

**TEXAS SOCIETY ORDER OF CONFEDERATE ROSE,  
INCORPORATED**

**BYLAWS**

**ARTICLE 1 - NAME**

The name of this organization shall be the Texas Society Order of Confederate Rose, Incorporated, hereinafter to be known as "TSOCR".

**ARTICLE 11 - PURPOSE**

The primary purpose of the TSOCR shall be to assist the Texas Division Sons of Confederate Veterans and the local camps thereof in their historical, educational, benevolent and social functions, especially the preservation of Confederate symbols. Additional activities are developed only when needed or when the SCV camp does not desire the aide of OCR. The TSOCR shall be nonprofit, nonracial, nonpolitical and nonsectarian and shall be independent from other OCR State Societies or Divisions.

**ARTICLE III – COMPLIANCE FOR NON-PROFIT STATUS**

**SECTION 1.** No part of the net earning of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized to make payments and distribution furtherance of the purposes set forth in the purpose clause.

**SECTION 2.** Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by any organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**ARTICLE 1V - MEMBERSHIP**

**SECTION 1. ELIGIBILITY**

Any person, ten years of age and older, who is recommended by a current member of the Sons of Confederate Veterans and/or referred by a current member of the TSOCR is eligible to become a member by submitting the completed TSOCR application and state dues to the TSOCR Treasurer.

**SECTION 2. MEMBERSHIP CLASSES**

(a.) **REGULAR MEMBERSHIP.** All members shall maintain regular membership in good standing upon payment of annual dues.

(b.) **LIFE MEMBERSHIP.** Life Membership in the TSOCR may be secured by the one-time payment of one hundred and twenty dollars (\$120). As there is no national organization, Life Membership in the TSOCR applies only to the TSOCR and may or may not be honored by another OCR State Society upon

transferring out of the TSOOCR. Each Chapter shall decide whether or not to collect local dues from a Life Member over and above the one-time payment. Each member in good standing, regardless of membership class, shall be entitled to one vote at the chapter level and at the TSOOCR annual meeting, and to receive a membership card and subscription to the TSOOCR quarterly newsletter.

(c.) ASSOCIATE MEMBER. Associate Members are TSOOCR members who wish to be a part of two OCR Chapters. The TSOOCR dues are always paid to only one of those chapters.

(d.) Members-At-Large. Applicants who choose not to join a chapter within the TSOOCR shall become a regular Member-At-Large in good standing upon payment of \$20 and the same annually thereafter, sent directly to the TSOOCR Treasurer. Life Members who are Members-At-Large do not pay any additional dues.

### **SECTION 3. CHAPTERS**

(a.) ORGANIZATION. The TSOOCR shall be organized into two types of Chapters of not less than five (5) members. Upon recruiting five (5) or more members, organizing chapters shall submit the following to the TSOOCR Treasurer: a complete list of the organizing members with addresses and phone numbers if possible; the members' applications; state dues for each organizing member and the name of the new chapter. An organizing chapter that has submitted all required paperwork and funds to the TSOOCR Treasurer shall then arrange, in cooperation with the TSOOCR Director, for a chartering ceremony. Upon being chartered by the TSOOCR Director or Assistant Director, an organizing chapter shall then be recognized as a chapter in good standing of the TSOOCR. (b) TWO TYPES OF CHAPTERS.

1. AFFILIATED CHAPTERS. Chapter which meets all requirements as an Associated Chapter but chooses to be covered under the TSOOCR, Inc. 501 (c) (3) Articles of Affiliation. Chapter must comply with the forms provided in the Articles of Affiliation packet.

2. Affiliated Chapters which fail to meet requirements for TSOOCR, Inc. 501 (c) (3) will result in the TSOOCR, Inc. Treasurer reporting this chapter as not meeting the Articles of Affiliation to IRS.

3. ASSOCIATED CHAPTERS. Chapters may choose not be covered under the TSOOCR, Inc. 501 (c) (3) Articles of Affiliation. A Chapter must follow guidelines for the Associated Chapter as listed in the Articles of Affiliation packet.

(c.) Chapter Officers. Each chapter shall elect a Spokesman/President, or its equivalent, who shall be responsible for managing the chapter. The Spokesman/President shall oversee the collection and remitting of state dues to the TSOOCR Treasurer. Chapters shall have the option of electing a slate of officers and to adopt their own bylaws. Said chapter bylaws shall not conflict with the TSOOCR bylaws.

(d.) Transfers. If a member transfers to another chapter within the TSOOCR the losing and/or receiving chapter may charge a one-time transfer fee. Both the losing and receiving chapters shall notify the TSOOCR Secretary and Treasurer of the transfer. Proof of Life Membership in a transfer shall be provided in writing

to the receiving chapter, upon request, by the TSOCR Treasurer.

(e.) Disbandment. If a chapter fails to maintain a membership of at least five (5) members, the chapter shall have six months from the date noted on a written warning letter, to be sent by the TSOCR Secretary, to increase their membership to the minimum number. If after the six months warning period the chapter fails to obtain the required number of members to meet the minimum of five (5), the TSOCR Director shall declare the chapter disbanded. By written request of the TSOCR Director, the chapter shall be granted one six month extension period if desired. Upon being disbanded, the Chapter charter shall be surrendered to the TSOCR Director. All remaining members of the disbanded chapter may join another TSOCR chapter or become Members-At-Large.

(f.) Reinstating a Chapter. A disbanded Chapter may be reactivated upon application of at least five (5) members, plus a one time reactivation fee of \$20.00 five (5) new members or a combination of five (5) new, inactive (members whose memberships have been reinstated), or active (members in good standing transferring from another chapter), may reactivate a TSOCR Chapter using the original name and number. Along with the application, the local SCV Camp should provide a letter of support for reactivation of the disbanded Chapter. The names of members who sign the Charter application will be listed on the reactivated Charter. Upon request from the reactivating Spokesman/President the TSOCR Director shall assign a date for the Chapter application and the Charter Presentation. "REACTIVATED" must be written across the top of the new Charter.

#### **SECTION 4. TERMINATION**

(a.) Membership in TSOCR may be terminated by written resignation to the chapter, who shall then notify the TSOCR Secretary or by death. Any regular member shall be terminated automatically for nonpayment of annual dues by the deadline date.

(b.) Upon the death of a TSOCR chapter member, the chapter shall notify the TSOCR Chaplain with all pertinent information.

(c.) Suspension and/or expulsion of TSOCR membership shall be handled by the chapter to which a member belongs or by the Executive Committee in the case of Members-At-Large.

(d.) Disputes shall be heard by the TSOCR Executive Committee upon written request by a chapter unable to resolve internal difficulties.

#### **SECTION 5. CONFEDERATE LEGACY**

Membership in the Confederate Legacy program shall be open to any child from birth through age ten in whom a member of TSOCR wishes to cultivate an interest and appreciation of southern culture. Upon enrollment and payment of the one time fee of ten dollars (\$10), Legacy members (referred to as "Little Rebels" for boys and "Rose Petals" for girls) shall receive a pin/pendant, membership certificate and a TSOCR Confederate Heritage Trail Booklet from the sponsoring TSOCR chapter. All membership fees shall be invested in an interest bearing account. The interest earned therein shall be awarded as scholarships to any student attending a post secondary school.

## **ARTICLE V - EXECUTIVE COMMITTEE**

### **SECTION 1. OFFICERS**

The TSOCR Executive Committee shall be the governing body of the TSOCR and shall consist of the following elected TSOCR officers: Director, Assistant Director, Secretary, Treasurer and Chaplain, Appointed Chairpersons and one representative from each chapter, as designated by the chapter. The Director may appoint Committee Chairmen as needed, including but not limited to, a Newsletter Editor, Historian Dispatcher and Parliamentarian. The Executive Committee shall meet at least once annually and the TSOCR Director shall name the time and place of the meeting (s). The Executive Committee shall have charge of the affairs of the TSOCR between annual meetings. No action of the Executive Committee shall conflict with any action taken by the TSOCR membership or with State of Texas law. Each member of the Executive Committee with the exception of the Parliamentarian shall have one vote. Five (5) members of the Executive Committee shall constitute a quorum.

### **SECTION 2. DUTIES OF OFFICERS**

- (a.) Director. The TSOCR Director shall be the chief executive officer and shall preside at all meetings of the organization. The Director may appoint any committees deemed necessary. The Director shall be a member ex-officio of all committees, with the exception of the Nominating Committee.
- (b.) Assistant Director. The TSOCR Assistant Director shall assist in managing The TSOCR. The Assistant Director shall plan, in coordination with a representative of the host city, the TSOCR program at the Annual Meeting and the Silent Auction at the TDSCV convention.
- (c.) Secretary. The TSOCR Secretary shall keep an accurate record of the proceedings of Annual, Special, Executive Board and Board of Director meetings. The Secretary shall notify the Director if unable to perform said duties at any meeting. The Secretary shall keep an up-to-date list of all members and the membership status of each member. The Secretary shall send a welcome letter to new TSOCR members and a birthday card to Confederate Legacy members.
- (d.) Treasurer. The TSOCR Treasurer shall have custody and charge of the monetary assets of the TSOCR. The Treasurer shall keep an accounting of all receipts and disbursements and shall make a report of same at the annual meeting or when called upon to do so by the Director. The Treasurer shall keep accurate membership records and notifies the appropriate officers about membership changes. The treasurer shall be responsible for mailing membership cards and all membership certificates within fourteen (14) days of receipts of dues and applications. The Treasurer shall be in charge of TSOCR fund raising and collecting dues from Members-At-Large. An audit of the books shall be conducted when a new Treasurer is elected,. The Treasurer along with the other officers shall be bonded, at the expense of the TSOCR as necessary.
- (e.) Chaplain. The TSOCR Chaplain shall provide guidance and counsel to all TSOCR members as requested and shall offer the invocation and benediction at all meetings. Upon being notified of the death of a member, the Chaplain shall send a letter of condolence to the next of kin and notify the TSOCR Secretary and

Treasurer. The Chaplain shall send birthday cards to TSOOCR members who are seventy (70) years of age or older.

### **SECTION 3. DUTIES OF APPOINTED POSITIONS**

(a.) Newsletter Editor. The TSOOCR Newsletter Editor shall provide to the TSOOCR membership a quarterly newsletter. Said newsletter shall include the news, projects and activities of the TSOOCR. Chapters shall provide to the Newsletter Editor appropriate information of its activities.

(b.) Historian. The TSOOCR Historian shall maintain a scrapbook containing pictures, newspaper articles, etc. reflecting the history of the TSOOCR and its chapters

(c.) Dispatcher. The Dispatcher shall manage and maintain a list of the TSOOCR member's electronic mail addresses and utilize said list to distribute messages and information of interest to the membership as requested by the Director.

(d.) Webmaster shall manage the TSOOCR Official Website.

(e.) Parliamentarian. The Parliamentarian shall inform the presiding officer regarding matters inconsistent with the TSOOCR bylaws and/or accepted parliamentary procedure as referenced in Robert's Rules of Order Newly Revised.

### **SECTION 4. REMOVAL OF OFFICERS**

Any elected TSOOCR officer may be removed from office for misconduct or willful dereliction of duty by a two-thirds vote by ballot of the Executive Committee.

### **ARTICLE VI - BOARD OF DIRECTORS**

The TSOOCR Board of Directors shall automatically consist of the following members of the Executive Committee TSOOCR Director, Assistant Director, Secretary, Treasurer and Parliamentarian. The Board of Directors shall meet at least once annually and the TSOOCR Director shall name the time and place of the meetings(s). Each member shall have one (1) vote, with the exception of the Parliamentarian, who shall only cast a tie-making vote. The Board of Directors shall monitor the TSOOCR Articles of Incorporation for inconsistencies with the TSOOCR Bylaws and the laws of the State of Texas. The Board of Directors shall amend said Articles of Incorporation, as necessary, and notify the Texas Secretary of State as required by laws. A report of any actions taken shall be presented to the membership at the TSOOCR annual meeting. Three (3) members, including the Parliamentarian, shall constitute a quorum.

## **ARTICLE VII - MEETINGS**

### **SECTION 1. ANNUAL MEETING**

The annual meeting of the TSOCR, open to all members, shall take place in conjunction with the annual convention of the TDSCV. The purpose of the annual meeting shall be for the receiving of TSOCR officer and chapter reports and the transacting of business. All reports shall be forwarded to the Director prior to June 1 of each year. Twenty members in good standing shall constitute a quorum. The Order of Business at the annual meeting shall be:

- (a.) Call to Order
- (b.) Invocation
- (c.) Pledges and Salute to the Flags (USA, Texas and CSA)
- (d.) Adoption of Order of Business
- (e.) Introductions
- (f.) Officer Reports:
  - Director
  - Assistant Director
  - Secretary
    - Reading of Minutes of Last Meeting
    - Roll Call
    - Establish a Quorum
  - Treasurer
    - Financial Reports
  - Chaplain
- (g.) Appointed Positions
- (h.) Committee Reports
- (i.) Chapter Reports
- (j.) Old Business
- (k.) New Business
- (l.) Other Business
- (m.) Nominating Committee (in odd years)
- (n.) Officer Elections (in odd years)
- (o.) Announcements
- (p.) Benediction
- (q.) Adjournment

### **SECTION 2. SPECIAL MEETINGS**

Special meetings of the TSOCR may be called at any time by the Director, or by written request of five (5) members of the Executive Committee, or by written request of three (3) members of the Executive Board of Directors, or by written request of ten (10) members in good standing, with not less than ten (10) days advance, written notice. The TSOCR Director shall name the time and place of any Special Meeting, to be called within thirty (30) days. The quorum shall remain the same as a regular meeting: Board of Directors requires three (3), Executive Committee requires five (5) and a Members Meeting requires twenty (20).

### **SECTION 3. EXECUTIVE COMMITTEE MEETINGS**

The Executive Committee shall meet separately from the annual meeting. The Executive Committee shall meet at least once or as many times as necessary, to conduct the business affairs of the TSOOCR between annual meetings. All members are encouraged to attend TSOOCR Executive Committee meetings, however only the Executive Committee members may vote. Five (5) members of the Executive Committee shall constitute a quorum.

## **ARTICLE VIII - DUES**

### **SECTION 1. STATE DUES**

TSOOCR state dues in the amount of ten dollars (\$10) per regular chapter member shall be collected by the chapters and remitted to the TSOOCR Treasurer by no later than May 1 of each year. Included with the state dues remittance shall be a listing of all chapter members with current address, phone number and e-mail address, if available. The TSOOCR Treasurer shall collect annual dues from Members-At-Large. A member whose dues have not been paid by June 1 shall automatically be dropped from membership and not allowed to vote at the Annual Meeting. Any member who has not paid their dues by June 1 will pay a reinstatement fee of \$5.00. This fee will go to the Scholarship Fund.

### **SECTION 2. CHAPTER DUES**

TSOOCR chapters may collect an amount from their members, to be determined by the chapter, in addition to state dues for chapter use. Life Members belonging to a chapter are automatically exempt from state dues, however, they may be liable for chapter dues as decided by the chapter.

### **SECTION 3. FISCAL YEAR**

The fiscal year of the TSOOCR shall be June 1 to May 31.

## **ARTICLE IX - ELECTION OF OFFICERS**

### **SECTION 1. TERMS OF OFFICE**

The TSOOCR officers shall be elected to serve a term of two (2) years or until their successors are elected. In case of an unexpired term, the TSOOCR Director shall appoint a replacement to fill the vacancy. The vacancy in the office of the TSOOCR Director shall be filled by the elected officers, in order of rank as listed in Article IV, Section 1.

### **SECTION 2. NOMINATING COMMITTEE**

The TSOOCR Director shall appoint a Nominating Committee during election years. The Nominating Committee of at least three members in good standing shall seek out candidates to serve as officers. They shall compile a slate of officers, one proposal per office, after first obtaining the slate member's consent to serve. The slate shall be submitted in writing to the members of the Executive Committee (TSOOCR officers and Chapter Representatives) via United States Postal Service or electronic mail at least 30 days prior to the annual meeting during which the election shall take place. It shall be the responsibility of the Chapter Representatives to distribute the slate of officers, as soon as

possible, to their chapter members. It shall be the responsibility of the TSOOCR Treasurer to distribute the slate of officers, as soon as possible, to the TSOOCR Members-At-Large.

### **SECTION 3. ELECTIONS**

After the Nominating Committee presents their slate of officers, nominations by any TSOOCR member in good standing shall be heard from the floor. If there is only one candidate for an office, the vote may be by voice vote. In the event of more than one candidate for any office, then the vote for that office must be by written ballot. A majority of those TSOOCR members in good standing and present at the annual meeting shall elect.

### **SECTION 4. TELLERS**

In the event of a written ballot, the TSOOCR Director shall appoint two tellers to distribute the ballots, count and report on the votes.

## **ARTICLE X - AMENDMENTS**

These bylaws may be amended, repealed or altered, in whole or in part, by a two-thirds (2/3) vote of the members, in good standing, present and voting at the annual meeting. The proposed change or changes shall be submitted in writing to the members of the Executive Committee (TSOOCR officers and Chapter Representatives), via the United States Postal Service, electronic mail, distribution through the TSOOCR newsletter, or delivered in-person, at least 30 days prior to the annual meeting during which the vote shall take place. It shall be the responsibility of the Chapter Representatives to distribute, as soon as possible, any proposed bylaw amendments to their chapter members. It shall be the responsibility of the TSOOCR Treasurer to distribute, as soon as possible, any proposed bylaw amendments to the TSOOCR Members-At-Large.

## **ARTICLE XI- PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall be the parliamentary authority of the TSOOCR in all cases in which the TSOOCR Bylaws and/or Standing Rules are either incomplete or in conflict. The TSOOCR shall comply with the State of Texas Non-Profit Corporation Act.

## **ARTICLE XII - INSIGNIA**

Except for the official OCR insignia, the Executive Committee of the TSOOCR may adopt insignia, colors, badges, and flags for use by TSOOCR members as desirable.

## **ARTICLE XIII - LIABILITIES**

Nothing herein shall be interpreted to mean that members of the TSOOCR are in partnership with any other group, society or organization for any purpose. No member, officer or employee shall be liable for the act of any other member, officer, agent or employee of the TSOOCR. No member, officer, agent or employee shall be liable for his/her failure to act under these bylaws, except acts of omission arising out of the willful misfeasance of a stated duty.

## ARTICLE XIV - DISSOLUTION

### **SECTION 1. VOTING**

The Texas Society Order of Confederate Rose may be dissolved by a two-thirds (2/3) vote of the members, in good standing, present at any annual meeting after the proposed dissolution has been submitted in writing to the entire membership, Via United States Postal Service and/or electronic mail at least 30 days prior to the annual meeting during which the vote shall take place.

### **SECTION 2. DISTRIBUTION OF NON-CASH AND CASH EQUIVALENT ASSETS**

In the event of dissolution, all non-cash equivalent and monetary assets will be transferred to the Texas Division Sons of Confederate Veterans or a historical organization decided upon by the TSOOCR Board of Directors.

(a.) In the event of a dissolution, all monetary (cash and cash equivalent) assets held by the TSOOCR shall be transferred to the custody and charge of the TDSCV, contingent on a written agreement between the Texas Society Order of Confederate Rose and the Texas Division Sons of Confederate Veterans, signed by the authorized agents for both. Said written agreement shall state that all monetary assets, formerly held by the TSOOCR shall be invested in perpetuity for the purpose of continuing the Marilyn C. Sweeney Scholarship. It shall be stipulated that only the interest generated from said investment shall be utilized to support said scholarship.

(b.) In the case that said written agreement shall not be acceptable to the Texas Division Sons of Confederate Veterans, then their final act prior to dissolution, the TSOOCR Board of Directors shall arrange for all monetary (cash and cash equivalent) assets to be donated elsewhere.

(Amended at the Annual Meeting 2008)

## TEXAS SOCIETY ORDER OF CONFEDERATE STATES STANDING RULES

### **PROCEDURE TO FOLLOW FOR MEMBERSHIP:**

1. The Chapter Representative or representative of the individual chapter will forward all membership forms and checks to the TSOOCR Treasurer.
2. The Chapter Representative or representative of the individual chapter will issue membership cards provided by the TSOOCR.
3. The Chapter Representative or representative will be responsible for submitting dues to the TSOOCR Treasurer with a list of paid members no later than May 1 of each year.
4. The TSOOCR Treasurer will transmit the application forms to the TSOOCR Secretary.
5. The TSOOCR Secretary will prepare and mail the Welcome Letter, Membership Certificate and pin to the Chapter Representative.
6. A total membership list will be given to Officers and Chapter Representatives twice a year.
7. The TSOOCR Treasurer will be responsible for providing the Dispatcher with e-mail addresses for new members. (Chapter Representatives will be responsible for providing the changes for current members.)
8. No Texas Membership pins will be sold to persons from other states unless they become a TSOOCR member.

### **PROCEDURE FOR LIFE MEMBERSHIPS:**

1. The same procedure will be followed as a regular membership.
2. The cost of a Life Membership shall be the amount stated in the By-laws.
3. The TSOOCR will retain \$100 and the Chapter will retain \$20.

4. The funds from all Life Membership dues shall be invested, as soon as feasible. The interest from the Life Membership will be put in the Scholarship Fund.

5. Life Memberships shall be recognized by the giving of a Life Membership plaque and pin, provided by TSOOCR and given at the Annual State Meeting. If the Life Member is not present at the Annual State Meeting, the plaque will be given to the Chapter Representative or mailed to the individual.

**PROCEDURE FOR ASSOCIATE MEMBERS:**

1. Associate Members are persons who wish to work with two TSOOCR Chapters. The TSOOCR membership dues will be paid to one of those chapters. They will be carried as Associate Members on the other Chapter rolls. Associate Membership is not reported to the TSOOCR Treasurer.

2. A Chapter who has Associate Members determine dues paid, if any, and if they have voting rights.

3. A Chapter who has Associate Members determine dues paid, if any, and if they have voting rights.

**PROCEDURE FOR LEGACY MEMBERSHIPS:**

1. The same procedure will be followed as a regular Membership application.

2. The one time dues will be invested, as soon as feasible.

3. The interest from Legacy Memberships will be used for the Scholarship Fund.

4. Each Legacy member will receive a copy of the TEXAS CONFEDERATE HERITAGE TRAIL BOOKLET, a certificate and a pendant.

**PROCEDURE FOR ORGANIZATION OF NEW CHAPTERS:**

1. All Chapters must have the support of a local TDSCV camp or the Texas Division. We recommend there be only one Chapter per town unless there are two local SCV camps.

2. Persons wanting to begin a new TSOOCR Chapter must contact the TSOOCR Director or Treasurer to begin the process.

**PROCEDURE FOR DISTRIBUTION OF PACKET MATERIAL AT EXECUTIVE COMMITTEE MEETINGS AND ANNUAL MEETING:**

1. All reports and information to be included in the packets must be given to the TSOOCR Director two weeks in advance of the meeting.

2. Any material not received by this deadline, the individual making the report will be required to make the needed number of copies.

3. The number of copies printed for each Executive Committee Meeting will be only for the Officers, appointed Committee Chairpersons and 1 for each TSOOCR Chapter.

4. It will be the responsibility of each Chapter Representative to supply additional copies of the material for their Chapter Members. Extra copies will not be made and mailed for members.

5. Any Chapter Representative not represented by someone at the meeting will be mailed a copy of the material presented at the meeting.

6. All members attending the Annual Meeting will be given a packet of material.

**PROCEDURE FOR CERTIFICATES OF APPRECIATION:**

1. Certificates of Appreciation may be presented to those who public ally support the preservation and protections of Confederate history, heritage and the flags of the Confederacy.

2. They may be presented to members for outstanding service to the TSOOCR.

3. A recipient must be recommended to the Executive Council of the TSOOCR or by an OCR member if TSOOCR is to make the presentation.

4. The certificate may be presented by the local OCR Chapter at an appropriate time and place to a local person or group to be honored.

5. Blank Certificates of Appreciation will be provided by the TSOOCR to the local Chapter upon request from the TSOOCR Director.

**PROCEDURE FOR DEATH OF A MEMBER:**

1. Upon the death of a TSOOCR Chapter member, the Chapter Representative will obtain all pertinent information and forward to the TSOOCR Chaplain. The Chaplain will notify the TSOOCR Director and Treasurer.

2. Upon the death of a TSOOCR Member-at-Large, we will depend on the family to notify the TSOOCR.

3. Deceased member's names will be listed in the next newsletter.

4. The deceased members will be remembered at the SCV Memorial Service held annually by the TDSCV and TSOOCR Chaplain.

5. A Casket Drape with the TSOOCR logo will be provided to the family if the deceased has served as a State Officer.
6. A "Black Rose" graveside service will be offered to the family of any TSOOCR member at the time of their death.
7. Bronze TSOOCR Grave Markers may be purchased from The TSOOCR. The TSOOCR will charge only the actual purchase cost plus postage.
8. Individuals may purchase a "screen print logo" to make a casket drape.
9. Memorials will be sponsored by the local Chapter for their members and by the TSOOCR if the member has been a State Officer or an At-Large Member. Suggested memorials are:
  - A. A donation to a project sponsored by the local camp.
  - B. Donate a Southern History book to a public or school library.
  - C. Donate to a Heritage or Scholarship Fund.

**PROCEDURE FOR THE DEATH OF AN OCR PRESIDENT PAST OR PRESENT (TEXAS OR ANOTHER STATE), TDSCV OFFICER, PAST OR PRESENT TDSCV OFFICER OR TSOOCR Officers FAMILY MEMBER OR SCV PRESENT OR PAST COMMANDER:**

1. A floral arrangement will not be sent. A \$50-\$75, Memorial will be sent to the Scholarship fund or a Heritage Project.

**PROCEDURE FOR GIFT TO THE OUT GOING TSOOCR DIRECTOR:**

1. The Assistant Society Director shall purchase a gift, not to exceed \$75.
2. The gift shall be presented at the last meeting in which the Director is Presiding or at the next meeting in which the Past Director will be in attendance.

**PROCEDURE FOR INSUFFICIENT CHECK RECEIVED BY THE TREASURER:**

1. Contact signer of check by phone or e-mail. A \$6.00 charge be added to the amount due because of additional expenses incurred by TSOOCR.
2. If there is no response to the first contact, a Certified Letter will be sent with a return card to show the information was received. A copy of the Standing Rule will be included in the letter and a \$15.00 charge will be added to that amount due because of additional expenses incurred by the TSOOCR.
3. If there is still no response, a copy of the Certified Letter will be taken to the District Attorney which will include an additional \$40 because of the additional expenses incurred by the TSOOCR.

**PROCEDURE FOR MONETARY DONATIONS:**

1. All donations made by TSOOCR must meet the criteria being used for Defending Southern Heritage, Historical Preservation, Educational or Benevolent purposes. All donations must meet with and be in compliance with the non-profit status of the TSOOCR.
2. The request must be approved by majority vote of eligible voting members at an Executive Committee Meeting or an Annual Meeting.
3. All funds to be donated by the TSOOCR must have a written request, containing a proposal with cost and completion date, submitted no later than the last meeting before the SCV State Reunion. All requests must be approved by the Executive Council.
4. The TSOOCR Scholarship Fund will be given 20% of the funds raised from product sales.

**PROCEDURE FOR THE USE OF THE TSOOCR**

**CREDIT CARD:**

1. A TSOOCR Credit Card is held by the Director and Treasurer. There will be times the Treasurer will have to alert the Director that the account is almost to the limit of the card.
2. The limit of the card is \$1000.
3. The TSOOCR Credit Card is limited for use to:
  - A. Orders by phone, U.S. Mail or e-mail for sale items.
  - B. TSOOCR pins, awards, purchase of supplies i.e. stationary, certificates, printing, postage.

**PROCEDURE FOR THE NEWSLETTER:**

1. A newsletter to the membership and other Confederate States Directors will be published 4times a year. Those with e-mail will receive an electronic copy with color. All others will receive a black and white copy by the U.S. Mail.

2. A schedule will be published in June after the Annual Meeting. All articles will be given to the editor two weeks before publication.
3. "Dixie Bell" donations will be \$10 to help with the cost of publishing the Newsletter. Donations will be accepted through out the year.

**PROCEDURE FOR HISTORIAN:**

1. Chapter Representatives or their designee shall be responsible for sending information and pictures for their chapters to the Historian.
2. The Historian shall maintain an accurate history of the TSOOCR.

**PROCEDURE FOR SCHOLARSHIP COMMITTEE:**

1. The TSOOCR Director shall appoint a Scholarship Committee Chairperson annually.
2. The Chairperson will be responsible for finding 3 members to judge the Scholarships submitted. As long as a numbering system is in place for selection of the winner, the committee members may be from any area from which a scholarship has been submitted.
3. The Chairperson will notify the TSOOCR Director of the selection of the committee by May 1.
4. The Chairperson will notify the TSOOCR Director by May 15 of the winner of the Scholarship.
5. The Chairperson will notify the Scholarship recipient and request them to come to the Annual Meeting.

**PROCEDURE FOR TSOOCR E-MAIL Dispatcher and Chaplain:**

1. Ownership and use of the TSOOCR e-mail list is limited to the membership of the following organizations:
  - A. Texas Society Order of Confederate Rose.
  - B. Legacy of the Texas Society Order of Confederate Rose.
  - C. Sons of Confederate Veterans.
  - D. Military Order of the Stars and Bars.
  - E. United Daughters of the Confederacy.
  - F. Children of the Confederacy.
  - G. Order of Confederate Rose Confederation of States

TSOOCR e-mail list is for notices from the leaders of the organizations listed above.

2. TSOOCR Chaplain will use the e-mail for prayer requests, such as:

- A. Illness and hospitalizations.
- B. Death
- C. Notice of Memorial Service.
- D. Military notices

3. TSOOCR Dispatcher will use the e-mail for:

- A. Posting notices of ALL meetings and minutes of previous meetings.
- B. Posting notices from TSOOCR officers and appointed chairpersons.
- C. Posting notices and events sponsored by the Organizational Leaders listed above as requested.
- D. Posting items for sale, contests or scholarships sponsored by any of the organizations listed above.
- E. Contacting members to verify e-mail addresses.

4. TSOOCR e-mail list shall not be used by any organization not listed above. Anyone abusing the TSOOCR e-mail will be removed immediately.

**PROCEDURE FOR THE TSOOCR WEBMASTER:**

(<http://www.texasocr.org>)

1. The Webmaster, Director and Treasurer will be given the password and I.D. for the account.
2. All materials to be posted on the website  
**MUST BE TRANSMITTED TO THE WEBMASTER**  
and in the correct format requested by the Webmaster.
3. Information submitted must be appropriate for the pages on the website.
4. The Webmaster is the **ONLY ONE TO POST INFORMATION ON THE WEBSITE.**
5. Any additional pages for the Website must be approved by the Executive Committee.

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