


# OFFICIAL HANDBOOK

## VOLUME IV:
## INSIGNIA, PROTOCOL, CEREMONIES & RITUALS

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# PREFACE

The *NSSAR Handbook* contains the governing documents and official policies, procedures and protocol of the National Society of the Sons of the American Revolution. It provides official guidance to all Compatriots at the National, State Society and Chapter levels on the operations, programs and activities of the Sons of the American Revolution. Compatriots should regularly review the *NSSAR Handbook*.

The development and publication of the *NSSAR Handbook* is the responsibility of the Handbook Committee, whose members are appointed by the President General pursuant to Bylaw No. 19, Section 1(f). The Handbook Committee is currently composed of the following individuals.

EDWARD P. RIGEL, JR., *Chair*..... Georgia Society ..... *Term Expires* 2028
KENNETH W. LAWRENCE..... Missouri Society ..... *Term Expires* 2029
SAMUEL P. MASSEY, JR. ..... Texas Society ..... *Term Expires* 2027

The table of contents for each volume of the *Handbook* details the contents of that volume. The *Handbook* consists of eight volumes, titled as follows: VOLUME I: *Governing Documents*; VOLUME II: *Organization*; VOLUME III: *Membership, Compliance & Other Policies*; VOLUME IV: *Insignia, Protocol, Ceremonies & Rituals*; VOLUME V: *Individual Medals & Awards*; VOLUME VI: *Youth Programs, State Society & Chapter Awards*; VOLUME VII: *Summary History of the SAR*; and VOLUME VIII: *Historical Roster of SAR General Officers*.

The *NSSAR Handbook*'s content is established by the: (1) Annual Congress, (2) Board of Trustees, (3) Executive Committee, (4) National Headquarters staff and (5) Standing, Special Advisory and Program Committees. Revisions to the *NSSAR Handbook* may be made as follows:

- The NSSAR Charter may be modified only by the United States Congress;
- The NSSAR Constitution & Bylaws may be modified only as provided in those documents;
- An Annual Congress, the Board of Trustees, or the Executive Committee may implement, amend or abolish a policy by voting on such changes and submitting the policy to the Handbook Committee for inclusion in the next edition of the *NSSAR Handbook*.
- Program Committees retain responsibility for developing, implementing, amending or abolishing policies within their purview. Any such updates should be provided to the Handbook Committee for inclusion in the next edition of the *NSSAR Handbook*. These changes must be approved by the Executive Committee prior to publication.
- Changes to existing SAR medals or awards are generally processed and approved by the responsible Program Committee; *provided* that major changes to design or criteria must be approved by the Medals & Awards Committee.
- New National Society or State Society medals or awards must be processed according to the Medals & Awards Committee's procedures.

Questions on *Handbook* interpretation or application should be directed to the Handbook Committee Chair or the responsible Program Committee Chair.

Each volume of the *NSSAR Handbook* is reviewed annually, typically after the Annual Congress, to ensure the content found in that volume reflects current SAR practices. The Executive Committee annually approves publication of the *NSSAR Handbook* at the Fall Leadership Meeting. Volumes may be updated several times throughout the year to reflect changes provided following the Fall and Spring Leadership meetings. The *NSSAR Handbook* and its periodic revisions are maintained in electronic format only, available at: http://www.sar.org/SAR_Handbook. The electronic version of the *NSSAR*

*Handbook*, as published on the above website, supersedes all prior electronic and paper versions. Each volume of the *NSSAR Handbook* identifies its effective date. Compatriots are encouraged to download the latest editions of the *NSSAR Handbook*. The last five years of the revision history for this volume, if available, is provided below.

The *NSSAR Handbook* reflects hundreds of hours of work and could not have been realized without the valuable assistance of the general officers, committees and Compatriots of the NSSAR. The Handbook Committee greatly appreciates the assistance provided.

## REVISION NOTES

| Date | Description |
|---|---|
| 01 Aug 2021 | Included SAR Logo (Board of Trustees); inserted pictures of neck insignia (Handbook). |
| 26 Sept 2020 | Added Patriot Sons & Daughters Grave Marker description. |
| 15 July 2019 | Removed "silk" requirement from Broad Sash description (Medals & Awards/Executive). |
| 28 Sept 2018 | Inserted "Minuteman" logo (Congress 2018). |
| 15 July 2017 | Inserted General Officer Pin description (Medals & Awards/Executive). |
| 01 Oct 2016 | Clarified wear of the neck ribbon (Protocol) and placement of insignia on SAR Neck Ribbon (Handbook); modified punctuation in SAR Pledge (Protocol). |
| 11 May 2015 | Inserted Hospitality Pin Award description (Medals & Awards); revised Order and Detail of Medal Precedence to incorporate reference to civilian awards (Handbook). |
| 27 Sept 2014 | Inserted grave marking information from Volume II (Handbook); revised and clarified Order of Precedence for seating and processionals (Protocol). |
| 07 Mar 2014 | Revised policy on supplemental stars (Medals & Awards); revised policy on wearing badge and broad sash of other organizations (Protocol Committee); revised Ranking and Seating protocol (Protocol Committee). |
| 30 Jan 2014 | Created new volume of handbook from existing information. |

# NSSAR INSIGNIA

## Wearing the SAR Member Badge on a Chest Ribbon

***Authorized For***: All Compatriots.




***Description***: The SAR Member Badge is a Maltese cross of four arms and eight points, with a golden ball at each point, enameled in white and a medallion in the center bearing a profiled bust of General George Washington. Surrounding the bust is a blue enameled ribbon containing the SAR Motto: "*Libertas et Patria*." A laurel wreath encircles the medallion, midway between it and the points of the cross. The reverse is the same, except that the center medallion bears the figure of a minuteman surrounded by a blue enameled ribbon, inscribed in golden letters, "Sons of the American Revolution." The cross is surmounted by a golden eagle and suspended from a ribbon of the Society's colors – blue, buff yellow and white.

***History***: The design of this badge was approved in December 1889 and is based on the badges of the Military Order of Saint Louis, founded by King Louis XIV in 1693 to honor faithful military service, and the Legion of Honor, founded by Napoleon in 1803 to reward civil and military service. It is available in both full and miniature sizes.

***Guidelines for Wear***: Compatriots are encouraged to purchase and wear the SAR Member Badge. A Compatriot should only wear the SAR Member Badge at functions of the National Society, State Society or Chapter or when representing the SAR. It may also be worn during the funeral of an SAR member or at the dedication of a grave marker for a deceased SAR member. The following guidelines are provided for wearing the SAR Member Badge:

1. Compatriots will wear the full-size SAR Badge from a chest ribbon of the SAR colors (a deep blue center flanked by buff (yellow) and white stripes) when wearing a coat and tie. The SAR Badge, when suspended from the chest ribbon, is worn on the left breast of the suit coat or blazer with the top of the ribbon clasp four inches below the midpoint of the shoulder seam of the coat.
2. When worn from the chest ribbon, Supplemental Stars (described below) are the only authorized insignia to be worn on the chest ribbon.
3. Compatriots will wear the miniature size SAR Badge from a chest ribbon when in full-dress or when wearing a tuxedo or dinner jacket.

## Insignia Worn with the SAR Neck Ribbon

Authorized individuals may wear the full-size SAR Member Badge suspended from a neck ribbon of the Society's colors—a deep blue center flanked by buff (yellow) and white stripes.

### *SAR Member's Badge*

*Authorized for*: Current and former General Officers (including Vice Presidents General), current and former National Trustees, *former* State Society Presidents, and current and former Chapter Presidents.




*Guidelines for Wear*: A Compatriot should only wear the SAR Member Badge at functions of the National Society, State Society or Chapter or when representing the SAR. It may also be worn during the funeral of an SAR member or at the dedication of a grave marker for a deceased SAR member. The following guidelines are provided for wearing the SAR Member Badge:

1. The SAR badge suspended from the neck ribbon is intended for wear with a coat and tie (including full-dress or formal attire), although the presiding officer may authorize the wear of the neck ribbon with knit collared shirts at summer outdoor events of the SAR. When worn with a dress shirt, the neck ribbon should be worn (1) drawn up to within one inch below the bowtie or four-in hand tie and (2) either: (i) over the tie and under the turned over collar or (ii) over a button-down collar.
2. The SAR Neck Ribbon may be unadorned or adorned with appropriate supplemental ancestor stars or former officer pins as described herein, at the wearer's discretion.
3. If a second SAR neck ribbon is worn (i.e., the Minuteman Award), the second neck ribbon is worn underneath the SAR Neck Ribbon in such a manner that the top of the second medal is one inch below the SAR Badge on the first ribbon. More than two neck ribbons (military and/or other societies) may be worn, but this is discouraged.
4. NSSAR Officer Pins and Supplemental Stars are authorized for the SAR Neck Ribbon as detailed in the next section.
5. Current or former General Officers or State Society Presidents may insert a diamond in the space between the eagle's talons and the upper arm of the Maltese cross.
6. In full-dress or formal attire, it is not proper to wear the SAR Badge suspended from both SAR Neck Ribbon and the chest ribbon.

***State Society President's Badge***

*Authorized for*: The ***incumbent*** State Society President.




*Description*: The State Society President Badge, authorized in 1997, is a one and one-half inch diameter octagon with a gold Liberty Bell surrounded by a matching chain of thirteen links, symbolic of the original colonies, centered on a black background with the inscription "Society President." The State Society President's Badge is worn suspended from the SAR Neck Ribbon.

*Guidelines for Wear*: Only a state society may purchase the SAR Society President Badge. Incumbent State Society Presidents are encouraged to wear the State Society President's Badge. Upon completion of his term, the outgoing State Society President must transfer the Badge to the incoming State Society President. *Former society presidents are not authorized to wear this badge.* The SAR Neck Ribbon may be unadorned or adorned with appropriate supplemental ancestor stars or former officer pins as described herein, at the State President's discretion.

***Former President General's Badge***

*Authorized for*: Former Presidents General.



*Description*: The Former President General's Badge is a two-inch golden sunburst with a Maltese cross superimposed. The cross contains four arms and eight points, with a golden ball at each point, enameled in white and a medallion in the center enameled in blue containing the figure of the Concord Minuteman. The lower arm of the cross is defaced with a banner containing the words "*Libertas et Patria*." A golden pin with three blue enameled scrolls containing the words "President" and "General" in the right and left scrolls separated with a square containing the letters, "SAR," and the dates of the President General's term of office on the bottom scroll, is affixed to the SAR Neck Ribbon.

*Guidelines for Wear*: A Former President General may wear the Former President General's Badge in place of his SAR Badge consistent with the guidelines previously described. If worn, the Former President General's Badge is worn suspended from the SAR Neck Ribbon. The SAR Neck Ribbon may be unadorned or adorned with appropriate supplemental ancestor stars or former officer pins as described herein, at the former President General's discretion.

***President General's Badge***

*Authorized for*: The **incumbent** President General.



*Description*: The President General's Badge is a golden sunburst with a Maltese cross superimposed. The cross contains four arms and eight points, with a golden ball at each point, and a golden medallion in the center containing the figure of the Concord Minuteman. The upper arm of the cross is defaced with a banner containing the words "*Libertas et Patria*."

*Guidelines for Wear*: The President General, during his term of office, and while acting in that capacity on official and ceremonial occasions, shall wear the President General's Badge suspended from the SAR Neck Ribbon. When wearing the President General's Badge, the SAR Neck Ribbon is worn unadorned.

## Wearing NSSAR Officer Pins and Supplemental Stars on the SAR Neck Ribbon

The following are authorized for wear on the SAR Neck Ribbon (*see Figure 1 for placement)*:

- NSSAR Officer Pins (listed in order of precedence): (1) the President General Pin, (2) the General Officer Pin, (3) the Vice President General Pin, (4) the National Trustee Pin, (5) the Past State Society President Pin, and (6) the Past Chapter President Pin. The following rules apply for wearing NSSAR Officer Pins on the SAR Neck Ribbon:
    - *No more than three (3) NSSAR Officer Pins may be worn on the SAR Neck Ribbon; Compatriots entitled to wear more than three Officer Pins should wear the three with the highest precedence.*
    - A Compatriot with one Officer Pin will wear this pin in the "V" or honor point of the neck ribbon (Position 1). A Compatriot authorized to wear two Officer Pins will wear the pin with the highest precedence in the "V" of the neck ribbon (Position 1) with the Officer Pin second highest in precedence worn on the ribbon arm to the wearer's right of center (Position 2). If a third Officer Pin is authorized, then the pin with the lowest precedence is worn on the ribbon arm to the wearer's left of center (Position 3).
    - ***NOTE***: State society-created insignia or pins (including specialized officer/past officer, project, program, seal/logo, or fundraising pins) are **not** authorized for wear on the SAR Neck Ribbon.
- Supplemental Ancestor Star(s). Supplemental Ancestor Stars are worn consistent with the description below. There is no specified limit on the number of Supplemental Ancestor Stars a Compatriot may wear on the SAR Neck Ribbon.




*Figure 1. Placement of pins on SAR Neck Ribbon when facing wearer.*

***President General Pin***



In lieu of the Former President General's Badge, a former President General may wear his SAR Member Badge suspended from the SAR Neck Ribbon with a pin based on the design of the Former President General's Badge. When wearing the President General Pin in this fashion it would also be appropriate to wear the term of office pin from the Former President General's Badge below the President General Pin.

The incumbent President General, or a former President General, may wear this pin on the left lapel of a suit coat or blazer in lieu of the SAR Rosette. The President General Pin should not be worn when wearing the President General's Badge or Former Presidents General Badge.

***General Officer Pin***




The General Officer Pin, authorized in 2017, is a 1" pin consisting of a white enameled Maltese Cross of four arms and eight points with a golden ball at each point bearing a profiled bust of George Washington on a medallion surrounded by a blue enameled ribbon containing the phrase "Libertas et Patria" and surmounted by a gold eagle and over a scroll containing the words "General Officer" in gold on a black enameled background. ***Only*** an incumbent or a former Secretary General, Treasurer General, Chancellor General, Genealogist General, Registrar General, Historian General, Librarian General, Surgeon General,

or Chaplain General is authorized to wear this pin. A newly elected General Officer may wear this this pin beginning with the Installation Banquet at the Annual Congress.

***Vice President General Pin***



The Vice President General pin, authorized in 1990, consists of a profiled silhouette of John Adams, the first Vice President of the United States, surrounded by a gold wreath over a scroll containing the words, "Vice President General" in gold on a black background. ***Only*** an incumbent Vice President General or a former Vice President General is authorized to wear this pin. A newly elected Vice President General may wear this this pin beginning with the Installation Banquet at the Annual Congress.

***Trustee Pin***




The National Trustee pin, authorized in 1987, consists of a gold SAR Badge without the eagle with a gold scroll beneath bearing in black letters the word "Trustee." An incumbent National Trustee, or a former National Trustee, is authorized to wear this pin if he attends at least one Leadership Meeting during his term of office. An Alternate National Trustee is authorized to wear this pin if he attends at least one Leadership Meeting during his term of office *and* votes on behalf of his state society in the absence of the National Trustee.

***Former State Society President Pin***



The Former State Society President pin consists of a stylized gold SAR Badge partially surrounded by a gold wreath over a scroll containing the words "Past President" in gold on a blue background.

***Former Chapter President Pin***



The Former Chapter President pin consists of a stylized gold SAR Badge partially surrounded by a gold wreath over a scroll containing the words "Past President" in gold on a red background.

***Supplemental Star (Single Ancestor)***



The supplemental star is gold in color five-pointed star, one-quarter inch (1/4") or one-half inch (1/2") in diameter, used to denote additional or supplemental Revolutionary War ancestors that have been approved by the National Society. Supplemental stars may be displayed on the SAR chest or neck ribbon. Placement of a star on the neck ribbon should alternate back and forth on the arms of the neck ribbon starting on the wearer's right and above any officer emblems the wearer is authorized to display consistent with the prior descriptions (*see Figure 1*).

***Supplemental Star (Multiple Ancestor)***



A larger supplemental star is available to denote five approved supplemental ancestors. This star is gold in color, one-half inch in diameter, with a flat area with the numeral 5 and may be worn in lieu of five regular supplemental stars.

## Broad Sash

The broad sash is a wide ribbon of the society's colors worn with full dress or formal attire (including the tuxedo or dinner jacket), extending from the right shoulder to the left hip. If wearing a vest, the sash is worn *over* the vest. The sash should not extend below the wearer's waist. The broad sash is not worn with business suits. The following individuals are authorized to wear the indicated sashes:

1. *The President General and former Presidents General*: three and one-half inches wide.
2. *Current and former General Officers and Vice Presidents General*: two and one-half inches wide.

## SAR Rosette



The rosette is a small tightly folded circle of ribbon of the Society's colors not exceeding seven-sixteenths of an inch (7/16") in diameter. It may be worn by all members, at their discretion, on the left lapel of the jacket, daily if desired, during business or social hours. It is only worn on a coat lapel, or shirt collar, but not on an overcoat. A rosette is commonly presented to a new member at the time of his induction into the society.

Except in France, the rosette is informal and therefore is not appropriate for formal wear. A fraternal or other organization badge may be worn with the rosette, but this is strongly discouraged. In any event, only one rosette should be worn on a suit or sport coat. The rosette should never be worn when wearing the SAR Badge (neck or chest ribbon).

## Lapel Pins

### NSSAR Officer Pins

The NSSAR Officer Pins, described above, may be worn on the left lapel of a suit coat or blazer in lieu of the SAR Rosette. Authorized Pins include: (1) the President General pin, (2) the General Officer pin, (3) the Vice President General pin, (4) the National Trustee pin, (5) the Past State Society President pin, and (6) the Past Chapter President pin.

### Aide-de-Camp Pin

The Aide-de-Camp pin consists of a one-inch (1") gold shield styled after the Washington Family Crest topped by an emblem representing the SAR insignia. It is awarded by the President General. The pin recognizes those individuals providing "active service" to the President General or his First Lady during his term of office. "Active service" is judged by the President General and may be for as short as a weekend (or for the duration of an event or trip) or as long as the President General's term of office (if the position contemplates constant contact and assistance to the President General).

An actively serving Aide-de-Camp may wear the pin on the left lapel of his suit coat or blazer in place of the SAR Rosette. A Former Aide-de-Camp may wear the Pin on his right lapel, indicating past service.

### Hospitality Award Pin

The Hospitality Award pin consists of a one and-one-quarter inch (1¼") gold pineapple with green leaves. In colonial times, the Pineapple was a symbol of hospitality and friendship. It is awarded by the President General. The pin is used to designate and recognizes those ladies providing "active service" to the President General or his First Lady during his term of office. "Active service" is judged by the President General any may be for as short as a weekend (or for the duration of an event or trip) or as long as the President General's term of office (if the position contemplates constant contact and assistance to the President General).

A recipient may wear the pin on the left lapel of her suit coat or blouse during the term of the President General. Upon conclusion of the presenting President General's term of office, a recipient is entitled to wear the Hospitality Award pin on her right lapel of her suit coat or blouse to indicate past service to a President General or his First Lady.

### Other Pins

The George Washington Fellow Pin, the Friends of the Library pin, SAR Foundation donation pins, the Outstanding Citizenship Pin, the Five-year or higher year Membership Pin, Life Membership Pin, and Eagle Scout Pin are authorized to be worn on the left lapel of a blazer or suit coat to inform the public about the SAR honors conferred. In addition, the Purple Heart Pin (*see*

Volume V, "War Service Medal" or "Military Service Medal") may be worn on the lapel by any Compatriot entitled to wear the Purple Heart. State Society pins may also be worn.

## CODE FOR WEARING MEDALS, DECORATIONS, BADGES AND INSIGNIA

The prestige and influence of the National Society of the Sons of the American Revolution depend largely upon the loyalty of its members. It is important that every member should use the emblems and insignia of the Society in an appropriate manner on all suitable occasions. All Compatriots are encouraged to purchase and possess the Society's insignia. It is recommended that on all public patriotic occasions, Compatriots of the Sons of the American Revolution be properly recognized as representatives of our Patriot ancestors.

This code has been prepared in order that members of the Society may bring credit to the organization by the proper use of the insignia and because usage may vary from one patriotic society to another and from one country to another.

The following rules apply to the wearing of all NSSAR medals and insignia. While every member is responsible to wear medals and insignia correctly, it is also the responsibility of all National Society, state society and chapter officers to assure that their members wear all medals and insignia correctly.

The NSSAR insignia and decorations worn vary with the type of dress. The term "full dress" includes both the tailcoat and white tie in the evening and the cutaway with ascot or four-in-hand for day wear. "Formal attire" or "black tie" includes the black (tuxedo) or white dinner jacket with appropriate accessories.

Informal dress includes the business suit, the blazer jacket, and the sport coat. Insignia are not worn on the overcoat. The rosette, the tie, and/or the blazer patch may be worn with informal dress. The rosette and tie may be worn with the business suit or sports coat. The blazer patch is only worn on a blazer.

On informal occasions when business suits or blazers are worn, Society officers may wish to wear neck ribbons to indicate past or present office. Other decorations should be avoided on such informal occasions, although SAR custom has been to wear full size medals with business suits and blazers at SAR meetings.

At SAR formal occasions, such as annual meetings, Leadership Meetings, balls, etc., the invitation and/or program will specify the dress, i.e., "full dress," "black tie," or "black tie or white tie." In the latter case, when either is acceptable, officers especially are encouraged to wear white tie dress. In addition, the invitation may specify "with decorations," or "with miniature medals," and members may wear the insignia, including the broad sash and miniature medals. The rosette is not worn with formal dress. Custom suggests that a white dinner jacket may be worn between Memorial Day and Labor Day (in most parts of the U.S.).

## SAR Badge & Full-Size Medals

Other full-size medals may be worn with the SAR Badge, either pinned separately or mounted on a bar so that the medals are three and one-eighths inches in length and the bottoms are in a horizontal line. Full size medals suspended from a chest ribbon are not worn at the same time miniature medals are worn. Miniature medals are appropriate for full dress or formal attire and full-size medals should be avoided in this situation (unless absolutely necessary). Full size medals can also be worn on a bar and overlapped no more than fifty percent, as covered under miniature medals.

## Miniature Medals

The miniature medal is formal and is worn on the left breast of the coat four inches below the midpoint of the shoulder seam. A small number of miniatures may be pinned side by side but, as the number increases, they should be attached to a bar for neatness and convenience and mounted so the miniature is two and one-quarter inches in length and the bottoms of the ribbons are in a horizontal line. The usual bar is that used by the armed forces in the standard lengths of one and three-eighths inches, two and three-quarter inches, four and one-eighth inches, furnished with clutch fasteners. The miniatures should be mounted by gluing and sewing and must cover the bar completely.

When the number more than fills the holding bar, the ribbons may be overlapped not more than fifty percent and not more than eleven miniatures on the large bar. More than one row may be worn, although in some societies the rule is a single bar. The upper row should overlap the lower, and the rows must be spaced to allow a small amount of ribbon of the lower row to show. The upper row should not contain more medals than any lower row. Compatriots possessing five or more medals may either wear the five senior medals or all of them; *provided, however,* that display of more than three rows is strongly discouraged.

Miniature medals are to be worn with formal dress and their wear on informal dress is discouraged. Miniatures should not be worn without their ribbons as the ribbon forms an integral part of the society's insignia.

## Order and Detail of Medal Precedence

The position of honor is on the wearer's right and on the top. The general rule of precedence when SAR medals are worn with other medals follows, but an individual should refer to the relevant publication for specific precedence for his military branch, governmental department, or the specific requirements of the individual award.

1. **Federal Decorations:** Consult the most current relevant publication for medal precedence for proper sequence.

2. **Federal Campaign Medals:** Consult the most current relevant publication for medal precedence for proper sequence.

3. **Foreign Military and Civilian Decorations:** *For foreign campaign decorations*, consult the most current relevant publication for medal precedence for proper sequence. *For foreign civilian decorations*, consult the relevant publication or the specific requirements of the decoration, honor or award. If no relative order of precedence is available, foreign civilian decorations should be ordered from right to left by the date on which they were awarded.

4. **U.S. State Decorations, U.S. State Campaign Medals and U. S. State Organizational and Long Service Medals.**

5. **SAR Insignia and Insignia of Other Hereditary, Patriotic and Veterans Societies**: Insignia should be worn in chronological order of precedence according to the year of establishment of such organization. Medals awarded for service to a particular organization (such as the medals described in Volume V of the NSSAR Handbook) should be placed immediately following the insignia of the respective organization in the order of precedence established by that organization (for SAR Medals, the order of precedence is specified in Volume V).

## Wearing Insignia of Other Organizations

As described below, Compatriots may wear membership and service medals of another organization (full size or miniature, as appropriate) in conjunction with SAR insignia and service medals on a medal bar. Compatriots should not wear the broad sash of another organization while at the same time wearing the SAR Membership Badge (including the President General, Former President General or Society President Badges) suspended from the SAR Neck Ribbon. Compatriots should also avoid wearing the broad sash, star, neck ribbon or other officer insignia of another organization at Sons of the American Revolution functions; *provided*, *however*, that if a Compatriot is bringing greetings or is otherwise invited as an official representative of that organization, he may choose to wear that organization's insignia (broad sash, star, neck ribbon, etc.), subject to the protocol rules of the organization being represented.

## Wearing Multiple Rosettes & Pins Discouraged

It is strongly recommended that only one pin be worn on the left lapel of a suit coat or blazer. Additional lapel pins (including rosettes or membership pins of other fraternal or patriotic organizations) should not be worn when wearing the SAR Rosette. An exception to this guideline is when the Aide-de-Camp Pin is worn on the right lapel to denote former service.

# PROTOCOL

## SAR Pledge

The SAR Pledge should be recited, *without modification*, as follows:

**"We 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."**

The hands should be at the side for the SAR Pledge, or left hand at the side and the right hand holding written copy of the Pledge. The hand over the heart should be reserved for the United States Flag – advancing of the colors, the Pledge of Allegiance, the National Anthem, and the retiring of the colors. Many members, especially new members, read the pledge. Holding the pledge in one hand while the other hand is over the heart is awkward.

The SAR Pledge is not a pledge to the organization, but to liberty and our constitutional republic. Nonmembers who wish to make this pledge should be permitted and even encouraged to do so, and those who do not should stand respectfully with their hands at their sides.

## SAR Recessional

The SAR Recessional should be recited, *without modification*, as follows:

**"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."**

The hands should be at the side for the SAR Recessional, or left hand at the side and the right hand holding written copy of the Recessional.

## Requests for Visits by the President General

Traditionally, the President General travels throughout the nation, visiting districts, state societies and chapters. Since invitations to the President General are numerous, they should be tendered well in advance of the date and should include alternate dates, if possible.

1. **Visit requests:** Requests should be made as soon as possible after his election. His schedule is normally set by September.

2**. Invitation letter:** A letter of invitation should be sent to the President General, or his official coordinator, if one has been appointed, with a copy to the Executive Director.

3**. Coordinating the visit:** The President General should attempt to visit each of the Districts of the National Society during his term of office. Vice Presidents General of contiguous districts should confer and coordinate their invitations to the President General to allow the best coverage and minimize travel.

4**. Arrangements:** The President General and his wife, if she accompanies him, are always guests of the inviting state society or chapter, which will arrange for hotel and other accommodations which should be the expense of the host organization. Meals are also the responsibility of the host.

5. **Appointment of Aide/Host:** The President of the state society or chapter inviting the President General for a visit should appoint an aide/host to meet the President General on his arrival. The aide/host should assist him during his visit.

6. **Notification:** The President General should be informed in writing of the arrangements made for him. Such notification should be explicit in regard to the expected participation by the President General in the program and if he is to speak, how long, and other relevant details.

**Note:** Normally, the President General is the guest of honor and will be the principal speaker at the function. The type and purpose of the function is the responsibility of the host state society or chapter. At a dinner meeting with black tie for the officers and head table guests, formal dress may be optional for other members and guests, enhancing the dignity and importance of the occasion.

7**. Receiving line:** In a receiving line, the presiding officer and his wife should be at the head of the line with the President General, and wife, next to him, so that he may introduce the guests to the President General. The remainder of the receiving line should be in the order of precedence given below.

8**. Respecting the office:** The President General and his wife are to be escorted to the head table last, with everyone standing in respect to the office. The presiding officer stands in his position, then sits, and nods for everyone to be seated. The presiding officer should be brief in introducing or thanking other guests or participants, in the program, when the President General is present. Remember that the President General is the ranking guest and should not be slighted in any way.

## Ranking & Seating

Observance of established rules of protocol will increase the prestige and dignity at SAR functions. The basic principles of protocol are to: (1) observe the rules of ranking of office; (2) practice courtesy; and (3) use good judgment.

**Sequence of Seniority:** The sequence is National Society, State Society and Chapter.

**President General:** The President General is the highest-ranking officer of the National Society and is guest of honor at **all** SAR functions. If the President General designates another General Officer as his official representative for an event, that General Officer is accorded the place of the

President General. A former president general retains his title for life and will be addressed as President General. He should identify his years of office when writing or signing. When writing about a former president general, it is proper to identify him using a small "f" with former (for example, former President General Jones (1994-95)).

**Order of Precedence**: The official order of precedence for any SAR function is based on current rank or position, with elected officials ranking before appointed officials. When National Society officers, State Presidents and/or officers of other organizations are present, the following SAR Order of Precedence must be observed. The Order of Precedence is:

- **read from the top, down**, when (1) positioning individuals in a receiving line, (2) seating them at a head table, (3) introducing officers and guests who are already seated, or (4) providing greetings.
- ***read from the bottom, up****, (reversed) when the Presiding Officer wishes to introduce the head table during a processional (i.e., the most junior individual listed on the Order of Precedence seated at the head table leads the procession).*

At ***National Society functions****:* When National Society officers and State Presidents and/or officers of other organizations are present, the following Order of Precedence is observed:

[Presiding Officer] *
President General (or his official designee)
Governor of the State (or his official designee)
Chief Speaker
United States Senator
United States Representative
State Senators and Representatives
Mayor of City
Other local politicians and executives
former Presidents General (in order of seniority; most senior to least senior)
General Officers (in order of seniority as listed in the NSSAR Bylaws) **
Vice President General **
State Society President ***
Former Vice Presidents General and General Officers **
Past State Society Presidents (in order of seniority)
Visiting State Society Presidents (in alphabetical order according to state)
State Society Officers (active, then former in order as determined by State Bylaws)
National Presidents of other organizations (by society organization date)
State Presidents of other organizations (by society organization date, then alphabetical)
Chapter President ****
Visiting Chapter Presidents
Other Chapter Officers

* ***The first position is held by the host or person presiding***. Generally speaking, the Presiding Officer is: the President General, at National Society meetings; the Vice President General, at District meetings and state and chapter meetings within his district; the Society President, at State Society meetings; and the Chapter President at chapter meetings. The Presiding Officer is (i) first

in a receiving line, (ii) seated at the center of the head table (with the next most senior person to his right, the third most senior person to his left, and so on), (iii) introduced first if already seated, but (iv) introduced last as part of a processional.

***** Special Rules Relating to the Vice Presidents General in the Order of Precedence:***

- ***At meetings of the National Society.*** The Vice Presidents General rank below the elected General Officers (*i.e.*, junior to the Chaplain General) and are arranged and announced by geographic region as set forth in the Bylaws in all instances.
- ***At meetings within his own District***. The Vice President General, when attending a District, State Society or chapter meeting within his own district, ranks directly below the President General and former Presidents General in the Order of Precedence and is considered senior to the elected General Officers present at such meeting. *However, a Vice President General presiding at a District Meeting would occupy the "Presiding Officer" position in the Order of Precedence, outranking the President General.*
- ***At meetings outside his own district***. The Vice President General office is considered a regional office because the holder of this office is nominated for office by his own district and primarily serves his own district in meetings of the National Society. At meetings outside his own district, it is up to the Presiding Officer to determine how, or if, a Vice President General will be recognized. The Vice President General does not automatically succeed to the office of President General should the office of President General become vacant.

****** At State Society Meetings*:** The State Society President is the highest-ranking officer in his State Society and should be accorded such recognition. ***At State Society meetings***, he would occupy the "Presiding Officer" position in the Order of Precedence, outranking the President General. ***At chapter meetings within his state society***, he would occupy an intermediate position immediately senior to the President General, but junior to the "Presiding Officer."

******* At Chapter Meetings:*** The Chapter President is the highest-ranking officer in his Chapter and should be accorded such recognition. ***At Chapter Meetings*** he would occupy the "Presiding Officer" position in the Order of Precedence, outranking both his State Society President and the President General.

**Ranking of State and Chapter Officers:** The ranking of State and Chapter officers is the responsibility of the State and Chapter.

**National Congress Banquet Presentation Order**: The following order for presenting Presidents General, General Officers and Vice Presidents General is used at a National Congress. Head table dignitaries and their spouse or guest are announced and presented beginning with the vice presidents general, general officers, former Presidents General beginning with the most recent to the most senior and ending with the President General. The 15 Vice Presidents General are more or less in geographic order beginning with New England and ending with the International District.

Vice President General (New England District)
Vice President General (North Atlantic District)
Vice President General (Mid-Atlantic District)
Vice President General (South Atlantic District)
Vice President General (Southern District)
Vice President General (Central District)
Vice President General (Great Lakes District)
Vice President General (North Central District)
Vice President General (South Central District)
Vice President General (Rocky Mountain District)
Vice President General (Intermountain District)
Vice President General (Western District)
Vice President General (Pacific District)
Vice President General (European District)
Vice President General (International District)
Chaplain General
Surgeon General
Librarian General
Historian General
Registrar General
Genealogist General
Chancellor General
Treasurer General
Secretary General
President General (Most Recent)
President General
President General (Most Senior)
President General Elect (Only at the Installation Banquet)
President General (Current)

**Head Table Seating Considerations:** Seating should follow the procedure outlined under "Presiding Officer." At luncheons and banquets, the number of people attending should determine the size of the head table in a reasonable ratio to the assemblage. If ladies are included at the head table, the ladies and gentlemen should be alternated in seating. If possible, a lady should not be seated in the last chair at either end of the table. A reserved front table can serve for a minister, musician, and lower ranking officer.

**Greetings and Recognition:** The highest-ranking guest should be introduced for any greeting, with others giving greetings in order of precedence. It is wise to limit the number and duration of greetings as it is unfair to the speaker(s) and the audience to have numerous lengthy greetings. In most cases a quick recognition will suffice. When introducing the head table, or other special reserved tables, announcement should be made to withhold applause until all are introduced.

## Salutes

1. While not a military organization, the SAR relies upon the military for guidance in salutes.

2. Hand salutes should be rendered 6 paces before and after as the U.S. Flag passes in a parade. Indoors, it is sometimes less confusing to render the salute when the colors enter the room and held until posted. Everyone should salute, either hand over heart or military salute, as appropriate for the individual. Salutes are not appropriate for the SAR Flag or the SAR Pledge.

3. During the playing of the National Anthem when the flag is displayed, all present except those in uniform should stand at attention facing the flag with the right hand over the heart. Persons not in uniform should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Former military personnel may use the hand salute. Persons in uniform should render the military salute at the first note of the anthem and retain that position until the last note. When the flag is not displayed, those present should face toward the music and act in the same manner they would if the flag were displayed.

4. Taps and the firing of salutes are considered a salute to the fallen. Color guards go to "present arms" as part of the salute. At a military funeral the U.S. Flag is folded at the conclusion of Taps. The "present arms" could be held until the flag is presented to the family.

## Opening & Closing a Meeting; Meeting Agenda

Not all elements of opening and closing rituals are required or even possible at every meeting. Many state societies and most chapters do not sing the National Anthem or recite the American's Creed. For clarification, if there is confusion regarding the spelling of the creed, in The American's Creed and its Meaning by Matthew Page Andrews published in 1919 it is given as American's, not Americans' or without the 's'.

Chapters often do not have a color guard to advance or retire the colors, and may further curtail the closing ritual if the meeting facility is closing. The following order may be used as guidelines, with the presiding officer having the option to drop elements that do not fit or add elements that may be appropriate in the particular situation. The recommended order would be:

**Opening**

1. Call to order by the presiding officer. A gavel should always be used.
2. Invocation (follow own faith in position of hands)
3. Advance the colors (hand over heart or salute) *(Only if a color guard participates)*
4. National Anthem (hand over heart or salute) *(Optional)*
5. Pledge of Allegiance to the Flag of the United States of America (hand over heart or salute)
   *NOTE: In the case of foreign societies and chapters, it is appropriate that the members make their pledge to their own national flags in accordance with the custom of the country involved.*

6. Posting of the Colors (hand over heart or salute) *(Only if a color guard participates)*
7. SAR Pledge
   *NOTE: Societies in foreign lands may choose not to use the SAR Pledge.*
8. Other Pledges such as the American's Creed *(Optional)*

**Meeting**

9. Reading and approval of the minutes of the previous meeting.
10. Officers' reports.
11. Committee reports.
12. Introduction of new members and guests.
13. Unfinished business.
14. New business and correspondence.
15. Introduction of the speaker or program.

**Closing**

16. Presiding officer's remarks and thanks to speaker or program principal.
17. Motion to adjourn the meeting
18. SAR Recessional
19. Benediction
20. Retire the colors (hand over heart or salute) *(Only if a color guard participates)*
21. Declaration of adjournment

# NSSAR MOTTO & IMAGERY

## SAR Motto

The SAR Motto is *Libertas et Patria*, which is Latin for "Liberty and Country." ***The SAR Motto is a registered trademark of the National Society of the Sons of the American Revolution and must bear the ® character.***

## SAR Logo

The SAR Logo depicts the obverse of the SAR Badge above a ribbon with the words "Sons of the American Revolution" superimposed on a sunburst (an alternative acceptable version eliminates the sunburst). ***The SAR Logo is a registered trademark of the National Society of the Sons of the American Revolution and must bear the ® or the © character, as appropriate.*** Use of the SAR Logo by any State Society or Chapter must be done in compliance with the NSSAR Intellectual Property policies. Approval for use may be requested from the Executive Director (or Medals & Awards Committee if appropriate). The official SAR Logo:




Additionally, State Societies and Chapters may use the image of the "Sons of Liberty 1775" Minuteman statute (which is located outside of National Headquarters) in promotional materials. In addition, the following logo was approved for use by the Board of Trustees in 2020:




The National Society is the owner of the logo. Permission for using this logo is governed by the "Memorandum of Understanding on Protecting the NSSAR's Intellectual Property Rights Setting Forth the Duties and Responsibilities Between Executive Committee, Headquarters, Merchandise Department and Medals & Awards Committee" found in Volume III of the Handbook.

## SAR Seal

The SAR Seal consists of a figure of a Minuteman grasping a musket in his right hand in the act of deserting his plow for the service of his country, surrounded by a constellation of thirteen stars encircled by a band within which appears the legend, "The National Society of the Sons of the American Revolution, organized April 30, 1889." ***The SAR Seal is a registered trademark of the National Society of the Sons of the American Revolution and must bear the ® character.*** *Use of the below SAR Seal is restricted to use by the National Society only*. The official SAR Seal:

## SAR Flag

The official SAR Flag consists of three vertical bars of blue, white and buff (yellow) – the blue to be at the staff end. Upon the center or white bar is the insignia of the Society and the name, "The National Society of the Sons of the American Revolution." The SAR Flag:



# FLAG ETIQUETTE

## Flag Protocol

The proper care and use of the Flag of the United States of America (the "Flag") is the responsibility of every Compatriot, and every citizen of the United States of America. The following information on flag protocol is taken from the United States Code:

All present except those in uniform should stand at attention facing the Flag with the right hand over the heart during the rendition of the National Anthem when the flag is displayed. Men not in uniform should remove their hats with their right hand and hold it at the left shoulder, and hand being over the heart. Persons in uniform should render the military salute at the first note of the anthem and retain the position until the last note. When the Flag is not displayed, those present should face the music and act in the same manner as if the Flag were displayed there.

The Pledge of Allegiance to the Flag, **"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all,"** should be rendered by standing at attention facing the Flag with the right hand over the heart. When not in uniform, men should remove their hats with their right hand and hold it at the left shoulder, the hand over the heart. Persons in uniform should remain silent, face the Flag, and render the military salute.

**Display of the Flag:** It is the universal custom to display the Flag only from sunrise to sunset on stationary flagstaffs in the open. The Flag should be hoisted briskly and lowered ceremoniously.

1. The Flag should be either on the Flag's own right when carried in a procession with another flag or flags, or in front of the center of the line if there is a line of other flags.
2. The Flag should not be displayed on a float in a parade except from a staff.
3. No other flag or pennant should be placed above or to the right of the Flag if it is on the same level.
4. The Flag should be on the right when it is displayed with another flag against a wall from crossed staffs. The Flag's own right and its staff should be in front of the staff of the other flag. The Flag should be at the center and at the highest point of the group when several flags of states or localities or pennants of societies are grouped and displayed from staffs.
5. The union (blue field) should be uppermost and to the Flag's own right (to the observer's left) when displayed either horizontally or vertically against a wall. The Flag should be displayed in the same way when displayed in a window, with the union or blue field to the left of the observer in the street.
6. When the Flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street, or to the east in a north and south street.
7. If the Flag is displayed flat when used on a speaker's platform, it should be displayed above and behind the speaker. The Flag should hold the position of superior prominence when displayed from a staff in a church or public auditorium, in advance of the audience and in

the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.

8. The Flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as a covering for a statue or monument.
9. When the Flag is flown at half-staff, it should be hoisted first to the peak for an instant and then lowered to the half-staff position. The Flag should be raised again to the peak before it is lowered for the day. The Flag should be displayed on Memorial Day at half-staff until noon only, and then raised to the top of the staff.
10. When the Flag is used to cover a casket, it should be placed so that the union is at the head and over the left shoulder.
11. The Flag should not be lowered into the grave or allowed to touch the ground.

**Respect for the Flag:** No disrespect should be shown to the Flag. The Flag should not be dipped to any person or thing. Regimental colors, state flags, and organizational or institutional flags are to be dipped as a mark of honor. The Flag should never be displayed with the union down, except as a signal of the dire distress in instances of extreme danger to life or property. The Flag should never touch anything beneath it, such as the ground, the floor, water or merchandise. The Flag should never be carried flat or horizontally, but always aloft and free.

Bunting of blue, white and red is arranged always with the blue above, the white in the middle, and the red below. It should be used for covering a speaker's desk, draping in front of the platform, and for decoration in general.

The Flag should never be used for advertising purposes in any manner whatsoever.

No part of the Flag should ever be used as a costume or athletic uniform. However, a Flag patch may be affixed to the uniform of military personnel, firemen and members of patriotic organizations. The Flag represents a country and is considered a living thing. The lapel Flag is a replica and should be worn on the left lapel near the heart.

When the Flag is in such condition that it is no longer a fitting emblem for display, it should be destroyed in a dignified way, preferably by burning.

**Hoisting, lowering or passing of the Flag:** All persons present except those in uniform should face the Flag and stand at attention with the right hand over the heart during the ceremony of hoisting or lowering the Flag, or when the Flag is passing in a parade or in review. Those present in uniform should render the military salute. Men should remove their hats with their right hand when not in uniform and hold it at the left shoulder over the heart. Non-citizens should stand at attention. The salute to the Flag in a moving column should be rendered at the moment the Flag passes in review.

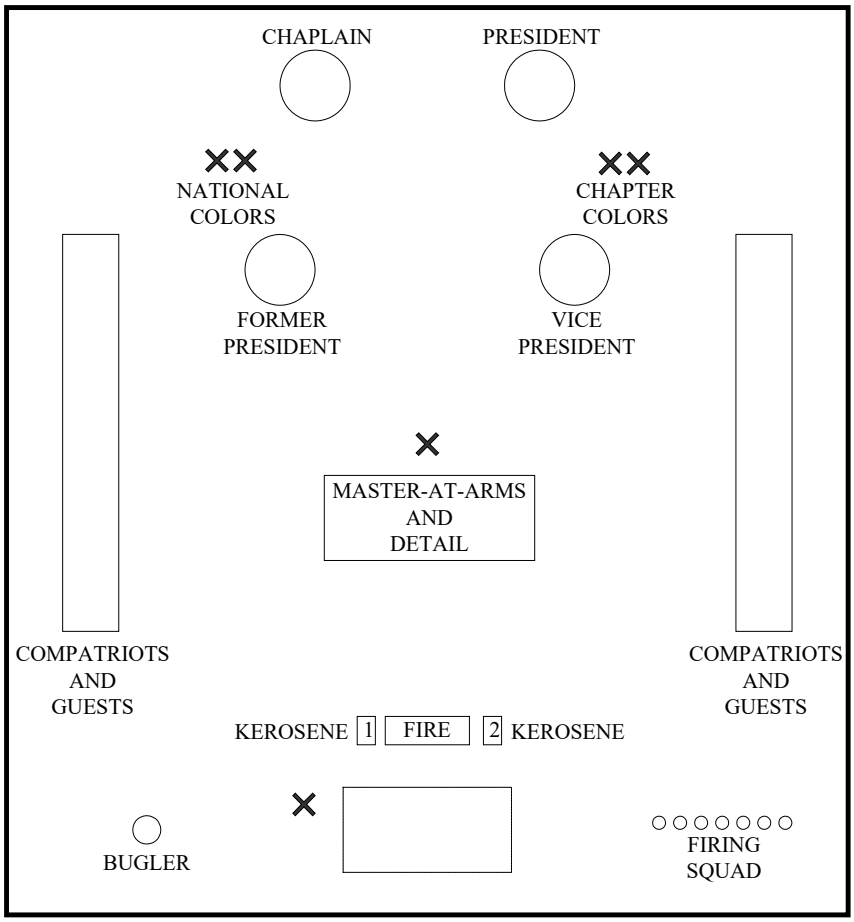
The wording of the pledge varies slightly from the original, which was drawn up in 1892. The pledge received official recognition by Congress in an Act of June 1942. The phrase *under God* was added to the pledge by a Congressional Act of June 1954.

## Ritual for Disposal of Unserviceable Flags

This ceremony is normally a part of Flag Day observances, providing for the dignified disposal of U.S. Flags, which are so soiled, faded, tattered or torn as to be inappropriate for further display.

The ceremony should take place out of doors at night for the greatest effect but can be conducted during daylight hours as well. Compatriots and guests should assemble in parallel lines about 20-25 feet apart. (See diagram below.) Participating officers, color guard, Flag disposal detail, bugler and firing squad take designated positions, highlighted by prearranged appropriate lighting. A low-burning, grated fire and open-faced gasoline containers (one on each side of the fire, if two are needed) should be in place prior to the commencement of the ceremony.

### Ceremony Placement Diagram




The President faces the Master-at-Arms (MAA) at the commencement of the ceremony. The assembly, in general, is standing "At Ease."

**President:** "Master-at-Arms, Report!"

**Master-at-Arms:** "Compatriot President, we have a number of unserviceable Flags of our great Nation for inspection and appropriate disposal."

**President:** "Former President _____ and Vice President _____, please conduct an inspection of the Flags presented for disposal."

The former President (FP) and Vice President (VP) close one another, turn and march together toward the Flag Disposal Detail, halting two paces before the MAA. The MAA calls his Detail to attention as the FP and the VP close the Detail. The MAA advances one pace once the FP and the VP are in place and faces the FP.

**Master-at-Arms:** "Former President _____, we present these unserviceable Flags for your inspection."

**Former President:** "Master-at-Arms, are these unserviceable Flags in their present condition as a result of usual service as the Emblem of our Great Nation?"

**Master-at-Arms:** "These Flags have become soiled, faded, tattered or torn while marking the graves of our beloved, departed Compatriots and of our honored veterans, men and women of all Branches of our Military Services, the dead of all our Nation's wars!"

The FP can then inspect the Flags to his satisfaction, returning to his position before the MAA. (The MAA should accompany the FP on his inspection.)

**Former President:** "Thank you, Master-at-Arms."

The FP turns to the VP.

**Former President:** "Vice President _____, conduct your inspection."

**Master-at-Arms:** "Vice President _____, we present these unserviceable Flags, which have been inspected by Former President, for your additional inspection."

**Vice President:** "Master-at-Arms, have any of these Flags served purposes other than those you mentioned to Former President _____?"

**Master-at-Arms:** "Some of these Flags have been flown proudly from flagstaffs before the homes of our individual citizens in remembrance of our several National Holidays and from public and commercial flagpoles as a constant reminder of the greatness of these United States of America!"

The VP can then inspect the Flags to his satisfaction, returning to his position before the MAA. (The MAA should accompany the VP on his inspection.)

**Vice President:** "Thank you, Master-at-Arms."

Following the questioning of the MAA and cursory inspections of the Flags by the FP and VP, the FP and VP about face, cross over and march to stand before the President.

**President:** "Have the two of you conducted inspections of the unserviceable Flags?"

**Former President and Vice President:** "We have!"

**President:** "Vice President _____, what are your findings and what do you recommend?"

**Vice President:** "Compatriot President, I find that these Flags have become unserviceable as a result of proud and worthy service. I recommend they be honorably retired from further service and appropriately destroyed."

**President:** "Thank you, Vice President _____. Former President _____, what are your findings and what do you recommend?"

**Former President:** "Compatriot President, I find that these Flags have become unserviceable . . . soiled, faded, tattered or torn as a result of their use in paying honor and tribute to our departed Compatriots and deceased Military veterans. I too recommend that they be destroyed with solemn dignity."

**President:** "Thank you, former President _____. You two may return to your initial stations."

The FP and VP about face, cross over and return to their respective initial stations. Once they are in place, the President addresses the assemblage.

**President:** "My fellow Compatriots and friends. We have had presented here these Flags of our great Nation . . . Flags which have previously provided proud and worthy service . . . Flags which have paid tribute to our honored dead. They have been inspected and found to be no longer serviceable. It has been recommended that they be appropriately destroyed with solemn dignity. This, we shall do.

"As you all well know, the American Flag comes in all sizes, from the extremely small to the magnificently large; and is made from many types of fabric, from the cheapest of gauze to the finest of silk. Yet, despite its size, material or intrinsic value, the true, priceless worth of our great Flag is that it serves as the visible symbol of the ideal aspirations of the American People . . . Freedom, Liberty, Justice within a Nation of the People, by the People and for the People.

"In retiring these no longer serviceable Symbols of our wonderful Nation, let us replace them in their duties with new, fresh, bright Flags of equal size and kind. May the replacements amplify our pride in the showing and flying of our beautiful National Colors!

"Master-at-Arms, assemble the Color Guard on your Detail, proceed to the burn site and destroy these Flags by burning.

"Compatriots and friends, stand at attention!"

The Flag Disposal Detail about faces. The Color Guard forms on the Detail. Preceded by the Color Guard, the Detail marches down center to the burn site. National Colors cross over and take position on the right of the fire, facing the President. Chapter Colors take position on the left of the fire. The Detail forms up behind the fire, which is burning low.

**President:** "The Chaplain will offer prayer."

**Chaplain:** "Our Dear Heavenly Father, Commander overall, we ask that you bless and consecrate this special occasion. We thank Thee for our Country and the many ideals for which it stands and for our Flag which visibly symbolizes these American aspirations. To clean and purging flame we commit these Flags . . . Flags no longer serviceable due to their previous, long, honorable and worthy service. As they give up their substance to the fire, may your Spirit touch all of us, renewing and strengthening our dedication and devotion to our great United States of America. Amen."

**President:** "Hand Salute!"

Color Guards present arms. Chapter Colors are dipped. All Officers, guests and Compatriots, except those on the Flag Disposal Detail, salute. Members of the Flag Disposal Detail dip the unserviceable Flags in kerosene and place them on a rack over the fire. The Bugler sounds "To the Colors."

**President:** (At the conclusion of "To the Colors") "Two!"

(If the situation is correct, neighbors aware of what you plan to do, and if a Firing Squad as well as a Bugler is available, the Firing Squad followed by the Bugler sounding "Taps" could replace "To the Colors" in the ceremony.)

Following "Two!" the Color Guard resumes its station. Members of the Flag Disposal Detail resume formation behind the fire.

The Color Guard advances up center and places Colors. With Colors in place the President closes the ceremony.

**President:** "My fellow Compatriots and friends. This completes our ceremony. Thank you all very much for sharing in this special Flag Day event!"

**Notes:**

1. Should the Chapter find itself with insufficient personnel or materiel support to meet the proposed needs for conducting this ceremony, modify the ceremony as necessary and improvise or substitute as appropriate. Be flexible! You can still conduct a most meaningful

and solemn ceremony. Suggestions: Borrow a chaplain from some veteran organization or church. Use Boy Scouts in your Color Guard and/or Flag Disposal Detail. Use taped music/loudspeaker instead of a Bugler.

2. Invite the public and other organizations who conduct such ceremonies (Boy Scouts, veterans' organizations, Elks clubs, National Guard and Reserve Units) to attend your ceremony. Be supportive of other organizations when they conduct similar ceremonies. Work with your United Veterans Council or other local activities-coordinating organizations to set up a rotation for annual ceremonies. The SAR may conduct the ceremony one year and then support the American Legion, Boy Scouts, Elks, etc. when it is that organization's turn to conduct the ceremony.

# INDUCTION & INSTALLATION CEREMONIES

## Suggested Induction Ceremony for New Members (Short Form)

**Chapter President**: Compatriot _____, do you, as a Descendant of one of the Patriots and Heroes of the American Revolution, reaffirm your ancestor's faith in the principles of Liberty and our Constitutional Republic? (Response)

And will you pledge to support The National Society, Sons of The American Revolution? (Response)

I now take great pleasure in presenting your Membership Certificate.

Compatriot _____ sponsored you into our Society. I would like to ask that he come forward and place the SAR Rosette in the lapel of your coat.

This Rosette is the official Recognition Emblem of the Sons of the American Revolution. Its blue and buff colors represent the colors in the uniform worn by General George Washington. Wear it proudly.

Compatriot _____we welcome you to the ___Chapter. We ask that you work with us to fulfill the purposes and objectives of the Sons of the American Revolution.

At this time we would like to invite you to address our members present with whatever thoughts you may have. (Give him time.)

Will all members please come forward and welcome our new Compatriot into the _____Chapter?

**Suggested Induction Ceremony for New Members (Long Form)**

**Chapter president reads**:
Mr. ___, do you as a descendant of one of the patriots and heroes of the American Revolution, reaffirm your ancestors faith in the principles of liberty and our Constitution" (Response) and Will you pledge to support the National and State Society as well as your chapter of the Sons of the American Revolution? (Response)

I now take great pleasure in presenting to you this membership certificate. Compatriot ____we welcome you to the __ Chapter. We ask that you help us to preserve and enrich our American Heritage by supporting our patriotic, historical and educational objectives with your time, talent and treasure.

**Chapter President Continues**:
Membership in the Sons of the American Revolution entitles you to wear the SAR Badge. I now take great pride in describing the history and symbolism behind this insignia. Our insignia, adopted in December 1889, is based on a proposal submitted by Major Goldsmith Bernard West, Vice-President for Alabama.

The SAR Badge consists of a Maltese cross, the same size as the Chevalier's Cross of the Legion of Honor of France, of four arms and eight points, with the arms enameled in white and a medallion in the center bearing a profiled bust of General George Washington. Surrounding the bust is a blue enameled ribbon containing the SAR Motto – "*Libertas et Patria*." A laurel wreath encircles the medallion, midway between it and the points of the cross. The reverse is the same, except that the center medallion bears the figure of a Continental soldier, and is surrounded by a blue enameled ribbon, inscribed in letters of gold, "Sons of the American Revolution." The cross is surmounted by a golden eagle and suspended from a ribbon of the Society's colors – blue, buff yellow and white.

The Maltese cross used in the SAR Badge draws its inspiration from the cross used by the Order of St. Louis of France. The wreath symbolizes the laurel wreaths presented to worthy individuals by the Roman Republic. Major West selected the Cross of St. Louis as his basis for our decoration because King Louis XVI of France, the Grand Master of the Order of St. Louis, provided badly needed aid to the fledgling Continentals. In choosing this cross, the National Society intended to recognize the French contribution to American independence.

History shows that the Maltese Cross was used by the Knights of St. John, a brotherhood of warrior Crusaders who represented all walks of life who banded together to fight for freedom and against oppression. The Knights of St. John, and other Crusaders, adopted the Maltese cross as their insignia because its eight points represented the eight Beatitudes prescribed in the Sermon on the Mount: blessed are (1) the poor in spirit, (2) the meek, (3) the pure, (4) the merciful, and (5) the peacemakers, (6) blessed are they that mourn, and (7) seek righteousness, and (8) blessed are they who are persecuted for righteousness sake.

Although the Maltese cross had a religious origin, the Knights of St. John also made it their battle standard for the liberation of all men, women and children who suffered oppression. The principles

freedom and justice, for which the Knights of St. John crusaded, paralleled the principles our Patriot forefathers pledged themselves to when seeking independence from Great Britain. These principles are no less applicable today.

**Chapter President concludes**,
Compatriot __sponsored you into our society. He will place the (rosette or miniature SAR Badge if member has purchased it) on the lapel of your coat. This rosette (or SAR Badge) is our membership insignia. Wear it proudly. Compatriot ___ we welcome you to ___Chapter and ask you to take a seat among your fellow compatriots.

## Suggested Installation Ceremony for State Society and Chapter Officers

**Installing Officer**: Please escort the designated officers of the ___Chapter/Society to their proper places.

**Escort:** (after placing officers) Mr. ____ (use official title of the Installing Officer), I take great pleasure in presenting to you the newly elected officers of the ___ Chapter/Society.

**Installing Officer**: Gentlemen, having been duly elected to office in the ___Chapter/Society, Sons of the American Revolution, do you promise and swear to support and defend the Constitution of the United States of America and the Constitution and Bylaws of the National Society, Sons of the American Revolution; and do you further promise and swear that you will faithfully discharge the duties of your office to the best of your knowledge and ability, and that you will, at all times, conduct yourself in a manner worthy of our Society, so help you God?

**Response:** I do.

**Installing Officer**: President-elect ___ it is now my privilege to present you with this gavel, as a symbol of the authority now vested in you. Wield it, always, with dignity and honor.

**Installing Officer**: Compatriots of the ___ Chapter/Society, I have officially installed these new officers, duly elected by you.
May I now remind you of your obligation to them? Assist, support and encourage them in the discharge of their duties, thus furthering the principles and purposes of the Sons of the American Revolution.

# MEMORIAL SERVICES & GRAVE MARKINGS

## Suggested Funeral Ritual for a Departed Compatriot

The President enters the room, followed by the Color Guard, bearing the American Flag and the Society Flag. The Color Guard is posted with the American Flag borne at the head of the casket, and the Society Flag at the foot. The President then retires, and returns, leading the members, two by two, who form a semi-circle in front of the casket.

**President:** Compatriots, we have suffered the loss of a loyal and valued member. We are gathered to pay our tribute to his memory, and to express our grief at his passing from our ranks, and to dedicate ourselves anew to the continuance of the service to the country which he in his lifetime so well performed. Let us here resolve that we are pledged again to cherish, maintain and extend the institutions of American freedom, to foster true patriotism, and love of country, and to aid in securing for mankind the blessings of liberty. Our Chaplain will now lead us in prayer.

**Chaplain:** Our heavenly Father, we thank you for our Country, for its glorious past and its promising future, and for the lives of those who have loved this land and have served it. We commend to you the soul of our departed Compatriot, who in his lifetime gave to his native land the testimony of his sincere patriotism. Amen.

**President:** It is our will that our deceased Compatriot may continue to wear the insignia of our order. (The *Secretary* places the SAR Badge on the deceased's coat, subject to the wishes of the family. If the SAR Badge is to remain with the family, the SAR Rosette should be pinned to the lapel.)

**Secretary:** We leave with you the symbol of our Order.

**President:** It is our will that our departed Compatriot carry with him a symbol of our mourning.

**Secretary:** This is a tribute from those who mourn you. (The *Secretary* places a flower in the casket of the deceased.)

**President:** It is finally our will that the Flag our Compatriot loved be placed upon his casket. (The *Vice President* places a small U. S. Flag on the casket.)

**Vice President:** Here we place a Flag of our beloved country.

**Chaplain:** Almighty God, who are the only source of health and healing, the Spirit of calm and the central Peace of the universe, grant to us, your children, such a consciousness of your presence, as may give us utter confidence in you. We entrust all those dear to us to your never-failing care and love, for this life and the life to come. May the peace of God, which passes all understanding, keep your hearts and minds in the knowledge and love of

God, and of His Son, Jesus Christ our Lord; and the blessing of God Almighty, the Father, the Son and the Holy Ghost, be amongst you, and remain with you, always. Amen.

**Notes:**
1. "Taps" is sounded at the conclusion of the Chaplain's remarks if the decedent saw active military service. The Compatriots then reverently file past the casket, and follow the President out, the Color Guard remaining until all are gone, and then lowering (retrieving) colors and filing out.

2. For compatriots who do not profess the Christian faith, the foregoing suggested ritual and the following memorial service suggestions may quite properly be altered to conform to the applicable customs of the faith of the deceased.

**Suggested Memorial Service for Departed SAR Compatriots**

**President:** Compatriots, we meet at this time to commemorate our fellow members who have answered the last call since our last Society meeting. The Chaplain will preside.

**Chaplain:** Mr. President, Compatriots, I am at your service and shall endeavor to perform this solemn duty in the spirit of true Christian Faith. Mr. President, to whom should we look for help in life's battles?

**President:** Our help is in the name of the Lord, who made heaven and earth.

**Chaplain:** Mr. Vice-President, what assurance do we have of a prolonged stay among the scenes and activities of this life?

**1st V. P.:** For we are strangers before Thee and sojourners, as were all our fathers; our days on the earth are as a shadow, and there is none abiding.

**Chaplain:** Mr. Vice-President, do you have a message of condolence?

**2nd V. P.:** The Holy Bible tells us: "Like as a father pities his children, so the Lord pities them that fear Him. For He knows our frame; He remembers that we are dust."

**Chaplain:** And I, too, have a message of inspiration for all Compatriots and their families that should inspire us now, at this solemn moment, and all through life. This message is from Christ, the Head of the Church, who said: "I am the resurrection and the life; he that believeth in me, though he were dead, yet shall he live; and whosoever believeth in me shall never die." Compatriots, let us so live that when that last summons comes for us, we may depart this life
(Reading of names with Chapter_____

Let us pray: Our gracious heavenly Father, in silent reverence we recognize the truth of your inspired words. I am the resurrection and the life: He that believes in me, though he was dead, yet shall he live. As Compatriots answer your final summons, we ask that you look with mercy upon their families and with your own tenderness console and comfort them. And now, our Heavenly

Father, bless our country with freedom, peace and righteousness. Through your favor may we all meet at last before your throne in glory. All this we pray through Jesus Christ our Lord. Amen.

**Revolutionary War Patriot Grave Marking Ceremony**

1. SAR Official: Welcome and Greetings
2. Presentation of the Colors: SAR Color Guard, Military Unit, ROTC, Scouts or other appropriate group.
3. Invocation
4. Pledge of Allegiance to the flag
5. SAR Pledge by SAR Members
6. Introduction of the assembly to the Society of the Sons of the American Revolution.
7. Life of Patriot and his/her revolutionary patriot service
8. Decoration of the grave with wreath or other floral arrangement
9. Introduction of descendants of Patriot in attendance or identify those that could not be at the service
10. Dedication of the Marker

**Leader**: If the past is indeed prologue, then a glimpse into the past can provide a source of wisdom and inspiration for the future. As we honor this patriot today, let us be mindful of his/her service to our nation, and let us rededicate ourselves to the principles for which he/she held sacred.

**Chaplain**: As we gather, O God, for this dedication today, we ask your blessing upon each of us. We thank you for this occasion as we honor the memory of ____. We esteem his/her patriotism and courage, his/her faith and loyalty, and his/her willingness to sacrifice to make our world a better place. We thank you, too, for America and all patriots who have given us the liberties and privileges that we enjoy. May we be willing to serve you and our nation even as __ did. May the ideals that we remember from the past sustain us today and safeguard us tomorrow. Amen

**Leader:** We, the members of the ___ Chapter, _____ State Society, Society of the Sons of the American Revolution dedicate this marker to the glory of God and in recognition of the memory of ____, a patriot of the American Revolution.

**Speaker**: (Appropriate 10-15 minutes for eulogy of the Revolutionary War Patriot or a patriotic speech.)

**Chaplain:** Almighty God, as we go from here, may this marker remind those who pass of the devotion and dedication of all who have made our nation great. May they be humbled and encouraged by this marker to esteem and perpetuate these virtues with our lives. May the peace of God guard our hearts and minds in the ties of friendship and unity of love. Amen.

11. Comments by any of the Patriot's descendants.
12. SAR Recessional by SAR members

(Use of musical instruments, bands or choirs in the ceremonies is always encouraged.)

## Grave Markers for SAR Members




A beautiful marker designating SAR membership may be ordered from the National Society. This marker is listed in the NSSAR price list, which the merchandising department can describe in detail. The two types available are the lug type for placement on an existing monument and the stand-alone stake type. The SAR or family members should give the active member's full name and National number when ordering.

## Grave Markers for Revolutionary War Patriots




Markers for Revolutionary War Patriots may also be ordered from the National Society by requesting an NSSAR form for this purpose. They are the same type as members' markers. Complete authentication of the Patriot and his grave will be asked for. The SAR Patriot Records Committee maintains the Patriot Research System which identifies the grave location for Patriots as the graves are marked and reported to the committee.

A government headstone marker for veteran graves may be obtained on the website contact at: http://www.cem.va.gov/hmlaw.htm or by writing to the following address, and asking for form VA 40-1330:

Department of Veterans Affair
Office of Memorial Programs
810 Vermont Avenue, N.W.
Washington, D.C. 20420

## Grave Markers for Sons and Daughters of Revolutionary War Patriots




The National Society of the Sons of the American Revolution has made a diligent effort to locate and mark the graves of those Patriots who served in the American Revolution. The American Patriot story continues beyond the fighting—it continues with the sons and daughters of Patriots, who moved across North America to settle our nation.

Many communities, states and organizations were founded by these Patriot Sons & Daughters and by highlighting Patriot Sons and daughters, we acknowledge of our Patriot Ancestors as we hold ceremonies to commemorate their Sons and Daughters, bringing attention to National Society SAR and America's 250th Anniversary of its founding.

To honor the contributions of these many individuals, the SAR initiated a program ***to mark the graves of the sons, grandsons, daughters and granddaughters of our Patriot Ancestors***. The marker should not be used to mark descendants beyond the Patriot's grandchildren