed – Historian General

Object of Society – 1st Deputy Gov General

Banquet

Advance Colors - 1st Deputy Gov General

The Star-Spangled Banner – TBA

Pledge of Allegiance – 1st Dep Governor General

Salute to the Flag of the Continental Society – 2nd Deputy Gov. Gen

The American's Creed – Corresponding Secretary General

Object of the Society – Treasurer General

General Meeting

Invocation – State Chaplain

The Star- Spangled Banner – TBA

Pledge of Allegiance – 2nd Deputy Governor General

Salute to the Flag of the Continental Society – Registrar General

The American's Creed – Corresponding Secretary General

Object of Society – 1st Deputy Governor General

Luncheon

Invocation – State Chaplain

Introduction Hostess State and Committee Members

HANDBOOK UPDATED 8/2024