

PROCEDURAL MANUAL/STANDING RULES

OF THE

TEXAS SOCIETY ORDER OF CONFEDERATE ROSE™, INCORPORATED

ARTICLE I: OBJECT

The object of adoption of Procedural Manual/Standing Rules is to provide guidance for procedures. They may be amended at any meeting.

ARTICLE II: BOARD OF DIRECTORS AND QUALIFICATIONS OF OFFICE

1. The Board of Directors, as defined in the TSOCR Bylaws, shall have the authority to conduct the business of the Society between scheduled General Business Meetings.
2. The Board may vote electronically (via email) on those questions before the Board that do not require discussion, requiring only a “Yes” or “No” vote. A majority vote will be required to approve the action.
3. All members and guests are encouraged to attend TSOCR General Business Meetings. Each member or guest will be required to pay their fair share of any meeting room costs as determined by the facility. Such cost may be included within the price of a meal or a separate cost (as in the instance a meal is not purchased). A member may pay for his/her guest(s).
4. Qualification for office of TSOCR Treasurer:
Candidate for TSOCR Treasurer must have a working knowledge of accounting as noted by GAAP. (Generally accepted accounting principles GAAP refers to a common set of accepted accounting principles, standards, and procedures.) (January 5, 2019)
5. Qualification for office of TSOCR Secretary
Candidate shall have a working knowledge of Microsoft applications such as Excel, Word, etc. for a minimum of one year prior to nomination for Secretary and must have held that position at the chapter level or equivalent experience for one year.

ARTICLE III: FEE SCHEDULE

1. Regular Membership \$10.00 Annually Effective January 6, 2024
TSOCR and Chapter Dues as decided by each chapter.
2. Life Membership \$240.00 (\$120 to Scholarship Fund, \$120 to General Fund) Must be a member of TSOCR for 5 years prior to application. One-time fee; then chapter dues annually thereafter
3. Black Rose Free

4. Gentlemen Grey Free
5. Legacy \$10.00 one-time fee
6. Reinstatement and late fee \$5.00 plus current TSOCR and chapter dues excluding any member who did not renew in 2023 ONLY.
7. Duplicate Membership Certificates \$5.00, if mailed; \$3.50, if picked up at a General Business Meeting.
8. Additional Pins \$10.00, if mailed; \$7.50, if picked up at a General Business Meeting.

ARTICLE IV: SUGGESTED ORDER OF BUSINESS FOR MEETINGS

- I. Call to Order
- II. Invocation
- III. Pledges and salute to the flags
- IV. Introductions
- V. Special Rules of the Meeting
- VI. Establishment of quorum and determination of voting status
- VII. Reading and approval of minutes
- VIII. Reports of Officer, Boards and standing Committees
 - A. Director
 - B. Assistant Director
 - C. Secretary
 - D. Treasurer
 - E. Chaplain
 - F. Appointed Positions
 - G. Committee Reports
 1. Bylaws Committee (even years)
 2. Nominating Committee and Elections (odd years)
- IX. Chapter reports
- X. Unfinished Business
- XI. New Business
- XII. Announcements
- XIII. Benediction
- XIV. Adjournment

ARTICLE V: DISTRIBUTION OF PACKET MATERIAL AT GENERAL BUSINESS MEETINGS AND ANNUAL MEETING

1. All reports and information to be included in the packets must be given to the TSOCR Director two weeks in advance of the meeting.
2. When any material is not received by the deadline, the individual making the report will be required to make the needed number of copies.
3. The TSOCR Dispatcher shall distribute via email all reports and information to TSOCR members seven (7) days before the TSOCR General Business Meeting and the Annual meeting.

4. It will be the responsibility of each Chapter President/Representative to distribute copies of the material for their chapter members who do not have email. No extra copies will be made of members attending neither the General Business Meeting nor the Annual Meeting.
5. It will be the responsibility of each Chapter President/Representative or member to bring a printed copy of the packet material to all meetings (TSOCR General Business, Special Called and Annual Meeting).
6. All officers' reports will be printed in the meeting packet and will not be read. However, additional comments or new information may be added verbally.

ARTICLE VI: SERGEANT-AT-ARMS

The Director or Presiding Officer shall appoint a Sergeant-AT-Arms and /or assistants for each TSOCR meeting whether it is a regularly scheduled or called meeting. While the meeting is in progress, the Sergeant-at-Arms and/or assistants shall monitor anyone entering and/or exiting using the following guidelines:

1. No one shall enter and/or exit the meeting room while someone is speaking.
2. No one shall enter and/or exit the meeting room after a vote has been called and until that vote is completed.
3. Voting members shall remain stationary during the voting process.
4. The only exception is in the case of a life-threatening event.

These guidelines shall be reviewed with the assembly at the beginning of the said meeting.

ARTICLE VII: SCHOLARSHIP COMMITTEE

The Marilyn C. Sweeney Scholarship may be awarded each year to any graduating public, private or home school senior who will be attending a post-secondary institution (University, junior college or trade school).

1. At the beginning of each term, the TSOCR Director shall appoint a Scholarship Committee chairperson who will serve for two (2) years.
2. The Scholarship Committee chairperson shall be responsible for choosing an essay topic and shall submit said topic to the TSOCR Director no later than the Fall (September-November) General Business Meeting and will be online.
3. The Scholarship Committee chairperson shall distribute the TSOCR scholarship packet of applications, instructions and essay topic to all TSOCR Chapter Presidents/ Representatives and Children of the Confederacy no later than December 15th of each year.
4. Three (3) Committee Members will be appointed by the Director and approved by the Board. Committee will come from different Chapters and areas. Essays and all supporting

documentations given to the committee will be fully redacted. Only winning essay and applicant will be identified and only after judging is completed.

5. The chairperson will notify the TSOOCR Director of the selection of the committee by May 1st.
6. The chairperson will notify the TSOOCR Director by May 15th of the winner of the scholarship.
7. The chairperson will notify the scholarship recipient and request his/her attendance at the Annual Meeting.
8. The scholarship recipient will be given the name and address of the TSOOCR Treasurer. Upon proof of enrollment for thirty days from the registrar's office, the TSOOCR Treasurer will issue a check for \$1,000.00 to the school.
9. Scholarship Guidelines (to be given to the recipient)
 - A. Upon proof of enrollment for (30) days from the Registrar's Office, TSOOCR Treasurer will issue a check to the school for the first semester of (\$1,000.00) one-thousand dollars.
 - B. A 2.5 or higher GPA is required for the second check.
 - C. Treasurer will send the school a check for (\$1,000.00) one-thousand dollars upon proof of enrollment for (30) thirty days for the second semester from the Registrar's office. (Sept 22, 2018)
10. Motion to authorize renewal of the Scholarship CD which matures/expires October 25, 2019 (January 5, 2019)

ARTICLE VIII: MEMORIALS

1. Upon the death of a TSOOCR chapter member, the Chapter President/Representative will obtain all pertinent information and forward to the TSOOCR Chaplain. The Chaplain will notify the dispatcher, who will, in turn, notify the TSOOCR Director, Assistant Director, Secretary and Treasurer. Upon direction by the Director or Assistant Director, the dispatcher will then notify the entire membership.
2. The name of deceased members will be listed in the next newsletter.
3. The deceased members will be honored at the TSOOCR Annual Meeting.
4. A casket drape with the TSOOCR logo will be provided to the family, if the deceased has served as a state officer. The screen print will be in the possession of the TSOOCR Director.
5. At the time of any TSOOCR member's death, the family will be offered a "Black Rose" graveside service.

6. Bronze TSOOCR grave markers may be purchased from the TSOOCR. The TSOOCR will charge only the purchase cost plus postage.
7. Individual may purchase a “screen print logo” to make a casket drape.
8. Memorials will be sponsored by the local chapter for their members, and by the TSOOCR, if the member has been a state officer.
The following are suggest memorials:
 - a. A donation to a project sponsored by the local camp.
 - b. A donation of a southern history book to a public or school library.
 - c. A donation to a heritage or scholarship fund.

ARTICLE IX: MEMORIALIZATION FOR A TSOOCR PRESIDENT, PAST OR PRESENT

In lieu of flowers, a memorial donation not to exceed one hundred dollars (\$100) will be sent to the TSOOCR scholarship fund or a Southern Heritage project. Funds for the donation will be taken out the General Operating Fund. (September 22, 2018)

ARTICLE X: GIFT TO THE OUT-GOING TSOOCR DIRECTOR

1. The Assistant Director shall purchase a gift, not to exceed seventy-five dollars (\$75). If the Director resigns or is asked to resign, no gift shall be purchased.
2. The gift shall be presented at the last meeting in which the Director is presiding or at the meeting at which the Past Director will be in attendance.

ARTICLE XI: OFFICIAL INSIGNIA OR LOGO

1. Official TSOOCR Insignia
 - A. Except for the official TSOOCR Insignia, only the Executive Committee of the TSOOCR may adopt insignia, colors, badges and flags for use by the TSOOCR members, as desirable.
 - B. The official TSOOCR insignia shall be sold to members and non-members of TSOOCR.
2. TSOOCR Logo
 - A. The TSOOCR gives the local chapter officers and members the right to use the TSOOCR logo in the promotion of events and on advertising, letterhead, envelopes, calling cards and banners.
 - B. If the logo is used on merchandise that is to be used as a fundraiser for the local chapter, each item must have the name of the state organization or initials and the chapter name and number.
 - C. Any question about the procedure should be directed to the Director and the Board.

ARTICLE XII: ANNUAL FINANCE REVIEW AND BANK STATEMENTS

1. There shall be a financial review presented each year at the Fall meeting. A Financial committee will be appointed by the Director no later than two weeks after the annual meeting to check deposits, income received receipts, expenditures, checks written, voucher, checkbook, bank statements, sales and any other procedures followed by the Treasurer. The committee may not check these items each year, but the Treasurer will have all of those items listed and ready for a Financial Committee review.
2. The Committee will report to the Director and the board of Directors.
3. The Director will be sent a monthly copy of each bank statement.

ARTICLE XIII: RETURNED CHECKS RECEIVED BY THE TREASURER

1. The Treasurer will contact the signer of the insufficient returned check by phone or email. A six dollar (\$6.00) charge will be added to the amount, due to additional expenses incurred by TSO CR.
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 Rules will be included in the letter and a fifteen dollar (\$15.00) charge will be added to that amount, due to additional expenses incurred by the TSO CR.
3. If there is still no response, a copy of the certified letter will be taken to the District Attorney and a forty-dollar (\$40.00) charge will be added, due to the additional expenses incurred by the TSO CR.

ARTICLE XIV: DISCRETIONARY SPENDING & REIMBURSEMENT PROCEDURES

1. The TSO CR Director shall have authority to spend \$100 without approval of the Board of Directors. However, items used on a regular basis, such as membership pins, member certificates, member name tags and repeat orders of sales items, will be exempt from this spending limit.
2. TSO CR Treasurer will not issue a paper/digital payment for an expenditure until all appropriate forms are completed and signed, receipts attached and the TSO CR Director has signed for approval of the payment to be issued.
3. All remaining funds from the 2016 COS OCR meeting (Richardson Texas) shall be moved to the TSO CR General operating account into a designated fund and shall only be used for future TSO CR annual meeting expenses.
4. TSO CR budget up to \$500 to host the Annual Meeting. Expenses may include but are not limited to food, door prizes, entertainment or meeting room costs. (January 5, 2019)

5. TSOOCR business/expenditures will be paid by TSOOCR banking accounts only.

ARTICLE XV: A MOTION OR AN ISSUE BEFORE THE MEMBERSHIP

1. A motion offered by a member shall be in writing on a Motion Form, signed by the maker and the seconder-each of whom shall be a voting member of TSOOCR- and shall be given to the Recording Secretary.
2. The maker of the motion shall speak first in debate on the issue.
3. Each member shall state his/her name, chapter, number and city.
4. No member shall speak on debate more than once on the same question no longer than two minutes, without permission of the assembly granted by a two-thirds vote, without debate.
5. No more than three members may speak for the motion in debate and no more than three members may speak against the motion in debate, in alternating sequence.
6. Debate on any issue before the assembly shall be limited to twelve minutes for all discussion, without permission of the assembly granted by two-thirds vote, without debate. If the assembly decides to continue the debate, no issue shall be discussed for more than a total of twenty minutes.
7. No one shall speak whenever another person has the floor. A warning would be given the first time. A member would be escorted from the meeting after the second offense.
8. Two timekeepers, appointed by the Director at each meeting, shall be charged with ensuring the limits on debate are enforced.
9. All business requires a majority vote unless announced otherwise by the Director.

ARTICLE XVI: MONETARY DONATIONS

1. All donations made by TSOOCR must meet the criteria being used for defending Southern heritage, historical preservation or educational or benevolent purposes. All donations must meet with and be in compliance with, the non-profit status of the TSOOCR.
2. The use of proceeds from any TSOOCR fundraiser, including Silent Auctions, as of September 9, 2017, will be decided by a 2/3rds vote at a Special Called Meeting. General Business meeting or Annual meeting. (19-11-17)
3. The remainder of the TSOOCR's Heritage Defense Fund as of September 9, 2017 will be used in the following manner: TSOOCR will accept applications for funds from any 501(C)3 organization. Any organization involved in lobbying will not be considered. Recipients of funds and the amount will be decided on an individual basis and approved by a 2/3rds vote at a Special Called meeting, General Business Meeting or Annual meeting. (19-11-2017)

4. To donate to the Sam Davis Youth Camp annual funding from the Heritage Project Fund to further educate campers on Southern history and heritage or assist a camper to attend the camp. (09-10-2022)
5. Heritage Fund Project:
No more than 2/3rds of money collected from all fundraisers will be put in the General Fund Checking Account. No more than 1/3rd of money collected from all fundraisers will be put in the Heritage Fund Savings Account.
6. Dixie Belle
Annual donations of any amount to the Dixie Belle fund shall go to offset any costs to the quarterly newsletter, The Rose Petal.
7. Gallantry In Grey Grave Marker Grants:
 - A. Any Texas Division SCV Camp may apply for a grant for \$100. One every 12 months.
 - B. These funds may be requested after they are denied by the Veterans Administration for a Confederate Veteran whom:
 1. Has no marker
 2. Has a marker damaged beyond repair.
 3. Has a maker which is not legible.
 - C. Gallantry in Grey marker Grant Committee will review and present to the Executive Committee and verified request at a General Business Meeting. A maximum of eight (8) grants can be issued each year. All funds in this account were from the proceeds of selling the Gallantry In Grey Book published by TSOOCR. Applicant must have proof of current 501C3 status.

ARTICLE XVII: LIABILITY INSURANCE

The Treasurer, along with the other officers (both elected and appointed), shall be bonded, at the expense of the TSOOCR, as necessary.

ARTICLE XVIII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised, 12th Edition, shall be 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 XIX: MEMBERSHIP, FORMS, AWARDS

1. The definition of a "member in good standing" is a member who is current in their dues and who is not under disciplinary review or action.

2. All applications and forms are to be submitted in duplicate, either two originals or one original and one copy.
3. Annual TSOOCR awards shall be limited to only Rose of the Year and Chapter Growth Highest Percentage-Silver Leaf Award.
4. Rose of the Year Award Chairman and a committee of three members from three different areas and Chapters will be appointed by the Director and approved by the Board in March. Committee will report out their decision by May 1 of each year to the Director. Only the winning nominee and nomination form will be identified and then only after winner is decided.
5. Rose of the Year recipient will be given a bar for the name badge, a framed certificate and the Texas acrylic cut out with the TSOOCR emblem and recipient's name and year awarded. (1-6-2018)

ARTICLE XX: AMENDMENTS TO THE STANDING RULES

Standing Rules may be amended during the year, on immediate need, by majority vote of members in good standing at a Board of Directors, General Business Meeting, Special Called or Annual Meeting.

ARTICLE XXI: VOTING

1. In the case of a ballot vote, each member in good standing present in the meeting room will receive one (1) ballot. Multiple ballots will not be given to any member.
2. There shall be no proxy votes. All voting members must be in the meeting room at the time of the vote.

ARTICLE XXII: TSOOCR MERCHANDISE

Only TSOOCR merchandise, whether purchased or donated to TSOOCR, is allowed on TSOOCR auction/donation/sales tables. All income from merchandise on said TSOOCR tables belong to TSOOCR.

ARTICLE XXIII: CONFLICT OF INTEREST

1. Any TSOOCR member who is a member of another OCR State Society will be viewed as having a Conflict of Interest and is NOT eligible for a TSOOCR elected nor TSOOCR appointed office nor TSOOCR Committee Chairmanship. (Amended 25-10-2017)

2. Under no circumstances shall the Director, Parliamentarian or any elected officer, assume the duties and responsibilities of a vacant Board of Directors position. Such action will be views as a Conflict of Interest. This is a new Standing Rule. (An vacant position must be filled in the next 100 days) Amended 1-6-2018) **Corrected 3-18-2018

ARTICLE XXIV: ELIGIBILITY FOR TSO CR OFFICE

1. See Article XXIII Conflict of Interest
2. Any/all members who were appointed by the Director and approved by the Board of Directors to fill a vacancy in a TSO CR elected or appointed office and who served for the entire remainder of that term of at least 3 continuous months, be considered as having served for the entire term of office for the purpose of meeting qualifications/requirements for election to office.
3. Nominating Committee guidelines. Nominating Committee: Three (3) members; may also have one (1) non-voting alternate substitute.
 - A. Committee Members must be in Good Standing, not under State or Chapter disciplinary action or with unpaid dues.
 - B. Committee Members must be from different chapters.
 - C. Committee Members must have knowledge of the requirements/qualifications for each office.
 Nominating Committee members must be verified as qualified by the Board of Directors.
4. Nominating Committee with assistance of the Parliamentarian and Membership Coordinator will vet each candidate considered for office. January of election year, accept written applications for Offices. Candidates must state in own words what are the top priorities of the office they are seeking and what qualifies them for that office. Does candidate have the flexibility to perform those duties required? Follow the rules and regulations. Attends Quarterly meetings, is organized, a person of integrity. Candidate will give a statement of why he/she should be the next _____ at the March General Business Meeting.

ARTICLE XXV: ELECTRONIC DISPATCHING SYSTEM (EDS)

TSOCR Electronic Dispatching System (EDS) shall be maintained by the appointed Dispatcher under direction of the Director. All access codes/passwords shall be given to Director and Secretary. The TSO CR Electronic Dispatching System shall be dispatched as/named TSO CR EDS. The TSO CR (EDS) is for dispatching only. No replies shall be made from this site. Thus all dispatches should have this disclaimer. TSO CR Electronic Dispatch System is for Dispatching Only. No Replies. (Adopted 3-17-2018)

ARTICLE XXVI: DISBANDMENT OF CHAPTER

After the procedures to disband a Chapter (according to the TSOCR ByLaws) have been met, any Life Member left in a disbanded Chapter, will be notified for the Chapter disbandment and given the choice of going to another Chapter.

Amended September 27, 2014

Amended March 5, 2015

Amended August 1, 2015

Amended September 11, 2015

Amended September 12, 2015

Amended July 16, 2016

Amended September 17, 2016

Amended January 7, 2017

Amended March 18, 2017

Amended May 10, 2017

Amended October 25, 2017 (Board of Directors)

Amended November 19, 2017 (Board of Directors)

Amended January 6, 2018

Correction march 17, 2018 to Amendment 1-6-2018

**Removal of motion due to expiration-March 17, 2018

Amended March 17, 2018

Amended September 22, 2018

Amended January 5, 2019

Amended March 9, 2019

Amended September 10, 2022

Amended January 7, 2023

Amended June 3, 2023 All motions moved from the end to a separate document "Motions"

Amended January 6, 2024

Amended March 23, 2024 BSM

Amended June 8, 2024 BSM