



# Children of the Republic of Texas

## **Manual of Procedures 2020**

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# **MANUAL OF PROCEDURE (MOP)**

## **GENERAL INFORMATION FOR CRT CHAPTER SPONSORS**

The honor of being a CRT Chapter Sponsor is an opportunity to touch and mold the lives of the future leaders of DRT and SRT, as well as, leaders of our community, state and country.

The CRT Director of the DRT is here to assist you in any way possible. Should you have questions, comments, or suggestions, be sure to contact the CRT Director via email at [crtdirector@drinfo.org](mailto:crtdirector@drinfo.org).

This Manual of Procedures was created to help you be a great CRT Chapter Sponsor. In here you will find basic information about CRT, policies, procedures, Annual Convention, as well as scripts for many ceremonies. Most forms may be found on the CRT website [www.CRTTexas.com](http://www.CRTTexas.com)

## **CRT BYLAWS, MANUAL OF PROCEDURES AND AMENDMENTS**

The Bylaws of the Children of the Republic of Texas shall be amended only at the Annual Convention of the CRT in even numbered years.

Members of the CRT wishing to propose amendments to the bylaws shall send proposals in writing to the CRT Director, CRT President General and CRT Parliamentary General prior to February 1 of even years. The Parliamentary General shall serve as the Chair of the Bylaws Committee and shall appoint the committee upon confirmation of the CRT President General and the CRT Director. The committee shall include a minimum of two DRT members, the CRT Director and a minimum of three BOM members to study the proposed amendments and present them to the Annual Convention. Any changes and/or additions approved by the CRT Convention should be given to the CRT State Director to the DRT Custodian General and DRT Bylaws chairman for inclusion in the DRT Manual of Procedure and the CRT Bylaws and Manual of Procedure.

CRT has its own bylaws, which may be amended during even years at CRT Convention; however, the DRT BOM if necessary, may rescind such amendments.

CRT has its own Manual of Procedures (MOP) and may be amended by the CRT BOM with updates being made available as necessary.

The CRT Bylaws and MOP may be found on the DRT and CRT websites.

## **CRT MOTIONS**

All motions of CRT whether during the annual business meeting, nominating committee, or BOM shall be made in writing on the official CRT Motion form. The maker of the motion may use an electronic submission as well. The form may be found on the DRT and CRT websites.

Any motion not coming from a committee chairman must have a maker, a second, and be signed and dated (two members of one chapter may make a motion). Motion forms shall be made available during the annual business meeting from the CRT Parliamentary General or CRT Director.

The use of the formal CRT Motion form is encouraged for all chapters.

# THE CHILDREN OF THE REPUBLIC OF TEXAS

# MOTION FORM

Submit in triplicate copy if not submitting electronically.

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ MOTION #: \_\_\_\_\_

I MOVE THAT:
RATIONALE:

Motioned by: \_\_\_\_\_

Date:\_\_\_\_\_

Seconded by: \_\_\_\_\_

Date: \_\_\_\_\_

Office/BOM:\_\_\_\_\_

Chapter: \_\_\_\_\_

Office/BOM:\_\_\_\_\_

Chapter: \_\_\_\_\_

☐ ADOPTED    ☐ AMENDED    ☐ FAILED    ☐ WITHDRAWN    ☐ POSTPONED    ☐ TABLED

# VOTING AND NOMINATING COMMITTEE ELIGIBILITY

*(Annual Convention)*

## **Who is eligible to vote?** Delegates 10-21 years of age

All CRT delegates present during the CRT annual convention will be eligible to vote. Voting delegates will be identified with some type of distinction and will have designated seating during the business meeting of the annual convention.

There will be no discussion with an adult other than the CRT Director if there is a question on clarification during the Business Meeting of the Annual Convention.

## **What do you vote about?** CRT Business and Election of Officers

Voting activity may include items presented from the CRT Board of Management as well as election of officers. An example may be a bylaw change: A proposed amendment will be read to the assembly and/or handouts may be made available. There will be a motion and a second if coming from a member. If the motion is from a committee the motion does not need a second. Eligible CRT members may ask any question during the discussion time. Before speaking the member shall wait to be recognized by the President General or Chairman in charge. When recognized identify yourself by your name and chapter and then state your amendment, question or proposal. There will also be a time for Unfinished and New Business, and this would also be a time of asking and voting.

CRT Board of Management Elections. The nominating committee chairman will recommend a slate of officers for the upcoming officer elections. A CRT delegate may nominate any candidate not recommended by the Nominating Committee from the floor. If there is more than one candidate for an office, each candidate will be allowed to speak about his or her qualifications for the office. When more than one candidate is nominated, a written ballot is cast by each voting member. Adult tellers will distribute the ballot, collect, count and report the results to the CRT President General and the CRT Director for reporting. If only one candidate is presented, that vote can be by acclamation.

## **CRT Nominating Committee Information**

One voting aged delegate from each chapter, present at the annual convention on Friday, may serve as a member of the CRT Nominating Committee (All chapters present are encouraged to send a delegate to the committee meeting). The Nominating Committee with the guidance of the CRT Director will elect a chairman before any business may be conducted. During the meeting, a slate of CRT Board of Management officers will be selected to recommend to the assembly during the Saturday business meeting of convention. All candidates must complete the required application, which has a posted deadline of one week before the Friday of the convention (effective starting CRT Convention 2021). The application deadline time and nomination forms are available online, at the convention registration table as well as in the end of this book. When a chapter's member attends the nominating committee meeting, they will have the application to review for each office a candidate has selected. The nominating committee will select the candidate they feel best qualified for the office. The nominating committee will be able to discuss all candidates who have applied for an office to determine which person is best qualified. The nominating committee's recommendations are by vote with the majority selecting the candidate. If there is only one candidate for an office, that person may be selected, or the office may be left vacant if recommended by the committee. Candidates may select more than one office and the nominating committee may recommend the candidate for a 2<sup>nd</sup> or 3<sup>rd</sup> choice on the application. The nominating committee may also select a candidate for an office for which they did not apply for if a candidate accepts. The CRT Director will serve as an advisor and may select an adult to assist as secretary for the committee. No other adults are allowed so delegates may have the opportunity to participate in a democratic process through this leadership opportunity. If a candidate for office is also serving as chapter representative, he or she must leave the room before the office may be discussed. The

member may return once the discussion for the particular office is complete.

## **CRT PROJECT BOOK**

The CRT Project Book is an annual publication of the CRT full of resources for a successful year in CRT. Each year officers of the Board of Management create a project to promote the study of Texas History correlating to a particular office. All members, of all ages, are encouraged to participate in the projects. The Project Book also contains contact information for the CRT Director, DRT CRT Committee, as well as, the CRT Board of Management.

Information on Annual Awards and Scholarships may be found in the CRT Project Book.

A bound full-color copy of the annual CRT Project Book may be purchased through the CRT Director for \$10 or you may download a free copy from the CRT website. [www.CRTTexas.com](http://www.CRTTexas.com)

CRT Chapter Sponsors please note there is a submission page per project/award and the 4-Star Application is in the CRT Project Book. Each project/award indicates the deadline for submission and/or deadline for entry.

## **GENERAL CRT INFORMATION**

### **CRT History**

On March 3, 1928, during the DRT General Convention, Mrs. Clara Driscoll Sevier, President General, asked the Daughters assembled to bring young people into the organization to take an active part. A committee was set up to make plans to organize the children into chapters. Members of this DRT committee were Mrs. Joseph Carnal, San Antonio; Mrs. J. T. Cox, Austin; and Miss Bess Ferguson, Palestine. During the DRT Convention one year later, on March 1, 1929, the committee made the following motion, which carried:

That the Daughters of the Republic of Texas sponsor the organization to be known as the Children of the Republic of Texas (CRT), such members to be subject to the Bylaws of our organization pertaining to membership and objectives and that a committee be appointed to further the same.

The first CRT chapter organized was the Alamo Mission Chapter in San Antonio, with 34 members.

Since that day, thousands of members have strived to preserve the heritage of this Association.

### **Objectives**

To encourage the study of Texas History  
To help preserve the places made sacred by the men and women who achieved Texas Independence  
To stimulate historical research into the earliest records of Texas  
To foster the preservation of documents and relics  
To revere the flag of Texas and to promote the display of the same  
To cherish and preserve TEXAS, ONE AND INDIVISIBLE, as achieved by the Fathers and Mothers of the Texas Revolution

### **Motto**

“Not for self, but for Texas!”



## **Flower**

Indian Paintbrush

## **Colors**

Red and Green

## **CRT Flag**

In 1994, then President General conducted a CRT Official Flag Contest and the Board of Management adopted the flag during their meeting held prior to the annual CRT Convention. During his tenure as 2006-2007 Custodian General Reed Denton conducted a fundraiser for his officer's general project and had the flag commissioned.

## **Pledges**

### **Pledge to the U.S. 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."

The pledge should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute. Members of the Armed Forces not in uniform and veterans may render the military salute in the manner provided for persons in uniform.

### **Pledge to the Texas Flag**

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

The pledge should be rendered by standing at attention facing the flag with the right hand over the heart

### **Pledge to the CRT Flag**

"Honor the Children of the Republic of Texas Flag, I pledge to encourage, preserve, and cherish Texas History," Written by members of the Elizabeth Lawrence Aldrich Chapter, 2016

### **Pledge to CRT**

Realizing that the heritage to eligibility in the Association of The Children of the Republic of Texas is a sacred honor to be cherished, as a member of the \_\_\_\_\_ Chapter, I pledge myself to be faithful to its lofty ideals and to guard its interests and achievements.

## **Procedure to Change MOP**

### **Authority**

The BOM shall have the authority to change procedures in the MOP. Any member may propose changes to the MOP, by sending his/her proposal electronically to the CRT Director and the Parliamentarian General at least three (3) weeks before a regularly scheduled BOM meeting. The Parliamentarian General shall forward all proposals to the BOM for action at least ten (10) days before the next BOM meeting.

All motions to amend the MOP should state their effective dates, such as “immediately upon approval by BOM”, “after the next convention,” and how the MOP should be updated. The Recording Secretary General shall send a copy of all motions amending the MOP within ten days of the BOM meeting.

### **Proposed Amendments**

The Bylaws Committee may deem a proposed Bylaw amendment more appropriate as a MOP amendment. If so, the Parliamentarian General will submit it as a MOP amendment to the BOM for consideration.

The member who submitted the proposed amendment shall be notified of this action.

The Bylaws Committee Chair shall carefully check all BOM minutes throughout the year for changes made by the BOM to the MOP and incorporate them herein. The Bylaws Chair shall, if appropriate, make all updates to the current MOP with changes from the meeting. This update will be provided to the webmaster for publication on the members’ website.

The Recording Secretary must send all MOP revisions passed at a BOM meeting to the Bylaws Committee within two weeks of the meeting. The Bylaws Committee must ensure that the MOP reflects all amendments to the MOP by the BOM.

The Committee must also update the MOP, as required, after bylaws amendments adopted at Convention. The Bylaws Committee shall keep a file of MOP amendments adopted by the BOM with which to check the new MOP. It is expected that if an approved amendment must take effect immediately in order to comply with State or National law, the Officer requesting its approval shall notify his/her Chapter counterparts (i.e., Treasurer General to Chapter Treasurers.)

Vote: A two-thirds (2/3) vote shall be required to adopt a change to the MOP.

### **Publication of Manual of Procedure**

The MOP shall be updated and republished on the members’ website as needed but at least one month after amendments to the MOP.

## **TEXAS HONOR DAYS**

*CRT promotes the celebration of Texas Honor Days. Chapters are encouraged to honor these days in some way and members are encouraged to fly the Texas flag on each of these Honor Days.*

### **Mirabeau B. Lamar Day (January 26)**

Lamar is honored as the Father of Texas Education. DRT may observe this day by providing historical materials to local schools and the news media. It is also an excellent time to honor teachers of Texas history.

### **Texas Statehood Day (February 19, 1846)**

The legal entry of Texas into the Union was 29 December 1845, but the decade-old Republic of Texas did not formally transfer its authority to the new State of Texas until 19 February 1846. DRT celebrates 19 February 1846 as Statehood Day and as a Texas Honor Day.

### **Texas Independence and Flag Day (March 2, 1836)**

On this date, the Texas Declaration of Independence was signed at Washington-on-the-Brazos. A big celebration is held at the site each year and many Daughters participate in the event. Various programs and social events are held throughout the State by DRT chapters on this day, which is also Sam Houston's birthday.

### **Alamo Heroes Day (March 6, 1836)**

An observance at the Alamo honoring the patriots who died there is held annually by the Alamo Mission Chapter. The President General calls out the his/heroes' names and places of birth in a solemn and impressive ceremony. Daughters are encouraged to participate in local celebrations on this day if at all possible.

### **Goliad His/heroes Day (March 27, 1836)**

Following the fall of the Alamo, the Mexican Army, under command of General Santa Anna, attacked Colonel James W. Fannin's men at Goliad. Fannin was forced to surrender. He and his men were promised fair treatment and parole, but General Santa Anna ordered that all of the men should be shot. On March 27, 1836, 320 Texian prisoners were executed, the largest loss of life in the cause of Texas independence. "Remember Goliad!" became one of the great battle cries at San Jacinto.

### **San Jacinto Day (April 21, 1836)**

On this date, General Sam Houston and the Texas Army defeated Santa Anna's Mexican troops in the Battle of San Jacinto. An annual celebration is held at the San Jacinto Monument and Battlefield. In San Antonio the Alamo Mission Chapter sponsors an Annual Pilgrimage to the Alamo. It is always the first Monday of Fiesta Week, originally "Fiesta San Jacinto," which includes San Jacinto Day.

### **Texian Navy Day (Third Saturday in September)**

In September 1835 the first naval engagement of the Texas Revolution occurred near Velasco. In that engagement between a Texian privateer, the San Felipe, and a Mexican war schooner, the Correo, the Mexican ship was forced to unconditionally surrender. Thus, the Texian Navy won its first victory in the War of Independence on the high seas. This event was one month before the first significant land battle of the Texas Revolution at Gonzales.

## **Texas Heroes Days**

The date of September 18 has multiple significant factors in that on September 18, 1842; thirty - six volunteer Texan soldiers were killed on the field of battle in the Dawson Massacre. Of the survivors, three escaped to tell the story, and fifteen others were taken prisoner by Mexican soldiers in the Woll invasion near Salado Creek (where Fort Sam Houston is now located in San Antonio). The captured prisoners were marched away to Perote Castle Prison in Veracruz, Mexico. Of these men, only nine survived to return to Texas. The remains of one captive who died were thrown into the castle moat. September 18, 1848, the remains of fifty-two men who died in Perote Prison, including sixteen of the seventeen who survived the Mier Expedition, were imprisoned at Perote Prison, and drew the “Black Beans of Death” on March 25, 1843, to decide who would be executed, were buried at what became known as Monument Hill at LaGrange.

### **Gonzales Day (October 2, 1835)**

The first recognized battle of the Texas Revolution was fought in Gonzales. The Texas force of one hundred and sixty men challenged the Mexican military authority by refusing to surrender a brass cannon previously given to the town as a means of protection against the Indians. The Battle of Gonzales lasted only a few minutes, but most citizens in Texas realized that this/here was no turning back. A war had begun.

### **Stephen F. Austin’s Birthday (November 3, 1793)**

Remembering The Father of Texas’ birthday provides a time to reflect on the life of our founder and the importance of his contributions to Texas history, and ultimately U.S history. He lived only forty-three years, but the significance of his achievements in the successful settlement and independence of Texas shaped our country's history forever.

### **DRT Founders Day (November 6, 1891)**

On this date, a group of seventeen ladies met in Houston in the home of Mrs. Andrew Briscoe in Houston to carry out the idea of Misses Betty Ballinger and Hally Bryan for organizing a Republic of Texas daughters' organization to meet with the Texas Veterans.

# **MEMBERSHIP**

## **Requirements of Membership**

### **Eligibility for Membership**

The eligibility requirements from for applicants and eligible ancestors are given in CRT Bylaws Article I Sections 2 and 3.

The Chapter Registrar is responsible for verification that the requirements of the Bylaws and are met before the application is submitted. His/her signature signifies that she has reviewed the application and documentation and determined that the documentation supports all of the data (name, date, and place) on the application.

### **Proof of Eligibility**

The requirements for Proof of Eligibility are discussed below in the section Application for Membership.

## **Application for Membership**

### **Application to a Chapter** [See CRT Bylaws Article I.]

DRT Chapter bylaws will determine the process used to welcome and approve a candidate to become a member of that chapter. These procedures may not conflict with DRT or CRT bylaws or any state or Federal laws.

### **Application as a Member-at-Large** [See Bylaws Article I, Section 4]

Prospective members-at-large (MAL) should contact the CRT Registrar. The DRT CRT Registrar will advise the prospective member with their application in the same manner as a chapter registrar. The DRT CRT Registrar is the only DRT signature required on the application as submitted. Chapter endorsements are not required.

## **Application Procedures**

These instructions must be used for both DRT and CRT applications. See the example in the Chapter Registrar Manual. The Chapter Registrar Manual and the Chapter Resource Manual, which may be found on the DRT website, give detailed instructions on the application process.

Each completed application package consists of

- one original application form on original DRT watermarked, legal size paper,
- one clearly legible photocopy of the original form, and
- one set of proofs prepared as described below
- a check payable to “CRT” for the application and initiation fee

The original proof shall be photocopied on 8 1/2 x 14-inch paper with a one-inch margin for binding. The application and its documentation must be printed with a laser or high-quality ink jet printer. All signatures must be original (signed after the photocopy is made), using a black acid-free archival pen. (See DRT Website for official supplies.)

### **Proofs Information** - General Instructions:

**Photocopies:** Submit one set of photocopied proofs on legal-size paper (8 1/2 by 14). Do not send original documents or photographs. Send only photocopies. These photocopies should be legible and not be reduced in a way to render them difficult to read.

**Illegible photocopies:** All documents must be clear enough to read or they will not be accepted. If a photocopy of a document is difficult to read, do not alter it in any way. Underline the pertinent information on the original. Provide a typescript of the document and the original. Illegible documents will not be accepted.

**Language:** Documents written in a language other than English must be translated. Submit copies of both original and translation. **Pertinent information:** Underline the information on the document that proves the information entered on the application form with a red pencil, i.e., names linking one generation to next, birth and death dates, places of birth and death. Do not use a highlighter on the proofs. Do not enter dates and places on the application unless they can be verified by proofs submitted.

**Identification:** On the front of each proof in the lower right-hand corner, type or print name of the applicant, name of ancestor, and the generation number. If a piece of proof applies to more than one generation, label the proof with all generations to which it applies.

Example: Mary Sue Brown Smith  
Generation 1

### **Listing Proofs:**

Beginning with Generation 1 (Applicant), list all proofs included with the application. Relationship of one generation to the next must be proved.

The proof box in the application has limited space. Use the following abbreviations for brevity. Do not use the abbreviations more than once in a proof list. Instead, put the initials of the individual in parentheses after the abbreviation. Example: List two birth certificates in a proof box as BC (JAJ, MHS).

### **Abbreviations Chart To Use For Applications**

Birth Certificate	Use	BC
Death Certificate	Use	DC
Obituary/Funeral Notice	Use	Obit
Divorce Decree	Use	Div
Deed Record	Use	Deed
Texas General Land Office	Use	Glo
Family Bible	Use	Bible
Circa	Use	Ca
Before	Use	Pre
After	Use	Aft
Census Record	Use	Only the year and place (e.g.)

### **Resources for Proof Records**

All dates since the inception of vital records (since 1903 in Texas) require copies of birth or death certificates and marriage licenses. (If person is deceased, death certificate will show birth information.) Dates in earlier generations may be approximated from census records, wills, tax rolls, obituaries, tombstones, deeds, probate records, guardianships, church records, newspaper articles, pensions, 1867 voter registration certificates, ships' lists, Bible records, etc. Census records, if used, must have names not initials. If initials are contained on census additional documentation must be used to prove the names on the census. If more exact information is not available, estimated dates should be shown as "ca (year)." If submitting tombstone information, use a photo of the tombstone and have it photocopied, with name and location of cemetery typed on the page. If the information is difficult to read, type beneath it a transcript verifying the name and location, and have it signed by a person other than the applicant who has seen the tombstone. Tombstones must have been erected within a reasonable time of death other supporting documentation to be used as proof. If using photographs from Find-a-Grave or similar sites,

use only the photo, indicate the cemetery information, other information on the page does not constitute documentation.

The 1846 Texas Poll Tax listing is not a proof of residence in Texas before February 19, 1846. It was taken by authority of an act of the new State of Texas and was not begun until the summer of 1846.

Applicants must obtain a copy of the marriage record from the County Courthouse.

Bible records must have been recorded as the event happened, and a photocopy of the Bible record, including the title and copyright pages submitted.

A photocopy of a census record microfilm, if difficult to read, must have a typed transcription of the pertinent portion.

Very important! Do not use family and/or county histories as proof. Only documentation from primary sources is acceptable.

### **Application Instructions by Page**

#### **Page One**

**Application for Chapter Membership or Member-at-Large:** Check the “Member No.” box at the top of the application form.

**Application for Supplemental Ancestor:** Check the “Supplemental No.” box at the top of the application form and enter the member’s original CRT number in the “Member No.’ box.

**Applicant's Name:** Type the full legal name, including given name, middle name, maiden name, and married surname (if applicable) centered in uppercase letters. Underline his/her preprinted “Miss or Mr.” Example: Miss Ima Hogg

**Residence:** Type the home address, including zip+4, telephone number including area code, and email address if applicable.

**Descendant of:** Type the ancestor's full name centered in upper-case letters. Do not use titles.

**Chapter Record:** Type the chapter name and city.

**Remainder:** The chapter information is entered, making sure that chapter bylaws are followed for new members. Also ensure the chapter registrar email address is included. This will be the contact for questions from the CRT Registrar.

**Signature and Endorsement:** After the application is complete and has been photocopied, the applicant must sign their name on both the original and one photocopy of the application. All signatures, including the applicant, the two endorsements, the Chapter Registrar and Chapter President, must be in permanent black acid-free archival pen. Endorsements are not necessary on supplemental applications.

**Copies:** In accordance with the Texas Nonprofit Corporation Act, members' membership applications and proofs of lineage are subject to review by other DRT members. However, copies of application papers and/or proofs of lineage may be obtained from the office of the Custodian General by applicants only if the member gives written permission on their application papers by checking the appropriate boxes. Upon the death of a member, the member’s papers shall be considered open.

The fee for copies of an approved application or supplemental, not including proofs, is \$10.

## Pages Two to Three

**Lineal Descent Proof:** Relationship from one generation to the next must be shown and then proved. The applicant must furnish acceptable proof of his/her lineal descent from a man or woman who resided in Texas from the beginning of the Spanish Colonial Period in 1820 and before 19 Feb 1846. Lineal descent must be proved from Generation 1 (the applicant) through each generation to the ancestor (not beyond), using as few proofs as possible. Redundant proof of a relationship, date or proof of service is not required and will be discarded. Last line in each proof box should be: "Linking Generations \_\_\_\_ & \_\_\_\_: document abbreviation (ex. DC (MKJ) Linking 3&4)

**Ancestor:** Under "Lineage" on Page 2, Type ancestor's name exactly as it appears on page 1 and the other dates and places exactly as proven on the ancestor's generation. These entries must match.

**Dates:** Type all dates: day of month, month abbreviated to three letters, year.

Example: 06 Mar 1836.

If exact date not known, type: ca (year); aft (date); bef (date).

Example: ca 1837; aft 09 Jun 1854; or bef Apr 1845

**Places:** Type all places using standard two-letter abbreviations for states. Use the abbreviation "Co." for county. Example: Smith Co., TN

**Generation 1:** Complete applicant information. Applicant is Gen. 1. On Posthumous applications, type date and place of death.

**Generations 2, 3, 4, 5, etc.:** List husband's name first on each generation. Type full given name and maiden name (not married name) of wife. If maiden is unknown, enter only given name. Example: Ruth Ann Carr or Ruth Ann

The applicant's parents are Generation 2; Grandparents, Generation 3; GGP, Generation 4; etc.

If wife had been married previously, type: "Mrs." then his/her full given name, maiden name and prior husband's surname. Example: Mrs. Mary Jane Smith Jones

Indicate whether she was 1st, 2nd, or "only" wife in the parentheses area of each Generation on the application.

Type "living" in the "died at" blank if a person is alive.

If a maiden name and married name are the same, put an asterisk with a footnote and state circumstances, such as, "\*m. second cousin."

Complete generation information only through the ancestor that this application is proving. Do not type information beyond that ancestor.

**Citing Previous Documentation:** Documentation in previously submitted applications may be cited in lieu of resubmitting the same documentation. The documentation must meet current requirements, and it is the responsibility of the applicant and chapter registrar to ensure that the documentation is contained in the cited application. It is not acceptable to cite an application, which has in turn, cited another only. The application containing the cited documents must be the one cited. Every effort needs to be made to fill in information lacking in previously approved applications. Failure to correctly cite applications will result in the return of the application.



When citing a previous application, enter the actual proof cited and the application containing that proof. This must be done for each generation in which common proofs are used.  
Example below: BC (JWM); DC (MJR); MR (JWM/MJR) See DRT 1234532 Mary Margaret Smith, mother of applicant.

**Proof of Ancestor's Service:**

Only one document should be listed and submitted.

Example: George Randall Smith, Land Grant for service in Texas Army, Bounty Grant No 143, 1845

Death records may NOT be used as positive proof of ancestor eligibility.

Include only one document showing positive proof of ancestor's eligibility. Others will be discarded.

Proof of ancestor service requires positive proof that an ancestor was in the area that was to become the Republic of Texas during the period from 1820 to 19 Feb 1846. The ancestor must be proven to be a loyal citizen, male or female, regardless of age, this/hereby aiding in its settlement.

Acceptable service for proof of ancestor eligibility is:

A colonist with Austin's Old Three Hundred or any colonies authorized under the Spanish and Mexican government (1820 to November 1835) before the Texas revolution or those authorized by the Congress of the Republic of Texas. The Colonist must have settled on this land prior to statehood. Colonist is defined as a male or female of any age proven to be in the family of a colonist during the stated timeframe above;

An officer or soldier in the service of the colonies or of the Republic of Texas, including those soldiers who received bounty and donation lands for service;

A land owner or resident, and his family members, if present, in the Republic of Texas defined boundaries during the period 1820 to 19 February 1846.

A recipient of a land grant authorized by the Provisional Government of the Republic of Texas. All qualifying members of the family of the recipient are eligible ancestors.

These land grants include:

Head rights granted under the laws of the Republic of Texas:

First Class, granted to those living in the Republic on 2 March 1836;

Second Class, granted to those who came to the Republic after 2 March 1836 but before 1 October 1837:

Third Class, granted to those who came to the Republic after 1 October 1837 but before 1 January 1842;

Fourth Class, granted to those who came to the Republic after 1 January 1840 but before 1 January 1842.

In using the headright, the applicant must show the entry date of the immigrant. Many of the Fourth Class headrights were granted to empresarios who did not settle their grants until after 19 February 1846. The ancestor must be the original grantee or have purchased and settled the headright before statehood.

**Page Four:**

**Children of Ancestor:** If the information is available, list children of the ancestor, their births, and their spouses. This information is not required; therefore, it does not have to be documented. This section does not constitute proof for citation in other applications.

**Additional Proof or Family History:** If additional space is needed for listing proofs documenting a generation, use this section of the application. Interesting stories, whether documented or not, may be included but like the "Children of Ancestor" this section may not be used as documentation.

**Statement:** Type the name of the ancestor as it appears on Page 1. Type your name as you wish it to appear on your certificate.

**DO Checklists.**

DO make a legible photocopy of original application and of all documents on 8 ½ x 14 inch (legal size) paper.

DO use permanent black ink only for all signatures on both original and photocopy.

DO keep a copy of all papers and proof for your personal records. Application papers and proofs have been lost in the mail.

DO put post-it note with Generation # at the top of the first proof for each generation noting the generation number on the Post-It note and folding the note over the generation proofs.

**DO NOT Checklist**

DO NOT use ballpoint, felt tip, blue ink, or pencil when signing papers.

DO NOT use a highlighter on the application or proofs.

DO NOT use correction fluid. If a correction must be made, very carefully erase or cross out the mistake and enter the correction beside, above or below. If this/here are more than a few errors, correct the application and reprint.

DO NOT use staples, tape or paper clips.

DO NOT send by certified mail. Send by regular mail.

DO NOT write or type anything on back of proof.

DO NOT send photographs. Send photocopies of photographs.

DO NOT send original proofs. Send photocopies.

DO NOT send more than one set of proofs.

DO NOT fold papers. Place in legal-size envelope for mailing.

**Processing of Papers**

After the application has been prepared and reviewed by the chapter registrar, as indicate above, it is sent to the DRT CRT Registrar.

The DRT CRT Registrar keeps a log, which records the following information:

Date application received

Date application reviewed

Date application approved

Type of application R=New Member; S-Supplemental

Name of applicant

Name on check

Number of Check

Distribution of fees \$25 initiation and examination fee

Name of ancestor

Name of chapter

Upon receiving the application, the DRT CRT Registrar should immediately determine that the proper amount of money is enclosed. She has one month from the date each application is received to approve it or notify the applicant that additional proof is necessary.

When approved, applications are numbered and signed by the DRT CRT Registrar in permanent black ink. At the first opportunity, applications and certificates are delivered with their proofs to Headquarters. The fees check will be deposited within a month of receipt of the application irrespective of the status of the application review. When the checks are sent to the CRT Director the log information, above, should be included for the checks sent. A copy should be emailed to Headquarters and the Treasurer General. Not all applications may be approved at this time, but the log will indicate which check matches which application. If the application has been approved, the application number should be written on the check. The checks should be stamped, "For Deposit Only" before being mailed.

During the review of the application the DRT CRT Registrar may decide that information on the application has not been proven. When this information does not affect the approval of the application, she will strike this information from application. The applications, when approved, are forwarded to Headquarters for further processing.

The DRT CRT Registrar notifies the Chapter Registrar of the applicant's approval and the membership or supplemental number. The Headquarters' staff mails the membership certificate to the applicant and the photocopy of the application to the Chapter Registrar for chapter files. All original applications and their proofs are the property of the DRT and are retained in DRT's files.

Upon review, the DRT CRT Registrar may determine that additional documentation is needed. She immediately notifies the chapter registrar of the deficiency, sending the Application Review Form. She requests a response indicating whether the documentation will be submitted. Both the DRT CRT Registrar and the Chapter Registrar should handle all correspondence as promptly as possible. Acknowledgement of reviews and responses should be made to ensure that communication is received.

The applicant has two years from the date the application is received to submit the additional documentation. If the application is rejected, the applicant's papers, including proofs and initiation fee, shall be returned. The DRT CRT Registrar shall notify the CRT Director of the rejection and request the initiation fee payment be returned to the applicant. The CRT retains the examination fee. The entire procedure may take a few months.

A chapter registrar may request a Membership Committee review of the application, when the DRT CRT Registrar has denied the application. This is not an automatic step in the denial process. If the review is requested, it follows the Membership Committee review as described under Closure of a Line. This review may be requested only one time per line/ancestor.

The applicant is allowed to change ancestors during the two-year review period one time. If the applicant times out, any further applications will require submission of the initiation and examination fee.

The DRT CRT Registrar shall keep a separate list of all rejected application papers. This list should include the applicant's name, ancestor, date of application, and rejection and reason for rejection. This list should be passed to each succeeding CRT Registrar. The DRT CRT Registrar should complete a copy of the Application for Membership or Supplemental Review, keep a copy for the DRT CRT Registrar files and send another copy to the Chapter Registrar. The DRT CRT Registrar will work with the chapter registrar to resolve deficiencies in the application. These registrars will coordinate the response with the applicant. A copy of the review will be shared with the DRT Registrar General.

### **From CRT to DRT**

A CRT member and/or aged-out CRT member wishing to transfer to Member-at-Large or a DRT chapter shall follow the rules set forth in DRT Bylaws, Article I, Section 2 B.

A CRT member above her 16th birthday and before her 21<sup>st</sup> birthday wishing to transfer to DRT shall follow the same procedure as a new member. Her application must include a completed DRT application (as described above), one copy of her approved CRT application which can be used as a reference, and any proofs necessary to document the information that has not been previously documented on her application or for which earlier documentation does not meet current requirements. Note that the old CRT to DRT short form may not be used.

The CRT applicant, who has not aged out, does not pay the examination fee. She need only submit her first year's dues (either chapter or member-at-large.) The Chapter Registrar or Member-at-Large Registrar shall submit the application papers to the DRT Registrar General. [See Bylaws, Article II, Section 3A]

A CRT member above her 16th birthday who wishes to be a dual CRT-DRT member until age 21 may join DRT by the process required in paragraph one (1) above. She must pay the DRT state dues, also chapter dues if so deemed by the Chapter.

### **Supplemental Applications**

(See Bylaws Article I, Section 6)

A member in good standing may make an application for additional ancestors in his/her line who meet the qualifications. Supplemental papers shall be prepared in the same manner as a primary application, using the same standards of documentation to prove lineal descent from a different ancestor. The member shall furnish supporting proofs for the generations not previously submitted. The Chapter Registrar and Chapter President sign supplemental applications, but endorsements are not necessary since the applicant is a CRT member.

Each supplemental application shall be accompanied by a separate check for the fee specified in the CRT Bylaws Article II, Section 2 payable to CRT, for each new ancestral lineage.

### **Processing of Applications at Headquarters**

When application papers receive final approval from the DRT CRT Registrar, they are sent with the proofs and the certificates to Headquarters for final processing. The office staff shall promptly enter them in the database, verify all signatures are in the proper places on the papers and certificates, affix the seal and ribbons to the certificates, and mail them to the new members, maintaining a record of when certificates are issued and mailed.

The staff shall mail the chapters' copies of the papers to the Chapter Registrars and file the archival papers for transfer to digital media and binding.

Headquarters staff assigned to data entry in the membership database shall keep a list of New Ancestors (not previously in the Ancestor table of the database) approved by the DRT CRT Registrar. This new ancestor information shall periodically be sent to the DRT Website for insertion on the posted Ancestors pages.

All approved CRT membership applications shall be processed and transferred to electronic media as soon as possible after May 31 each year. One original and three (3) duplicate sets of electronic media records (CRT) exist, and newly processed applications are added to each set as soon as possible. One complete set of records is placed with each of the following: (1) Republic of Texas Museum (in vault for safekeeping); (2) DRT Registrar General (to aid in approving new DRT/CRT membership applications); (3) CRT Registrar and the MAL Registrar.

When the applications have been processed, they shall be sent to the bindery for binding. Headquarters maintains a complete listing of application records checked out by the DRT CRT Registrar. At the end of each term of office, the sets of records are returned to Headquarters to be reissued to the incoming DRT CRT Registrar. Additional records are issued in the same manner.

### **Membership Records**

Headquarters shall keep a complete membership file on the DRT database including deaths, marriages, resignations and transfers of CRT members. Approved membership applications and supplements as well as changes and corrections to CRT records are received at the Headquarters throughout the year.

The Operations Administrator is responsible for ensuring the integrity of the records of the database. She shall ensure office personnel promptly enter all new records and all changes to old records. The

Operations Administrator shall ensure that daily backups are made of all data recorded on both the Headquarters and the Republic of Texas Museum computers.

### **Member Information Updates**

Changes in CRT member biographical information shall be sent to Headquarters as soon as they occur. This includes aging out, address changes, email addresses, and telephone numbers. Changes may be sent by email to [headquarters@drinfo.org](mailto:headquarters@drinfo.org), with a copy or the fill-in Member Data Change Form M.07 in the FORMS from the DRT Members website. It may be emailed or sent through the mail.

It is not necessary to send the names of new members, since the DRT CRT Registrar sends a list of all newly approved members to the CRT Director and staff at DRT Headquarters, responsible for maintaining maintains the membership database.

Upon the death of a member the chapter treasurer sends the Deceased Member Report Form M.05 to Headquarters, the CRT Director and the Chaplain General.

### **Transfer of Membership**

Transfers become effective on the date the signed Transfer Request Form M.09 and fee are received by Headquarters. The member shall send the completed, signed Transfer Request Form to Headquarters along with a copy of the form and fee to CRT Director for filing and deposit. Transfer fees are waived for members of disbanding chapters and members of organizing chapters where the chapter does not charter within the two-year time period.

### **From Chapter to Chapter**

A member wishing to transfer to another chapter must contact the new chapter and follow the chapter bylaws for new member. The member shall complete a Transfer Request Form M.09 found on the DRT website, sign the form, and follow the directions outlined this/hereon.

The current Chapter CRT Sponsor shall confirm whether the member is active, sign the form, and return it to the member.

The new Chapter CRT Registrar shall confirm the transfer by completing Step 3 of the Transfer Request Form and shall mail the form to Headquarters along with a copy of the form and fees to the CRT Director.

Headquarters shall inform both chapter treasurers that the transfer is complete and shall ask the former chapter treasurer to have his/her chapter registrar mail a copy of the member's approved application(s) to the new chapter registrar, retaining the original application(s) in the permanent files.

### **Closure of a Line**

The responsibility for the closure of a line is given in the CRT Bylaws to the DRT CRT Registrar and the Membership Committee. The process is outlined below:

#### **Initial Review:**

In the event that information becomes available that calls into question the validity of a line or ancestor, the DRT CRT Registrar shall review the information. This action may result from the review of existing applications or the submission of a new application. If she judges the information sufficient to invalidate

the line or ancestor, she shall present the documentation to the Membership Committee. The following information shall be presented to the Membership Committee:

The issue in question (either his/her lineage or ancestor qualifications)

The application(s) in question,

The data considered invalid to prove the line or ancestor qualification

The data gaps identified which must be filled to validate the line or ancestor.

The Membership Committee will consider the issue. They will have two weeks to review and respond to the issue. Each member should provide the basis for their vote.

If the Membership Committee votes that the line or ancestor eligibility is not proven (that is has data gaps) or disproven (actual evidence proves line invalid) the line or ancestor, the DRT CRT Registrar will begin the Closure process.

### **Closure Process:**

The DRT CRT Registrar shall notify all current members, and their chapter registrars, who have had an application approved on the lineage or ancestor. This notice shall contain all of the documentation that refutes the lineage or eligibility of the ancestor or the identified data. Those members shall be given sixty days to provide acceptable documentation proving the validity of the line or ancestor. Their response, with any supporting documentation, shall be sent to the DRT CRT Registrar.

The DRT CRT Registrar will send copies of the rebuttal to the Membership Committee. The Membership Committee will be given two weeks to review the rebuttal. At the end of the two weeks the Membership Committee will vote whether to close the line or ancestor to further applicants. The DRT Registrar, who chairs this committee, is allowed to vote on this matter.

The DRT CRT Registrar will document all lines and ancestors closed by this process and the details of the closure will be filed in the DRT CRT Registrar's files, and the Headquarters files.

The DRT CRT Registrar shall notify those current members affected by the action. A former member of a closed line, with no other eligible ancestors approved, may not be reinstated, but instead will be considered a new applicant.

A member whose line or ancestor has been closed shall retain all rights of membership unless it is determined that fraudulent documents have been presented by an applicant to establish lineage or eligibility of an ancestor, in which case the individual shall forfeit his/her membership and be ineligible to reapply.

The DRT CRT Registrar will instruct Headquarters to flag the appropriate line and/or ancestor when a line or ancestor eligibility has been closed.

## **CRT MEMBERSHIP FEES**

**Application Fee:** \$10 Made payable to CRT (non-refundable)

**Initiation Fee:** \$15 Made payable to CRT (refundable only if Application is not approved.)

**Registration for Convention:** \$20 Made payable to CRT Convention 20\_\_\_\_\_  
(Meals and other event fees may apply. See Convention Registration form for details.)

**Service Charge:** A \$30 service fee shall be charged for all returned checks.

**Supplemental Lines:** \$15 Made payable to CRT

**DRT dues at time of Transfer:** \$45 for Chapter Member and \$53 for Members-at-Large are **made payable to DRT** *(Must be completed by member's 21<sup>st</sup> birthday. No dues if making transfer application March, April or May.)* [see DRT Bylaws Article II, Section 2A and 2C]

## **BOARD OF MANAGEMENT**

The Board of Management (BOM) shall be composed of the President General, First Vice President General, Second Vice President General, Third Vice President General, Chaplain General, Recording Secretary General, Corresponding Secretary General, Treasurer General, Custodian General, Registrar General, Historian General, Parliamentarian General and Retiring President General. There shall be regular meetings in August, December, February, May and June. A quorum of the BOM shall be five of its members.

The BOM is responsible for but not limited to:  
Adoption and enforcement of policies and procedures,  
Long Term Strategic Plan,  
Budget,  
Major Projects,  
Appointments,  
Discipline or termination of member,  
MOP amendments.

Failure to respect the confidentiality of BOM meetings and information provided to the BOM is ground for removal of position/office.

At the end of their term, the outgoing BOM members shall deliver to their successors all records and information necessary to facilitate the work of each office. They shall send other appropriate items to the CRT Director. Each Officer General shall send before June 1 each year, via email, a copy of each officer's annual report to the President General, the Recording Secretary and the CRT Director.

### **President General**

The CRT President General shall have general supervision of the Association with the guidance of the CRT Director; shall preside at all meetings of the BOM, the Executive Committee, and at the Convention: shall be ex-officio member of all committees, except the Nominating Committee; and shall appoint all committees, except the Nominating Committee. The CRT President General shall serve as Convention Chair, and shall have general supervision over arrangements for all meetings of the BOM, the Executive Committee, and the general assembly under the supervision of the CRT DIRECTOR, and invite special guest(s) to meetings and/or Convention, if deemed necessary by the CRT President General and the CRT Director. (Example of Special Guest(s) may include: DRT President General and BOM, SRT President General and BOM, local civic leaders and special guest) meeting. The CRT PG if desired may present a small gift to the BOM and/or pages or any others deemed necessary at his/her expense. The CRT Convention shall provide him lodging for the Friday night of annual convention.

### **Vice Presidents General (VPG)**

The Vice Presidents General shall preside in their numerical order when the President General is unable to do so. Should the office of President General be vacated, the Vice Presidents Generals shall be offered the office in their numerical order. The CRT BOM shall fill the vacancy thus occurring.

### **First Vice President General**

The First Vice President General shall serve as aide to the President General and shall coordinate and arrange the annual CRT Silent Auction held during the Annual Convention. The 1<sup>st</sup> VPG shall be responsible for communicating with the CRT Director, DRT District Representative/Convention Co-Chair the supplies needed for the silent auction, including room size, calculators, pens, tables and chairs and shall appoint the appropriate tellers needed. They shall have auction forms prepared prior to the convention.

### **Second Vice President General**

The Second Vice President General shall chair the Extension Committee and shall supervise and encourage the organization of new chapters. The 2<sup>nd</sup> VPG shall also arrange and supervise the Hospitality Suite during the CRT Convention with the assistance of the DRT Host chapters. The 2<sup>nd</sup> VPG shall communicate with the DRT District Representative/Convention Co-Chair no later than January 1 of the term to start coordinating the suite.

### **Third Vice President General**

The Third Vice President General shall chair the Ways and Means Committee and assist the 1<sup>st</sup> VPG with the Silent Auction.

### **Chaplain General**

The Chaplain General shall open and close all meetings of the Board of Management with a prayer, arrange for and preside at the Memorial Service at the Convention; keep a record of the deaths of all members and write to the bereaved families; and maintain a Book of Memory by preserving articles concerning the deceased members.

### **Recording Secretary General**

The Recording Secretary General shall record the minutes of the BOM, the Executive Committee, and the Annual Convention. A copy of all the minutes shall be sent to the CRT DIRECTOR and the President General within fifteen (15) days of a said meeting for proofing. All minutes of all meetings shall be kept in the official CRT Officer General Notebook and shall be given to the incoming Recording Secretary General, the incoming CRT President General, and to the CRT DIRECTOR so that they may be filed in the archives at DRT Headquarters. The Rec. Secretary Gen. shall strongly be encouraged to digitally record all meetings in order to assure proper minutes are taken. In the event the Recording Secretary General is not able to attend a meeting, the CRT DIRECTOR shall be notified a minimum of seven (7) days in advance so proper arrangements may be made for an officer to take minutes.



### **Corresponding Secretary General**

The Corresponding Secretary General shall conduct all correspondence of the Association as authorized by the President General and the BOM, which shall include but not limited to birthday greetings, congratulations, etc. All notes and other important information from the term shall be kept in the official CRT Officer General Notebook and given to the incoming officer. If seeking reimbursement for supplies and postage, all receipts must be turned into the CRT Director.

### **Treasurer General**

The Treasurer General shall give a report of all receipts and disbursements of all CRT monetary accounts at every CRT BOM meeting and the CRT Annual Convention as prepared by the CRT DIRECTOR. The Treasurer General shall keep in communication with the CRT DIRECTOR and shall review the reports seven (7) days prior to a meeting or convention and shall then have copies of the reports available for distribution. The Treasurer General shall assist in the leadership of the CRT Sales Table at District Workshops and DRT and CRT Conventions.

### **Registrar General**

The Registrar General shall maintain a correct membership roster and shall work in conjunction with the CRT Registrar General of the DRT who handles CRT applications. Information on members aging out, chapter transfer and transfers from the CRT to DRT/SRT shall be obtained from the CRT Registrar General of the DRT so a membership update report may be given at the Annual Convention. The Registrar General shall also serve as chairman of the Credentials Committee during the Annual Convention and be responsible for gathering credential information prior to the start of the business meeting from the Convention Registrar.

### **Historian General**

The Historian General shall maintain a history of the Association by creating an Annual State Scrapbook. They shall include photos, publicity, and memorabilia along with articles of interest of CRT activities from the year. Starting with the annual election of officers through the DRT Annual Convention, CRT chapters should be solicited and encouraged to submit scrapbook pages with exact specifications for the scrapbook being created. This scrapbook shall be on display during Annual Convention. The Historian General shall also serve as the Chair of the Annual CRT Chapter Scrapbook Contest and Judging Committee. With the assistance of the CRT Director he/she shall appoint three to five (3-5) DRT/SRT members who will be in attendance during the Annual Convention where judging will take place at a time and place to be announced. The CRT Director shall provide ribbons to prepare for the top three (3) winners in each judging category prior to arrival at the Annual Convention, as well as providing an ample amount of judging forms and pens.

### **Custodian General**

The Custodian General shall be entrusted with the care of all properties belonging to the CRT. Said properties include a United States flag, a Texas flag, the CRT flag, three (3) flag bags, and three (3) flag bases. The flags and bases shall be at the Annual Convention and all BOM meetings.

### **Parliamentarian General**

The Parliamentarian General shall attend all Meetings of the BOM, the Executive Committee, and the Convention; and shall advise on parliamentary procedure, interpret bylaws in question, point of order, point of information, and protocol. They shall serve as the Chair of the Bylaws Committee and shall appoint the Committee upon confirmation of the CRT President General and the CRT Director. It is recommended to have the assistance of at least two (2) DRT members on the committee. The Parliamentarian General shall also work in conjunction with the CRT Director to arrange for a Registered Parliamentarian to be present at the Annual Convention Business meeting. The Parliamentarian shall review all chapter bylaws in order to assure all chapter bylaws are in accordance with CRT and DRT.

### **Retiring President General**

The Retiring President General shall attend all meetings of the BOM and the Convention. They shall serve as an advisor and resource to the President General and BOM. They shall serve as needed upon the request of the President General for special assignments or committees. They shall prepare and present the Annual Convention Resolution near the conclusion of the convention. The Retiring President General shall also be responsible for the *Member Aging Out Ceremony* should any names be submitted by chapters for such members.

## **CRT DIRECTOR**

The CRT Director shall serve as Ex-Officio member and shall advise all CRT committees. She shall receive and approve officer nomination applications and secure impartial judges for the Aaron Lee Evan Noack Scholarship, CRT Leadership Scholarship, Melody Harris Horn Pearson Scholarship, Edward Philmore Haltom Memorial Award, James Milton Rash Memorial Award, Carolyn DeKeith Cook Roth Memorial Trophy and Grandmother of the Year Award.

The CRT Director shall work with the CRT President General and the appropriate District Representative to arrange for the annual CRT Convention, which shall be the weekend after Father's Day weekend and arrange CRT BOM meetings. She directs the chartering ceremonies for new CRT chapters and handles the day-to-day business and correspondence of CRT. She shall report the exact charter dates of any and all new CRT chapters to DRT Headquarters as soon as possible after said chartering ceremony.

The CRT Director shall advise the BOM and general membership on protocol and procedure. She shall not guide the members on how to vote on any matter regarding the organization.

The CRT Director shall contact a CRT chapter when it falls below five members. She shall inform its District Representative and the BOM if the chapter does not increase to at least five (5) members within a year or if its members prefer to transfer to another chapter or to member-at-large during the current fiscal/dues year.

The CRT Director shall direct the selection and instruction of pages for CRT and DRT Conventions. All pages shall be members of the CRT. She shall work in conjunction with the DRT President General as to her selection of her own personal CRT page.

The CRT Director shall be an authorized signatory on a checking (general operations fund) and savings (scholarship fund) accounts for the CRT, she shall pay all expenses from the CRT General Fund.

The CRT Director shall provide monthly reports to the DRT Treasurer General on both accounts, including copies of check stubs written for the month & and their purpose. (See Expenditures Report Form)

Copies of each deposit slip with explanation for cash and each check i.e. sales, application fees, donation to President General's project, donation to general fund, donations from chapters or individuals for Silent Auction at CRT Convention, etc. (See Receivables Report Form)

All scholarship money is to be deposited into the CRT Money Market Account (scholarship fund) as the money is contributed or raised.

The CRT Director shall have her CRT Committee audit the accounts before the books are turned over to the incoming CRT Director and she shall act as liaison between CRT and DRT on all matters. The CRT Director shall submit a report for all DRT BOM meetings. She shall attend all meetings of the CRT BOM, the CRT Executive Committee and the Association. She shall be an ex-officio member of all committees.

The CRT Director shall secure the Retiring President General's sash (AmericanRibbon.com - Canterbury), President General's sash (AmericanRibbon.com – Metallic Classic) and pin (J. Brandt Ancestor Bar – CRT President General 00-00) to be presented to the incoming President General to be distributed during the Officer Installation Ceremony.

# **ELECTION OF BOM**

## **Election of Officers General**

The Nominating Committee shall meet and review the qualifications of the nominees presented by the chapters, determine if they are in compliance with the CRT Bylaws and the Manual of Procedure (MOP) and publish a list of all candidates who meet the qualifications on Friday of the convention. A candidate shall be considered only for the offices specified on their officer nomination form.

The Nominating Committee will prepare a ballot for use at convention with the names of all candidates qualified. Names of candidates nominated from the floor will be written in.

## **Voting at Convention**

Every CRT member 10 years of age and up shall be entitled to vote if present. No member shall be able to cast more than one vote. Neither proxy nor absentee voting shall be permitted.

# **COMMITTEES**

[See Bylaws; Article VII]

## **Committee Types**

### **Elective**

Nominating Committee

### **Standing Committees**

Annual Proceeding

Bylaws

Extension

Flag

Preservation

Ways and Means

### **Special Committees**

Special Committees are formed for a specific task or objective of the President General, CRT Director or BOM.

### **Executive Committee**

### **General Information for All Committees:**

As ex officio members of all committees, except the Nominating Committee, the President General and CRT Director shall receive all meeting notices, minutes, and committee correspondence. The President General and CRT Director must be informed of all issues that exist.

All committee chairs and members must actively participate in the operations of the committee. The Chair shall assign specific duties to committee members.

All Committees must submit an annual report to the President General, Recording Secretary and CRT Director by June 1. Financial reports are the joint responsibility of the Committee Chair, the CRT Director and the CRT Treasurer General.

## **Elective Committee**

### **Nominating Committee**

The Nominating Committee shall consist of one member of each chapter who is ten years of age or older who is registered at the Annual Convention.

## **Standing Committees**

### **Annual Proceedings Committee**

The Annual Proceedings Committee shall be responsible for compiling and publishing the Proceedings of the Annual Convention. Proceedings of the outgoing administration must have the approval of the Retiring President General. Each administration shall publish its own Proceedings. The finished product shall be delivered to DRT Headquarters, in both written and digital form. The CRT Director shall handle printing, sales, and distribution.

### **Bylaws Committee**

The Bylaws Committee is responsible for receiving Proposed Bylaws Amendments from members submitted by the February 1 deadline in even numbered years, review and edit for composition, and determine whether the amendment is appropriate for the Bylaws or MOP. The Bylaws Chair will present all amendments to the BOM at their May meeting held during the DRT Annual Convention. The proposed Bylaws amendments shall be made available to CRT Chapter Sponsors via request to the CRT Director one week after the DRT Annual Convention. It shall also be made available on the CRT website.

The CRT Director shall provide a digital copy of the Bylaws/MOP to be stored for backup at the DRT Headquarters.

Updates to the MOP adopted by the BOM shall be inserted into the online MOP as soon after approval as possible.

### **Extension Committee**

The Extension Committee shall supervise and encourage the organization of new chapters.

### **Flag Committee**

The Flag Committee shall promote the study as well as compliance of the U.S., Texas and CRT Flags. (See Flag Codes: [www.usflag.org/uscode36.html](http://www.usflag.org/uscode36.html), <https://www.tsl.texas.gov/ref/abouttx/flagcode.html>)

### **Preservation Committee**

The Preservation Committee shall promote the preservation of Texas relics and historical sites.

### **Ways and Means Committee**

The Ways and Means committee shall participate in fundraising efforts of the CRT.

### **Special Committee**

A Special committee may be appointed for a specific task or objective the President General, CRT Director and/or the BOM shall deem necessary and dissolved after completion of the task or achievement of the objective. Special committees shall consist of three (3) or more members. The Special Committee shall give a written and verbal report at every BOM meeting until conclusion of the committee's objective. The funds associated with any special committee shall be the responsibility of the CRT Director. At the completion of the appointed objective, its chair shall deliver all articles for sale, supplies, material, and reports to the CRT Director. All Special Committees shall submit a written report at every regular BOM meeting, which shall include a summary of all income and expenses since the last BOM meeting until conclusion of the committee's objective.

### **Executive Committee**

The Executive Committee shall consist of the President General, First Vice President General, Recording Secretary General, Treasurer General and Parliamentarian General. This committee shall act between meetings of the BOM upon matters of urgency. Three members of the Executive Committee shall constitute a quorum.

# MEETINGS

[See Bylaws Article V]

## **BOM Meetings**

The CRT Director will distribute a meeting reminder and tentative agenda for each BOM meeting electronically to all Officers and Committees Chairs at least one week in advance of a meeting.

Officers and Committee Chairmen shall send their reports electronically to the President General, CRT Director and Recording Secretary at least ten (10) days in advance to allow time for study and preparation for the meeting.

A request by a BOM member to electronically participate in a meeting should be presented to the President General and CRT Director a minimum of forty-eight hours in advance.

All Committees shall report on committee business at each regularly scheduled BOM meeting unless excused by the CRT Director.

Upon approval of the minutes by the presiding Officer and the CRT Director, the CRT Director shall distribute the minutes electronically to the BOM. The CRT Director shall send an electronic copy of the minutes to DRT Headquarters as well.

## **Standing Rules of the BOM**

Any member who attends the business meeting shall conduct his or herself in such a manner as to be a credit to the organization. Any person not displaying exemplary behavior shall be subject to removal by order of the President General.

All motions shall be in writing on official motion forms provided by the Recording Secretary General or CRT Director, signed by the maker of the motion, and once read, sent immediately to the President General for the 2nd reading.

A member wishing to speak shall raise his/her hand or stand and wait to be recognized by the President General.

All reports shall be filed with the President General, CRT Director and Recording Secretary General according to the procedure in the Manual of Procedure.

A member's report shall contain all actions and activity associated with her office since the previous meeting. It should not contain regular chapter activities or attendance, personal events or milestones, or non-CRT related activities.

No tape or other recordings may be made of the proceedings of the meeting, other than those made by the Recording Secretary General.

Cell phones, pagers and beepers must be turned off (or muted) during the meetings.

The President General shall be made aware of any printed notices, announcements or other information to be distributed in the meeting room.

Parliamentary Authority: In matters not specifically addressed in the Rules or Bylaws of this association, the current edition of *Robert's Rules of Order, Newly Revised*, shall be the parliamentary authority.

All arrangements for meeting facilities and meals during the meeting will be handled by the CRT Director.

The President General must approve visitors to a Board of Management meeting. In the event a motion is passed to move into Executive Session, all visitors are to leave the room.

Committee Chairs/Members waiting to make their report to the BOM shall be provided with seating in an area outside of the meeting room. If the President General invites them to sit at the back of the meeting room, they may not speak or participate in the meeting discussions other than during their report. They must follow the above-mentioned rules, as applicable.

BOM Officers should make every effort to attend all BOM meetings in person. Should that not be possible, they should notify the CRT Director to determine if it will be possible to participate electronically. No member shall participate in BOM meetings electronically two meetings in a row, or three meetings out of the five regular meetings without specific special permission of the CRT Director. Participating electronically is better than not at all, but in person attendance assures the member is fully informed.

A request by a BOM member to electronically participate in a meeting should be presented to the CRT Director a minimum of forty-eight hours in advance, in order to insure the availability of the required technology.

A member wishing to participate in a BOM meeting electronically is responsible for making the arrangements for the necessary equipment and for a fellow BOM member to monitor the laptop, phone, etc.

## ANNUAL CONVENTION

The District Representative of the host district is the Co-Chair of the convention along with the CRT President General when it meets in her district [See Bylaws]. It is her responsibility to work with the CRT Director to acquire the necessary assistance for the convention. The District Representative for the following year shall give present a verbal invitation to Convention the following year at the end of the business meeting.

The District Representative or her designee shall work with the CRT Director to designate individuals from the district chapters to be responsible for the following duties. (Some responsibilities may fall outside of the hosting district.)

**Color Guard Coordinator** – Arrange for a Color Guard to post and retire the flags during the business meeting on Saturday.

**Convention Registrar** - Receives and records all registrant's fees for registration, meals and activities. Shall report to the CRT Registrar General prior to the start of the business meeting on Saturday so the Credentials Report may be given. Shall give updated credentials in the final session. (This could possibly be during lunch depending on the business of CRT). Prepare Registration Form and Packets as well as designate meals and activities. There is a designated form to complete for the CRT Registrar. Information needing to be reported is as follows:

Number in Attendance:

Number of CRT Members:

Number of CRT Voting Members (10 years of age and up)

Number of DRT Members

Number of SRT Members

Number of Guests



Number of CRT Chapters represented

**Door Prize Coordinator** – Arrange for door prizes should the convention committee choose to have door prizes

**Flowers/Décor** – Arrange for flower purchases and convention decorations.

**Friday Event Coordinator** – Arrange Friday night food and entertainment

**Marshall** – Shall coordinate the Opening Processional. The Marshall is typically a CRT Past President General and will be arranged by the CRT Director.

**Meals Coordinator** – Arrange meals as delegated – typically Saturday breakfast and lunch

**Member Aging Out Ceremony Assistant** – Coordinate with the CRT Director and CRT Retiring President General in the event there are members who will be present for the ceremony, a yellow rose shall be purchased for each member being presented.

**Memorial Service Coordinator** – Should there be an unfortunate death of a CRT member there shall be a Memorial Service. This coordinator shall assist the CRT Director and CRT Chaplain General. A white rose shall be purchased for each member being memorialized.

**Officer Installation Assistant** – Shall secure the supply box for the Officer Installation Ceremony from the CRT Director prior to the beginning of the business meeting and shall have ready the Indian Paintbrushes, the red and green “knot” ribbon, prepare the new Retiring President General and President General Ribbon per size of officer and have available the incoming President General’s pin.

**Page Coordinator** – Shall ensure the President General’s page along with all floor pages have the appropriate attire including a white sash and white gloves provided by the CRT Director. Shall oversee any approved handouts throughout the business meeting.

**Platform Coordinator** – Prepare head table including nameplates, décor and drinks.

**Proclamation Coordinator** – Arrange for local civic leaders to present a proclamation to CRT.

**Program Coordinator** – Prepare and arrange for printing of the Convention Program. The preparation of the program is to be coordinated with the CRT Director.

**Publicity Coordinator** – Seeks publicity through newspapers, radio, television and social media. The CRT Director should address all questions and quotes.

**Room Coordinator** – Ensures rooms are set up as requested by the CRT Director or Convention Co-Chair

**Sergeant-At-Arms/Tellers/Timekeepers** - Ensures doors to meeting room are closed during voting and sees to the separation of delegates and non-delegates. Shall also pass out, collect, count and report all votes made by the membership during the business meeting to the CRT Director. The appointees by the CRT Director shall be members of DRT.

**Sponsor Coordinator** – Seeks out local business and individual sponsorships to help offset the expense of the convention should the convention planning committee chose to use those resources. (This is not limited to local businesses or individuals. Examples: Wal-Mart, donut shop, DRT BOM or Members, print shop)

**T-shirt Coordinator** – Arrange for design, purchase and sale of CRT Annual Convention T-Shirt should the convention committee choose to use this resource. (It has proven to be a great moneymaker. Shirts should be ready to sell during the annual DRT Convention and should be able to be ordered on the CRT Convention Registration Form.)

**Treasurer** – Shall accept and deposit registration fees, donations and t-shirt sales and shall prepare a Convention Financials Report to be sent to the CRT Director by the 15<sup>th</sup> of July immediately following the annual convention.

### **Convention Call**

[See Bylaws Article V Section 3]

The Convention Call notifying all members of the convention, its date, time, place, activities and costs shall be sent electronically to all CRT Chapter Sponsors, DRT Chapters, DRT BOM and DRT Committee Chairman and posted on the DRT Members and CRT websites before March 15<sup>th</sup>. This Convention Call should include the registration form with instruction about how and where to send the completed form. Each member registering for the Convention must fill out a registration form, which is mailed with a check in the proper amount by the registration deadline (two weeks prior to the start of Convention).

### **Convention Cost**

[See Bylaws Article V Section 6]

The Convention pays for, among other things:

Room for the President General and CRT Director

Gift basket for the President General

Gift baskets for the CRT Director and other CRT BOM members if so choose

Professional Parliamentarian and one-night hotel room who is selected by the CRT Director

Public Address System, microphones, etc. (if hotel does not provide)

Meals for the President General, CRT Director, Professional Parliamentarian and Guest Speaker

Program and Nametag printing

Some type of gift for registrants (example: lanyard, water bottle, pin, etc.) Coordinate with the CRT Director to avoid immediate duplicates.

The DRT Treasurer General upon request of the CRT Director shall send the District hosting the convention seed money not to exceed \$750 for deposits and advance monies as well as set up a Convention Checking Account.

The Installation Service for the Officers General should be planned and coordinated with the DRT CRT Registrar.

The registration fee (not to exceed \$20) and meals set in the Convention call should be based on the Convention Committee's best estimate of number in attendance, costs of meeting rooms, member and costs of meals sold, and other expenses. The purpose of the Convention is not to make a profit on members attending, but if possible, to break even rather than create a deficit. Any profit after all bills are paid and the seed money has been reimbursed to the DRT Treasurer General shall be turned over to the CRT Director for the operating fund within 30 days, or twelve days prior to the DRT BOM September meeting. Any deficit shall be absorbed by the host District chapters on a per capita basis.

## **Order of Processional**

CRT Pages

Board of Management starting with the Parliamentarian General to First Vice President

Retiring President General

Past Presidents General

President General's Page who shall be a CRT member

President General

## **Order of Business for the CRT Convention**

Call to order by the President General

Invocation

Pledge to the United States Flag

Pledge to the Texas Flag

Pledge to the CRT Flag

Rules of Convention

Report of Credentials Committee

Reading and acceptance of minutes

Reading of officer's reports

Reading of Administrative Committee Reports

Reading of Standing Committee Reports

Reading of Special Committee Reports

Unfinished Business

New Business

Election of Officers

Installation of Officers

Benediction

Adjournment

Incoming BOM Photo and Meeting

## **Convention Pages**

The CRT Director is responsible for obtaining, assisting and supervising with the assistance of the Convention Page Coordinator the five official pages for the CRT Annual Convention. The CRT President General selects a CRT member to serve as their personal page. All CRT Pages will wear a white sash and white gloves provided by the CRT Director. Boys are to wear a minimum of a white dress shirt, slacks and tie. Girls are to wear an all-white outfit. Nothing low cut and must be fingertip length. If sleeveless or strapless a white sweater or jacket must be worn at ALL times.

## **Aging Out Ceremony**

The Retiring President General and CRT Director coordinate with the Aging Out Ceremony Assistant for ceremony preparations.

## **Memorial Service**

The Chaplain General shall work in conjunction with the CRT Director and Memorial Service Coordinator to coordinate the memorial service during the Annual Convention if necessary. The CRT Director will set the place and time.

The cut-off date for the Chaplain to receive names of deceased CRT Member for remembrance is May 15<sup>th</sup>. Names received after this date shall be included in the ceremony during the following convention.

## **RULES OF CONVENTION**

*(To be adopted at the beginning of Annual Business Meeting)*

### **Delegates:**

1. All members shall be properly registered and shall wear identification badges to gain seating in delegate seating.
2. Non-members shall not be allowed to sit in the delegate seating nor shall they communicate to any delegate while the business meeting is in session.
3. Any member who attends the business meeting shall conduct himself or herself in such a manner as to be a credit to the convention. Any person not displaying exemplary behavior shall be subject to removal by order of the President General.

**Appointments:** The President General with the guidance of the CRT State Director shall appoint a committee to approve the minutes of this convention and shall appoint members of DRT as Timekeepers, Pages and Tellers.

### **Motions/Resolutions:**

1. All main motions and amendments shall be in writing on official motion forms provided by the Pages, and signed by the maker of the motion, and sent immediately to the President General before being presented. The maker of the motion will retain the third page of the motion sheet.
2. In order to obtain the floor to debate and make motions with the exception of those motions that are in order when another has the floor, each member shall approach the microphone, address the chair, give his or her name and chapter and wait to be recognized. If debating FOR a motion, she shall approach the microphone designated as “FOR” debate. If debating AGAINST, she shall approach the microphone designated as “AGAINST” debate.
3. An amendment to strike out one word or a set of words in multiple places and to insert a different word or a set of words in all of those places shall be in order, and shall be deemed to include appropriate modifications in capitalization, number (singular or plural) and case.

### **Debate:**

1. A member may speak only once per subject, and is limited to two (2) minutes pro or two (2) minutes against, unless permission is granted by a 2/3 vote of the convention body.
2. Total debate on each motion shall be limited to 10 minutes.
3. Debate shall alternate between the affirmative and negative whenever possible.

### **Reports:**

President General and the Treasurer General shall give oral reports in full; the Board of Management shall have three minutes each for their reports, unless extended by a majority vote.

All reports shall be filed with the CRT Recording Secretary General as well as the DRT Recording Secretary.

**Electronic Devices:** No tape or other recordings may be made of the proceedings of the meeting, other than those made by the Recording Secretary General. Cell phones, pagers and beepers must be turned off during the meetings.

**Communications:**

1. The Pages shall deliver all motions and messages.
2. Notices for announcements to the convention shall be in writing, signed by the member giving the notice, and delivered to the Recording Secretary General.
3. All printed materials to be distributed in the meeting rooms shall be submitted to the President General for approval before distribution.

**Parliamentary Authority:** In matters not specifically addressed in the Rules or Bylaws of this association, the current edition of *Robert's Rules of Order, Newly Revised*, shall be the parliamentary authority.

1. The Bylaws Revision and related items will be considered as the first order of business. The specific order of consideration shall be:

The provisos to the bylaws proposed by the Bylaws Revision Committee, and finally, the bylaws themselves.

2. Total debate on the provisos proposed by the Bylaws Revision Committee shall be limited to fifteen minutes, after which debate will end and a vote will be taken. Provisos may be submitted from the floor during the consideration of the bylaws; however, such provisos will be considered as part of that section's time for consideration.
3. During the seriatim consideration of the proposed bylaws revision, total debate for each Article presented shall be limited to twenty minutes, at the conclusion of which no further amendment of that article can be moved until the entire document has been declared open to amendment. Debate after the entire document has been declared open to amendment shall be limited to 30 minutes, after which no further amendments to the document may be moved.
4. The Bylaws Revision Committee shall be authorized to correct article and section designations, punctuation and cross-references and to make such other grammatical, technical and conforming changes as may be necessary to reflect the intent of the membership in connection with the proposed bylaws revision considered at the CRT Annual Convention.

Rules of convention may be amended by two-thirds (2/3) vote of the eligible voting members present at the Annual Convention.

## **ANNUAL CRT AWARDS**

### **Edward Philmore Haltom, Jr. Trophy**

This award was begun in 1986 in memory of Edward Philmore Haltom Jr., a past President General of the CRT. This trophy is to be presented annually to the CRT Chapter that is judged to have had the best program or project during the past year. Applying chapter must submit an essay of 150 words minimum describing the program or project completed. Pictures are not required but are beneficial. A panel of unbiased judges will select the award winner.

### **James Milton Rash Memorial Trophy**

The Rash Family gave this trophy to the Children of the Republic of Texas in loving memory of James Milton Rash, CRT President General 1968-1969. Jim Rash was an avid researcher and genealogist during his adult life and often spoke to groups about genealogical research. The trophy is presented to a CRT member who is 14 years of age or older, researches and prepares an essay of 150-200 words, describing his Republic of Texas ancestor and the ancestor's contribution to the Republic. Papers will be judged on how the CRT member presents the facts, not on the accomplishments of the ancestor. A panel of unbiased judges will select the award winner.

### **Carolyn DeKeith Cook Roth Memorial Trophy**

A gift of the John W. Roth family, this trophy will be presented annually to the CRT member judged to be the year's outstanding member. The trophy is presented to a candidate who is an active CRT member exhibiting scholarship and demonstrating involvement in religious activities, sports, and community affairs. The candidate's sponsoring CRT chapter should submit a report on the candidate, which is to include a list of CRT activities as well as the above-mentioned qualities. A panel of unbiased judges will select the award winner.

### **Grandmother of the Year Award**

This award will be presented during the annual CRT Convention to the Grandmother selected to be the year's outstanding Grandmother. Nominating CRT members must submit a minimum 100-word essay(s) of their Grandmother's contributions to CRT, chapter activities during the year, member's involvement, and other qualifications of your outstanding Grandmother. Nomination Form and essay(s) must be submitted to the CRT President General and the CRT Director. A panel of unbiased judges will select the award winner.

# **CRT ANNUAL SCHOLARSHIPS**

## **CRT Leadership Scholarship**

CRT awards an Annual Leadership Scholarship based on merit, CRT, scholastic and community activities, as well as leadership. Applicants must submit the Leadership Scholarship application along with qualifying documentation. There may be more than one applicant from any one chapter and in years where there is more than one applicant meeting the mentioned requirements there may be a fifteen hundred dollar and one-thousand-dollar award to the subsequent top applicants. A panel of unbiased judges will select the award winner.

## **Aaron Lee Evan Noack Scholarship**

Aaron Noack was a member of CRT for twenty-one years, attended 21 consecutive conventions and exemplified leadership on the Board of Management for many of those years including President General. Aaron was very passionate about CRT and he strived for a better CRT for future generations to come. In honor of his service to CRT, an annual \$250 scholarship will be awarded to a high school senior who meets all requirements of the CRT Leadership Scholarship guidelines and who submits an essay of five hundred-word minimum, entitled “*Why I Love CRT*” along with a CRT Scholarship Form. A panel of unbiased judges will select the award winner.

## **Melody Harris Horn Pearson Scholarship**

Melody Harris Horn Pearson was the Great-Grandmother of CRT President General 2008-2009, Aaron Lee Evan Noack and very active and loyal CRT Member and Board of Management member. Mrs. Pearson was also a very pro-active friend of the Texian Navy, SRT and CRT. Mrs. Pearson made sure Aaron became a CRT member as soon as possible after his birth and he is now an SRT member.

In honor of Mrs. Pearson an annual \$500 scholarship will be awarded to a high school senior who meets all requirements of the CRT Scholarship guidelines and who submits an essay of two hundred-word minimum about the history of the Texian Navy. A panel of unbiased judges will select the award winner.

# MEMORIAL MEDALLIONS

*All medallions shall be sold only by submitting the proper form to the DRT Historic Sites Chairman. Headquarters will ship the medallions to purchaser. [See DRT MOP Headquarters Committee duties.]*

## Qualifications for Medallions

### **CRT/DRT Member Medallion:**

A current or a deceased member is eligible to have a Member Medallion. Chapters or individuals may make the application.

Real Daughters qualify for a DRT Member Medallion. A Real Daughter is a DRT member, during her lifetime, whose eligible Ancestor is her parent.

DRT Medallions will be provided without cost to deceased Past President General.

### **Ancestor Medallions:**

The applicant for Veteran, Defender and Citizen ancestor medallions must provide documentation by submitting the proof of service for the ancestor as outlined below. Proofs in foreign languages must be accompanied by translation in English. Also required is primary proof that the individual is the same as represented in record of eligibility.

### **Veteran Medallions:**

Documented proof of service preceded and rendered in the Texas Revolutionary War, which spanned from 1821 (when Moses Austin was first given permission to settle 300 families in Texas) to 1836. For example, military incidents occurred in 1826, 1832, and 1835 preceding the decisive movement before the Battle of Gonzales.

### **Defender Medallion:**

Documented proof of military service rendered for The Republic of Texas between April 23, 1836 and February 19, 1846.

### **Citizen Medallion:**

Documented proof of place of residence in The Republic of Texas between April 23, 1836 and February 19, 1846.

### **Historic Sites Medallion:**

The Historic Site medallion is to be placed on a site, landmark, structure or trail that was important to the creation of and/or during the Republic of Texas. Structures must have existed before 1846 and reflects the appearance that was exhibited during the Republic of Texas period. The goal of the DRT Historic Site medallion is to ensure that each marker is historically accurate. Every word included in a proposed marker's text must be substantiated on the basis of primary documentation (original sources). The entire text must be included in the application and approved by DRT's Historic Sites Committee Chairman.

Include all of the following items below with this application:

A sketch of the proposed marker showing the placement of the DRT medallion and the exact wording to be placed on the marker (maximum of 150 words). If there are already any other markers or



plaques at this site, please include either a photograph or a transcription of the text of the other marker(s). It is important that the text of a new DRT marker not duplicate that of any pre-existing markers.

Verification of the historical facts associated with this marker must include:

Documentation, drawn from primary source materials and/or scholarly secondary source materials that verify the historical and geographical accuracy of each and every one of the statements that appear in the wording of the marker. It is the responsibility of the DRT sponsoring chapter or district to obtain the necessary proof for inclusion in a marker application package. These letters **MUST** include a complete copy of the exact wording that the person is approving.

At least two letters from non-DRT historical experts. Letters may be written by such people as university professors and/or professional staff members at historical societies and other historical institutions that have in-depth, scholarly knowledge of the subject matter, indicating the accuracy and significance of the facts presented in the wording of the marker. These letters must include a complete copy of the exact wording that the person is approving.

A precise description of where the marker is to be located. If possible, include sketches, photographs and/or maps of the site.

A written statement authorizing installation of the marker from the property owner/custodian of land where marker is to be placed. The letter must be dated within the past year. The signed, dated letter should include a statement explaining by what right the writer has the authority to grant permission.

Cost of marker and medallion is the responsibility of the applicant. Marker may be made of stone or metal with the medallion affixed to it. Medallion will be placed, with proper permission, at the nearest site available to the actual historic site location. Current owners, restorers of the property or persons not directly connected to the Republic of Texas will not be mentioned in the marker inscription. If appreciable or unwanted changes are observed or have been made to a structure, DRT has the right to withdraw designation and claim ownership of the marker and medallion. Advance permission by the Historic Sites Committee Chairman must be obtained to move or rededicate a DRT Historic Site medallion.

#### **Procedure for Historic Site medallion application:**

The applicant will send the application, proof, and payment to DRT Headquarters.

Headquarters will scan copies of the application and payment and email them to the Historic Sites Committee Chair to approve or disapprove.

Headquarters will then file the application and the payment in a locked filing cabinet under "Memorial Medallion Applications Pending" until the Historic Sites Committee chair approves or disapproves the application.

The Historic Sites Committee receives the copy of the application and the payment and will then send a notification (by e-mail or letter) to the applicant notifying them that the application is being processed.

If approved, the Historic Sites Committee will notify the applicant (by e-mail or letter) and copy Headquarters by e-mail that the application has been approved and instruct them to process the check according to DRT procedures and then mail the DRT or CRT medallion to the applicant. If not mailed, the applicant is informed that their DRT or CRT medallion is ready for pick-up.

If not approved, the Historic Sites Committee Chair will notify the applicant (by e-mail or letter) and copy Headquarters by e-mail that the application has been disapproved and indicate the reasons for disapproval and any recommendations needed for further consideration such as additional proofs, wrong amount of money sent, cemetery permission not received, etc.

Headquarters will continue to hold the Memorial Medallion application for one month to wait for the arrival of the necessary proofs, etc. If not received by then, application and check will be returned to applicant.

## **NATIVE TEXAN LICENSE PLATE (NTLP)**

Per the agreement between DRT and the State of Texas, NTLP funds are to be used “for the purpose of all aspects of preserving Texas historic sites or funding educational programs that teach Texas history, including but not limited to the maintenance and preservation of historic properties and furnishings as well as acquisition, maintenance, preservation and cataloging of historic documents and artifacts.”

The likeness of the whole plate is the property of the Texas Department of Transportation (TxDOT). The Texas artist, Benjamin Knox, retains ownership of the Native Texan License Plate artwork. DRT must obtain permission from both TxDOT and Mr. Knox to use this design. Requests for use of the NTLP image or artwork should be addressed to the DRT BOM who shall obtain the required permission.

### **NTLP Grants**

Grant requests must be for projects qualifying under the above quoted purposes. DRT, CRT or other organizations may sponsor projects.

Requests for NTLP funds shall be sent to Headquarters and addressed to the DRT Treasurer General, and a copy sent to the CRT Director using the NTLP Grant Request Form found on the DRT website. Two grant request forms are available: one for CRT Committees or Chapters, and the other for non-DRT maintained historic sites or projects. Both forms contain detailed information and instructions.

Requests should be sent no later than two weeks before a Board of Management meeting. The Finance Committee shall present the requests to the DRT BOM. The DRT BOM considers each grant individually and votes to approve or disapprove.

The grant's requestor will supply copies of paid receipts within one month of the project's completion. This information must be supplied annually by DRT to the State of Texas.

A list of the recipients will be published at the end of the year in the Annual Proceedings.

## **DONATION PROCESS**

All donations, designated or undesignated, should be sent to the CRT Director with an accompanying note indicating the beneficiary of the donation.

Contributions to the President General's Project of other Officers General projects should be separate checks.

When sending a memorial donation, please include the name and address of the person(s) who should receive acknowledgment and notification.

Upon receipt of a designated donation, the CRT Director shall process the deposit and send the donors name, address and donation amount to the designated officer, committee or project. This may be done by list, accompanying letter or any other system agreed upon by the Officer, Committee Chair, and the CRT Director.

Each Officer and Committee is responsible for acknowledging receipt of the donation using a donation acknowledgement letter (or card) prepared by the CRT Director and approved by the CRT and DRT BOM. All donations should be acknowledged within a month of receipt.

# **CHAPTERS AND CHAPTER OFFICERS**

## **CRT Chapter Sponsor**

In many chapters one of the vice presidents is the CRT sponsor. She directs the activities of the CRT and arranges CRT meetings. She places special emphasis on the study of Texas history, endeavors to interest CRT members in the preservation of documents and relics, and encourages CRT members to cherish their heritage.

It is her duty to work with the CRT Registrar (or Chapter Registrar) to determine the eligibility of applicants and to seek qualified new members. In some chapters the CRT Sponsor and the CRT Registrar are the same.

The sponsor should inform the CRT members about the CRT Convention and encourage members to attend and participate in all activities. If at all possible, she accompanies them to the CRT Convention.

She shall prepare an annual report describing the chapter's work. Before the first of May, one copy of the annual report and the membership roll shall be sent to the DRT Recording Secretary General, one copy each to the CRT Director, DRT Custodian General, and electronically to the CRT Annual Proceedings Chairman.

## **General Information for Chapter Officers**

Chapter officer elections and terms of office are defined in the CRT Bylaws Article VIII. All chapter officers are encouraged to be familiar with the CRT Bylaws and MOP available on the CRT website.

## **Chapter President**

The Chapter President shall conduct the meetings of the chapter with the supervision of the sponsoring DRT Chapter CRT Sponsor.

The meeting program may be scheduled at whatever time is convenient for the speaker and the chapters, but other than that, the following is suggested order of business for a chapter business meeting:

- Call to Order
- Invocation
- Pledge to the United States Flag
- Pledge to the Texas Flag
- Pledge to the CRT Flag
- Reading and acceptance of minutes
- Reading of officers' reports
- Reading of committee reports
- Unfinished business
- New business
- Benediction
- Adjournment

## **Chapter Secretary**

The chapter Secretary shall keep the minutes of the chapter meetings.

## **Chapter Treasurer**

The chapter Treasurer shall collect all dues in accordance with provisions found in the MOP with the supervision of the sponsoring DRT Chapter CRT Sponsor. Maintain the financial records of the chapter and report to the membership at each chapter meeting with the supervision of the sponsoring DRT Chapter CRT Sponsor. Provide members with information and forms to obtain their official membership pin and ancestor bars.

## **Chapter Chaplain**

The chapter Chaplain shall receive notification of the death of a member and shall forward that information to the Chaplain General and DRT Headquarters.

## **Chapter Historian**

The chapter Historian shall keep a history book of the chapter.

## **New Chapters**

When five (5) members of the Association are living in an area where there is not a CRT chapter, a chapter may be organized under the leadership of a sponsor selected from a local chapter of DRT. Approval must be obtained from the CRT Director. They may elect officers and write bylaws, provided their bylaws conform to the Bylaws of CRT.

The DRT BOM, in accordance with the procedures stated in the MOP, shall approve chapter names.

If a Member-at-Large of CRT lives more than 40 miles from the nearest chapter, that Member-at-Large can be counted in the nine new members required to start a new chapter in her area.

If a CRT member currently lives outside of Texas, then he or she may be counted in the nine new members required to start a new chapter in his or her area.

In a city where there is already a chapter of fifteen or more members, other chapters may be organized, provided each secondary chapter shall contain at least seven newly approved members. The organization of the chapter must be approved by the BOM.

In the event the chapter is not organized within two years of its formation new members and transfer members on its roster may transfer to member-at-large or a new chapter without payment of the transfer fee.

The process for chapter formation is as follows:

The Chapter Organizing Committee (COC) may proactively look for geographic areas where there are clusters of members who may be interested in forming a chapter. When a cluster is identified, members in that area are contacted to determine an interest in forming a new chapter. If there is interest, the CRT Director and Second Vice President shall assist with the formation.

A group of members, or prospective member, may contact the CRT Director requesting chapter formation. The CRT Director, and Second Vice President shall investigate the feasibility of the chapter.

Formation of a new chapter must first be approved by a vote of the DRT BOM. The CRT Director will present a motion to the BOM proposing the formation of the chapter.

The chapter name may not be finalized at this point, but a temporary chapter name may be proposed. The DRT BOM must approve the final name of the chapter, which can be approved at this time or at a time prior to chartering.

Chapter officers should be elected prior to chartering. This includes the Chapter President, Chaplain, Secretary, Treasurer and Historian. Chapter officer requirements and duties are found in this MOP. If this is not possible the sponsoring DRT Chapter may appoint officers for a one-year term.

The CRT Chapter Sponsor shall send a list of Chapter Officers to the CRT Director as soon as possible after election the election of officers.

The CRT Director will give the CRT Chapter Sponsor the following items:

Current Bylaws and MOP  
President's Gavel  
CRT Charter

The CRT Chapter Sponsor will plan the chartering ceremony. The date for the chapter chartering must be presented to the CRT Director for approval. The President General, CRT Director, First Vice President General, Recording Secretary General, Treasurer General and Historian General must be consulted about their schedules prior to a date being confirmed.

The ceremony as contained in the MOP will be followed. The CRT and DRT BOM and DRT members of the organizing chapter, family and friends will be invited to the ceremony.

The CRT Director is responsible for ensuring that the Chapter Charter is ordered and available at the chartering. She is also responsible for ordering the chapter gavel, which is paid for from CRT funds, and inscribed with the name of the chapter and chartering date.

### **Disbanding Chapters**

The sponsoring DRT chapter may elect to disband a CRT Chapter upon a majority vote of its membership. A notice of the vote must be sent 7 days in advance of the vote. The vote may be taken electronically or in a meeting.

A chapter whose membership falls below five shall be given one year to increase its membership to at least five members [See CRT Bylaws Article IX, Section 10].

The CRT Director will request a report from DRT Headquarters, which provides the number of active members in each chapter. This report should be requested at least every six months. The CRT Director will review the report.

The CRT Director should identify all chapters who are having difficulty with membership numbers. This should include chapters with membership near or below the five-member minimum. They should work with these chapters.

When a chapter elects to work on increasing their membership to five or more and has not increased their chapter's membership in one year, the CRT Director shall report to the BOM. The chapter shall be declared disbanded by the DRT BOM. Members may be transferred as noted below.

### **Disbanding Process**

The DRT CRT Chapter Registrar and the CRT Chapter Sponsor shall work together to facilitate the transfer of members. Any member who does not express a preference shall be recorded as a member-at-large for the year of the chapter's disbandment. The members of the chapter may be transferred to member-at-large or to membership in another chapter without paying a transfer fee and shall be informed of their options by their CRT Chapter Registrar.

## **Transfer of Assets and Records**

The CRT Chapter Sponsor shall send all chapter files, applications, records, minutes, gavel and charter, as well as any other material belonging to the chapter, such as History books and/or chapter flags to DRT Headquarters for filing. These records are to be archived permanently at Headquarters. In the event the chapter is reactivated the chapter files will be returned to the chapter. Assets, unless otherwise restricted shall become the property of DRT.

## **FINANCES, RESTRICTED FUNDS, AND ENDOWMENTS**

### **CRT Leadership Scholarship**

CRT awards an Annual Leadership Scholarship based on merit, CRT, scholastic and community activities, as well as leadership. Applicants must submit the Leadership Scholarship application along with qualifying documentation. There may be more than one applicant from any one chapter and in years where there is more than one applicant meeting the mentioned requirements there may be a fifteen hundred dollar and one thousand dollar award to the subsequent top applicants. A panel of unbiased judges will select the award winner.

### **Aaron Lee Evan Noack Scholarship**

Aaron Noack was a member of CRT for twenty-one years, attended 21 consecutive conventions and exemplified leadership on the Board of Management for many of those years including President General. Aaron was very passionate about CRT and he strived for a better CRT for future generations to come.

In honor of his service to CRT, an annual \$250 scholarship will be awarded to a high school senior who meets all requirements of the CRT Leadership Scholarship guidelines and who submits an essay of five hundred-word minimum, entitled “*Why I Love CRT*” along with a CRT Scholarship Form. A panel of unbiased judges will select the award winner.

### **Melody Harris Horn Pearson Scholarship**

Melody Harris Horn Pearson was the Great-Grandmother of CRT President General 2008-2009, Aaron Lee Evan Noack and very active and loyal DRT Member and Board of Management member. Mrs. Pearson was also a very pro-active friend of the Texian Navy, SRT and CRT. Mrs. Pearson made sure Aaron became a CRT member as soon as possible after his birth and he is now an SRT member.

In honor of Mrs. Pearson an annual \$500 scholarship will be awarded to a high school senior who meets all requirements of the CRT Scholarship guidelines and who submits an essay of two hundred-word minimum about the history of the Texian Navy. A panel of unbiased judges will select the award winner.

## **COPYRIGHTS**

All formal material prepared for publication under the name of CRT must be copyrighted by the Custodian General, but under current U.S. Copyright laws, cannot be copyrighted before publication. Copyrights noted in the publication and upon delivery from printer shall be established by the Custodian General.

## **CRT PINS AND RIBBON**

Members may purchase ancestor bars and CRT membership pins through J. Brandt Co., 2816 W. Lancaster Avenue, Ft. Worth, TX 76107, phone 817-877-0513. [See Form J.02 for Jewelry/Insignia Order Forms for CRT members in the FORMS on the CRT and DRT Members website.] The CRT Chapter Sponsor and DRT CRT Chapter Register are required to sign form before purchase is permitted. Ribbon may be purchased through the CRT Director

The one-inch insignia membership pin goes on the top of the membership ribbon and worn over the left breast at official CRT functions. No other item shall be worn above the membership pin. The official CRT pins that may be worn on the membership ribbon and the order in which they should appear is as follows:

One-inch membership pin  
Ancestor bars  
BOM pins  
Ex-BOM pins  
Four-Star pin  
Four-Star bar pin  
Star Pin  
Chapter President pin  
Ex-Chapter President pin  
YOUR Chapter pin (approved by BOM)  
Chapter officer pin (approved by BOM)  
Commemorative pins (approved by BOM)

The three-quarter inch insignia (or recognition pin) may be worn as a piece of jewelry over the left breast, at meetings of CRT and on such occasions as are worthy of its display.


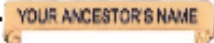



# CRT OFFICIAL INSIGNIA ORDER FORM

## The Children of the Republic of Texas: *Official Insignia Order Form*

This member is entitled to purchase insignia as noted below: \_\_\_\_\_ CRT # \_\_\_\_\_

DRT Sponsor for CRT Chapter: \_\_\_\_\_ DRT Registrar for CRT Chapter: \_\_\_\_\_

<b>Ship to Name:</b>		<b>Phone:</b>	
<b>Ship to Street Address:</b>		<b>Email:</b>	
<b>City, State, Zip:</b>			
		<b>Unit Price</b>	<b>QTY Total Price</b>
<b>Membership</b>			
<b>1. Membership Pin (1")</b>			
10 Karat Yellow Gold		\$ 299.40	
Gold Filled		\$ 68.10	
<b>Ancestor Bars</b>			
<b>3. Ancestor Bar, Straight, Free Engraving, 18 letters max</b>			
10 Karat Yellow Gold		\$ 84.75	
Gold Filled		\$ 40.05	
<b>Ancestor Name(s):</b>			
<b>4. Ancestor Bar, Curved, Free Engraving, 20 letters max</b>			
10 Karat Yellow Gold		\$ 112.05	
Gold Filled		\$ 67.35	
<b>Ancestor Name(s):</b>			
		<b>Shipping</b>	\$ 10.00
		<b>Subtotal</b>	
		<b>Texas Sales Tax 8.25%</b>	
		<b>TOTAL</b>	
<b>Send completed form with check or money order to:</b>			
J. Brandt Recognition, ATTN: Kay Zavala, 2816 W. Lancaster Ave., Fort Worth, TX 76107			
<b>Questions:</b> 1-800-435-5749 x303      Form Dated 11/7/18			

J.02

## **New Pin Approval**

The proposed design should be sent to the CRT Director.

Design specifications should not exceed one and one-fourth inch.

The design should commemorate something or someone before 1860.

The design should include “*The Children of the Republic of Texas*” or “Children of the Republic of Texas” at the top of the pin.

Pins not approved by the BOM and which cannot be worn on the ribbon, are sometimes sold by CRT chapters and committees as fund-raising projects. An example is the red CRT pin sold by the CRT.

Trinkets, such as derricks, Texas-shaped charms and rhinestone Texas pins, are not to be worn on the ribbon. Insignia of other organizations, such as Chamber of Commerce, CAR or C of C pins, also are not to be worn on the ribbon.

If a member finds it necessary to wear multiple widths of ribbon, the membership pin, ancestor bars and CRT service pins should be worn on the inside ribbon. The commemorative pins should be displayed on the outside ribbon, lower than the membership pin.

Upon the death of a member, any family member eligible to wear the insignia may do so. Otherwise, the local chapter should offer to take or purchase the insignia until the Organization finds an appropriate person to whom to give or to sell the insignia.

The seal may be placed above or left of name, chapter, and address on name badges, stationery, and business websites.

# **CEREMONIES AND SERVICES**

## **General Information for Ceremonies and Services**

The Chapter for which a Ceremony or Service is being held should prepare and print programs. The CRT Director shall help with the information needed to complete the program.

The CRT and DRT Board of Managements, along with dignitaries, family and friends should always be invited to a Ceremony or Service.

Receptions are nice but not necessary should the chapter choose not to host a reception.

Sunday Dress is encouraged for all CRT members participating in any portion of a Ceremony or Service. *(Note: All CRT members participate in most of the Ceremonies and Services.)*

## **Pledges**

### **Pledge to the U.S. 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."

The pledge should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute. Members of the Armed Forces not in uniform and veterans may render the military salute in the manner provided for persons in uniform.

### **Pledge to the Texas Flag**

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

The pledge should be rendered by standing at attention facing the flag with the right hand over the heart

### **Pledge to the CRT Flag**

"Honor the Children of the Republic of Texas Flag, I pledge to encourage, preserve, and cherish Texas History," Written by members of the Elizabeth Lawrence Aldrich Chapter, 2016

### **Pledge to CRT**

Realizing that the heritage to eligibility in the Association of The Children of the Republic of Texas is a sacred honor to be cherished, as a member of the \_\_\_\_\_ Chapter, I pledge myself to be faithful to its lofty ideals and to guard its interests and achievements.

## **CRT Aging Out Ceremony**

*(Family members or CRT Chapter Sponsor of members aging out should be notified prior to the ceremony of the opportunity to purchase and pin their member with a "Former CRT" pin which may be purchased through the CRT Director.)*

*The CRT Retiring President General and CRT Director must be notified by June 1 for a member to participate in the Aging Out Ceremony during the Annual Convention. If notification is not received there shall be no ceremony. Member must be present to be recognized.*

### **CRT Retiring President General:**

NAME(S) Please join us in the front.

Your moment is here! You are leaving the Children of the Republic of Texas organization and the hope is that you plan to join the Daughters of the Republic of Texas or Sons of the Republic of Texas. What you have learned as a member of CRT during your years of membership will forever be a part of who you are, as you step into the world as a young adult. We hope CRT has given you courage, confidence and character, as you become a member of DRT/SRT.

The children who follow you will look up to you for advice and guidance and we hope the organization that helped you grow will continue to be a part of your future. We hope you will continue to be active as a DRT/SRT member. We know you may have college and career to plan and achieve, but there are many DRT/SRT Chapters around the state to be there for you.

Above all, you can give back to CRT and DRT/SRT, by sharing your experiences, and inspire CRT members.

Within DRT or SRT, we know there will be a place for you to volunteer at the chapter level as an officer or committee member, District support and on the state level as a committee member, committee chair and perhaps a Board of Management officer in the future.

*The following may or may be used if a pin has been purchased for the outgoing member:*

The CRT Former member pin is a great way to recognize your former association and you can proudly display this on your DRT ribbon.

*At this time, recognize the CRT member's sponsoring DRT Chapter and their accomplishments as a CRT member.*

The Indian Paintbrush is the flower of the Children of the Republic of Texas and the Bluebonnet is the flower for the Daughters of the Republic of Texas. When you see these two wildflowers may you always be reminded of your time spent in CRT.

\_\_\_\_\_, please accept this Yellow Rose as a symbol of the bright future ahead for you as you become a member of the Daughters of the Republic of Texas or the Sons of the Republic of Texas. Always remember ... Not for Self, but for Texas!

Congratulations!

## Chapter Memorial Service

*(The Chapter Chaplain upon the death of a CRT member or members shall coordinate the Chapter Memorial Service. See FORMS from the DRT member's website, M.05 Deceased Member Report Form, to report a chapter member's death to the Chaplain General, and M.06 Member Biographical Form for Chapter Chaplain to submit to Chaplain General).*

### **Introduction and Welcome:** Chapter President

Members and Guests, it is with honor and reverence that we gather here today to pay tribute to our beloved deceased CRT member(s).

*Insert Name(s)*

### **The Lord's Prayer:** Chapter Chaplain

May we join in the Lords Prayer: "Our Father, who art in Heaven, hallowed be Thy name. Thy Kingdom come, Thy will be done, on earth as it is in Heaven. Give us this day our daily bread and forget our trespasses as we forgive those who trespass against You. And lead us not into temptation, but deliver us from evil, for Thine is the kingdom and the power and the glory forever and ever. Amen."

### **Remembrance of Member:** Chapter Vice President

(The chapter members may be honored at this time with a flower or the lighting of a candle as their names are called.)

### **Roll Call:** Chapter Registrar

### **Tribute:** Chapter Chaplain

(Mention what contributions the member has made to the chapter as a member and what that means to the chapter members. Possibly play the member's favorite song or reading.)

### **Benediction:** Chapter Chaplain

Our Heavenly Father, grant thy blessing on those who have passed before, grant consolation to the loved ones who are left, and we pray Thy loving benediction on all members of our chapter and organization. In Jesus's name we pray. Amen.

### **Chapter President:** *Thank members for attending and close ceremony*

## Dedication Ceremony for a CRT Memorial Medallion

*(Memorial Medallion should be set in place prior to the Dedication Ceremony and should be covered with some type of veil.)*

**Emcee:** CRT President General

**Call to Order:** Chapter President

**Invocation:** Chaplain General or Minister

**Pledge to United States Flag:** Custodian General

**Pledge to Texas Flag:** Custodian General

**Pledge to the CRT Flag:** Custodian General

**Greetings:** Chapter President

**Introduction of Guests:** Chapter President

**Introduction of CRT BOM:** President General

**Introduction of DRT BOM:** President General

**History of CRT:** Historian General

**Remembering the Deceased CRT Member:** President General: At this time \_\_\_\_\_  
will come and share some remembrances of \_\_\_\_\_.  
(Example: Teacher, Minister, Family or Family Friend)

**History of CRT Medallion:** President General: \_\_\_\_\_, CRT  
Director, will share the history of the CRT Medallion

**Unveiling of Medallion:** President General: Chapter President \_\_\_\_\_ will join  
me in the unveiling of the Memorial Medallion for \_\_\_\_\_.  
(Unveil medallion)

**Placing of Flowers:** President General: The BOM and Chapter Members will now place flowers in  
honor of our loved one.

**Singing of Texas, Our Texas:** President General: Please join us in the singing of “Texas, Our Texas” led  
by \_\_\_\_\_

**Presentation of Pages for Book of Memories to CRT Chaplain General:** At this time the Chapter  
President \_\_\_\_\_ will present pages for the Book of Memories to the CRT  
Chaplain General.

**Benediction:** CRT Chaplain General or Minister

**Chapter President:** *Thank members for attending and close ceremony*

## Chartering Ceremony for a CRT Chapter

*(Indian Paintbrushes along with Green and Red Ribbon, along with gavel and charter should be in place prior to the beginning of the ceremony. Members should be given instructions on what to do and what to expect prior to ceremony as well.)*

**Emcee:** CRT President General

**Call to Order:** CRT Chapter President

**Invocation:** CRT Chaplain General

O Lord, be in our presence this day. We give Thee praise for our heritage. Keep us always mindful of our sacred trust to nurture and guide our young members. By looking back with care, we learn how to endure, how to transcend, and how to move into the future with courage and honor to Thee. Amen.

**Pledge to the United States Flag:** Custodian General

**Singing of *The Star Spangled Banner***

**Pledge to the Texas Flag:** Custodian General

**Singing of *Texas, Our Texas***

**Introduction of Guests:** CRT Chapter Sponsor

**History of CRT Chapter:** CRT Chapter President

**Welcome:** CRT Director

Members and guests, it is my pleasure as CRT Director to welcome you to the chartering ceremony of the Children of the Republic of Texas. Many years ago, six heroes of the Texas Veterans Association entrusted to The Daughters of the Republic of Texas the legacy of memories and deeds of the Republic of Texas. The Daughters later deemed it advisable to sponsor a junior organization to be known as "The Children of the Republic of Texas." Today these young people shall be joining more than \_\_\_\_\_ other youths who, over the last years, have chosen to exercise the honor and privilege of having had ancestors living in the Republic of Texas.

**Welcome to CRT:** CRT President General

In 1934, the thirty-four young people who formed the first chapter of the Children of the Republic of Texas chose as their slogan the words of David Crockett, "Be sure you are right, and then go ahead." During the next \_\_\_\_\_ years, more than \_\_\_\_\_ chapters were sure it was right and went ahead. It is to this forward moving organization that continually looks back to its heritage, that we welcome you today. As a member of the Children of the Republic of Texas, you shall be encouraged to study the history of Texas, to preserve its documents and relics, and to cherish your heritage.

This Organization, being organized under The Daughters of the Republic of Texas, must conform to their Bylaws. (*Hold Up Indian Paintbrush.*) This Indian Paintbrush not only represents our official flower but also the colors of our organization, green and scarlet. Our motto, "Not for self, but for Texas," exemplifies the trust being placed in the members of the \_\_\_\_\_ CRT Chapter today. May each of you ever be worthy of this trust.

## **Objectives of the Organization: CRT Second Vice President**

The objectives of the Organization shall be to encourage the study of Texas history; to help preserve the places made sacred by the men and women who achieved Texas independence; to stimulate historical research into the earliest records of Texas; to foster the preservation of documents and relics; to promote the celebration of all Texas Honor Days; to revere the flag of Texas and to promote the display of same; and to cherish and preserve Texas, One and Indivisible, as achieved and established by the Fathers and Mothers of the Texas Revolution.

## **Presentation of Charter to CRT Chapter Sponsor: CRT President General**

Would the CRT Chapter Sponsor \_\_\_\_\_ please come forward?

It is my pleasure as CRT President General, to present to you, the sponsor, the charter of the \_\_\_\_\_ Chapter of the Children of the Republic of Texas.

## **CRT Oath: CRT President**

Will the members of the \_\_\_\_\_ Chapter please come forward, then turn and face the audience? *(Pause and allow time for members to come forward)*

Having heard the objectives of this Association, do you promise to work toward achieving these objectives?

Your response is, "I do."

Do you promise to uphold the Bylaws of the Children of the Republic of Texas?

Your response is, "I do."

## **Presentation of Certificates and Roll Call: CRT Director**

When your name is called, please come forward to receive your membership certificate in the Children of the Republic of Texas and sign the Chapter Charter.

## **Installation of Officers: CRT President General**

At this time, we will have the Installation of chapter officers. If you would please come forward when I call your name and grasp a piece of the red and green ribbon with your left hand. The red and green ribbons represent the colors of the Children of the Republic of Texas and are a symbol binding you to your office and its duties.

*(These are the required offices for chartering a chapter. The use of more officers is up to individual chapters. The CRT President General and CRT Director should be notified of the title and names of officers prior to the Chartering Ceremony)*

President:

Secretary:

Chaplain:

Treasurer:

Registrar

Historian:



**CRT President General:** Please raise your right hand.

The members of the CRT \_\_\_\_\_ Chapter have indicated their faith and trust in you by appointing you as their officers for the coming year.

Do you promise to perform the duties of your offices to the best of your ability? Your response is, "I do."

I declare you duly installed officers of the \_\_\_\_\_ Chapter of the Children of the Republic of Texas.

It is my pleasure to present this gavel to your Chapter President \_\_\_\_\_ as a symbol of *his/her* office. Best wishes to you and your chapter.

**CRT Chapter Presentation:** CRT President General

Ladies and Gentlemen, I present the \_\_\_\_\_ CRT Chapter and their 20 \_\_\_\_\_ - 20 \_\_\_\_\_ officers.

Please stand for our Benediction.

**Benediction:** CRT Chaplain General

Almighty God, Heavenly Father, give us calm strength and patient wisdom as we encourage these new members to walk before Thee in humility, yet with a high sense of the duties of their oaths. Give them and all of us carefulness, unselfishness, faithfulness, wisdom and zeal in the affairs committed to them. May we teach them to live whatever is just and true and good, following the example of our savior, Jesus Christ, Amen.

**CRT President General:** *Thank members for attending and close ceremony*

# **Dedication of Memorial Medallion for a Citizen of the Republic of Texas**

1836 to 19 February 1846

*(Modify for Veteran or Defender Medallion)*

## **Scripture Reading - Ecclesiastes 1:4**

“One generation passeth away and another cometh, but the earth abideth forever.”

## **Invocation**

O Lord, from whom all good things do come, grant to us, Thy humble servants, that by Thy holy inspiration, we may think those things that are good, and by Thy merciful guidance may perform the same, through our Lord Jesus Christ. Amen.

## **Pledge to the United States Flag**

## **Pledge to the Texas Flag**

## **Welcome and Introductions**

## **Scripture Reading - 1 Thessalonians 4:13-18 3**

“But I would not have you to be ignorant, brethren, concerning them which are asleep, that ye sorrow not, even as others which have no hope. For if we believe that Jesus died and rose again, even so them also which sleep in Jesus will God bring with him. For this we say unto you by the word of the Lord, that we, which are alive and remain unto the coming of the Lord, shall not prevent them, which are asleep. For the Lord himself shall descend from heaven with a shout, with the voice of the archangel, and with the trump of God: and the dead in Christ shall rise first: Then we which are alive and remain shall be caught up together with them in the clouds, to meet the Lord in the air: and so shall we ever be with the Lord. Wherefore comfort one another with these words.

## **Call to Remembrance**

We have come today to pay respect to \_\_\_\_\_, a staunch citizen of our Republic. Remember today the years that are gone. Let us call to remembrance the great, the good, and those who were honored in their generation. Though we come to honor their memory, we ourselves are honored. Those who, for a time, have walked this way and who now have attained the Eternal Springtime of a Greater Land, have learned forever the beauty and truth of these words of Thomas Wolfe:  
To lose the earth you know for greater knowing; to lose the life you have for greater life; to leave the friends you loved for greater loving; to find a land more kind than home, more large than earth, whereon the pillars of this earth are founded, toward which the conscience of this world is tending, a wind is rising, and the rivers flow.

## **Biographical Sketch of Life and Times of Citizen**

## **Unveiling of Medallion**

## **Benediction**

**Chapter President:** *Thank members for attending and close ceremony*

## **Installation Ceremony for the Board of Management**

*(Prior to the beginning of the ceremony the Installation Ceremony Coordinator shall line up the incoming officers in office order. An Indian Paintbrush shall be ready to be presented to each officer along with a red and green ribbon with knots tied every eighteen inches, Retiring President Ribbon, President General Ribbon and the incoming President General Pin.)*

### **Outgoing CRT Chaplain General:**

Our Father, in this solemn hour, within these sacred walls, as we assemble to receive the pledges of our newly elected officers and bestow upon them their badges of office, we thank Thee for this Association its purpose and mission. We thank Thee for the strong foundations laid by leaders and members before us. Bless, we pray Thee, the enlarging vision which has come to us through the years which has led to material and spiritual growth.

Oh God, we thank Thee for the beauty of the symbolism, which is expressed, in our Flag. It speaks to us of the intangible things of the spirit, reminds us of heroic sacrifices, and calls us to devotion and service. We thank Thee, Lord, for the simple joys of life, for the fellowship we have in work, and for our Association, which unites us in ideals and service.

Bless, we pray Thee, our work and our friendships, and make us an increasing force for good, which expresses itself in self-denying service, and strengthen us in all that is worthwhile. In Christ's name, Amen.

### **DRT CRT Registrar:**

Children of the Republic of Texas, this is a momentous occasion. As we install in office the young leaders whom you have selected to guide and direct your Association these next year, I charge you to remember in this hour your duty and responsibility to loyally support the leaders whom you have elected your leaders. Upon you in a large measure rests the success of the new administration.

I charge you to always remember your heritage, yours by right of birth, a heritage that sings in your blood, which is spirit of your spirit, that in which you live and move and have your being, not only as members of an honored Association but also as individual Texans.

Because of the labors and sacrifices of the men and women who established and maintained Texas independence, you began life as children of liberty. Though the wilderness stretched before them, they conquered it; they crossed it; deserts obstructed, they passed them, for they had faith in God and His providence; and holding as their eternal ideals—truth, justice and tolerance – they marched fearlessly forward.

### **Outgoing Chaplain General:**

And in these perilous times, let us pray: Renew their breed, Almighty God, those pioneers of yesterday, who through wilderness and wastes Undaunted pushed their way, new frontiers lift their rocky heights, new deserts stretch before our years. Renew in us Almighty God, the spirit of the pioneers.

**DRT CRT Registrar:** When your name is called please grasp the red and green ribbon with your left hand, hold the Indian Paintbrush and raise your right hand. Having been duly elected as members of the Board of Management of The Children of the Republic of Texas, do you solemnly promise to uphold its Charter and Bylaws and endeavor through just administration of them to keep the unity of spirit in the bond of peace, and also to work zealously to promote the success of the Association during the ensuing years?

**Response:** I do.

**Outgoing CRT Chaplain General:**

Deuteronomy 23:21 says, "When thou shalt vow a vow unto the Lord, thy God, thou shalt not slack to pay it, for the Lord thy God shall surely require it of thee."

**Incoming President General:**

It is a happy privilege for me as your President to welcome you as the new Board of Management of The Children of the Republic of Texas, and my wish for you is that you may find ever-increasing joy and inspiration in the service you render this Association.

**Outgoing Chaplain General:**

Shall the Retiring President General and the newly elected President General please come forward?

President General \_\_\_\_\_ please raise your right hand. Having been duly elected as President General of The Children of the Republic of Texas, do you solemnly promise to uphold its Charter and Bylaws and endeavor through just administration of them to keep the unity of spirit in the bond of peace, and also to work zealously to promote the success of the Association in the ensuing years?

**Incoming President General:** I do.

**Retiring President General:** Children of the Republic of Texas, I present to you your new President General, and I bespeak for him/her your loyalty and cooperation. And it is now my privilege to present to you this pin, which denotes the office as President General of The Children of the Republic of Texas. I give you this pin for safekeeping and with it the high hope that you may find, as I have, great joy in your service. And now, like Elisha of old, it is my happy privilege to drop upon your shoulders the mantle of service and responsibility. This broad ribbon, whose colors symbolize truth, courage and purity, and your pin are the emblems of the highest honor the Association may bestow. You are now confirmed as President General of The Children of the Republic of Texas, assuming your duties. I give you and your officers my very best wishes. God's blessing rest upon you.

**Incoming President General:** Mister/Madam Retiring President General, it is now my privilege to place upon your shoulders this ribbon, emblem of your loyal service to our Association. This honor is confirmed upon you by The Children of the Republic of Texas with love, gratitude and affectionate regard. Your deep and sincere love for our Association has been evidenced by your faithful, just and efficient service. May the future hold for you much happiness, and may God's blessing rest upon you always.

**Retiring President General:** Thank you one and all. I assure you that, although I am your Retiring President General, I shall continue as an active member feeling it a happy privilege and high honor to serve The Daughters of the Republic of Texas.

**Newly Installed Chaplain General:** Our Father, bless and guide the Board of Management and members of the Children of the Republic of Texas. We thank Thee for the simple joys of life, for the fellowship we have in work, and for our Association, which unites us in ideals and service. We pray that you shall bless each of us, our work and our friendship, and make us an increasing force for good, which expresses itself in self-denying service. Strengthen us in all that is worthwhile. In Christ's name we pray, Amen.

**Incoming President General:** This concludes the Installation Ceremony of the new Board of Management. Thank you all for your support. Incoming Officers, we will be meeting with our CRT Director \_\_\_\_\_ immediately following the adjournment for individual photos and a brief meeting so please make no plans to leave.

## Installation Ceremony for Chapter Officers

**Emcee:** CRT Chapter Sponsor

**Outgoing Chaplain:** Let us pray.

Our Father, as we assemble to receive the pledges of our newly elected officers and bestow upon them vows of office, we thank Thee for our Founders, whose vision was the beginning of our Association. We thank Thee for the strong foundations they laid. Bless, we pray Thee, the enlarging vision which has come to us through the years which has led to material and spiritual growth.

O God, we thank Thee for the beauty of symbolism which is expressed in our flag. It speaks to us of the intangible things of the Spirit, reminds us of heroic sacrifices, and calls us to devotion and service. We pray that all we say and do shall be worthy in your sight. Amen.

**CRT Chapter Sponsor:**

The Children of the Republic of Texas, \_\_\_\_\_ Chapter of \_\_\_\_\_ (city), this is a momentous occasion. As we install in office these young leaders whom you have chosen to guide and direct your chapter this next year, I charge you to remember in this hour your duty and responsibility to loyally support the women whom you have elected your leaders. Upon you in large measure rests the success of the new administration. Therefore, let us all renew our pledge to CRT.

Please repeat after me (all members):

Realizing that the heritage of eligibility in the Association of The Children of the Republic of Texas is a sacred honor to be cherished, as a member of the \_\_\_\_\_ Chapter, I pledge myself to be faithful to its lofty ideals and to guard its interests and achievement.

**Installer:** Designee of the CRT Chapter Sponsor [*Installer call each officer by office and name, then give and Indian Paintbrush (or other appropriate token i.e. gavel for President, Pencil and paper for Secretary, etc.) before her specific responsibilities are read.*]

Officers, please come forward as your name is called.

\_\_\_\_\_, as President, you shall preside at all meeting of the chapter, appoint all committees, and represent the chapter officially. You shall have the general supervision of plans for extending, unifying and rendering effective the work of the chapter.

\_\_\_\_\_, as Vice President, you shall preside in the absence of the President and, when requested to do so by the President, shall assist in the discharge of the duties and responsibilities of the President. You shall chair the \_\_\_\_\_ Committee.

*(If there are other vice presidents, call upon them using similar format to above.)*

\_\_\_\_\_, as Secretary, you shall record the proceedings of all meetings, collaborate with the President in the preparation of all annual reports and cosign such reports. You shall also prepare correspondence as required by the chapter.

\_\_\_\_\_, as Treasurer, you shall assist with all fundraising efforts of the chapter and shall present financial report prepared by the CRT Chapter Sponsor.

\_\_\_\_\_, as Historian, you shall keep a history book of the chapter. You shall enter the chapter History Book to be judged at the CRT Convention.

\_\_\_\_\_, as Registrar, you shall assist with encouraging new members to attend and become members of your chapter. You shall present a membership report prepared by the CRT Chapter Registrar or CRT Chapter Sponsor.

\_\_\_\_\_, as Chaplain, you shall open all meetings with a prayer. When a member of the chapter dies, you shall send a sympathy card to the family. You shall immediately send to the Chaplain General the name and address of the deceased member with the date of the members death and the name and address of their nearest relative. You shall also send newspaper notices available in order that proper tribute may be paid at the next Convention.

**Installer:** (*Facing new officers*) Please raise your right hands. Having been duly elected as officers of the \_\_\_\_\_ Chapter of The Children of the Republic of Texas, do you solemnly promise to uphold its Charter and Bylaws and endeavor through just administration of them to keep the spirit of unity in the bond of peace and to work zealously to promote the success of the Association during the ensuing years?

**Response by all the new officers:** I do.

It is a privilege for me to welcome you as the new officers of the \_\_\_\_\_ Chapter, and my wish for you is that you may find ever-increasing joy and inspiration in the service you render this Association.

Shall the Retiring President and the newly elected President please come forward?

(*To the chapter*) Children of the Republic of Texas, I present to you your new President, and I bespeak for your loyalty and cooperation.

### **Retiring President to Incoming President**

You are now confirmed as President of the \_\_\_\_\_ Chapter of The Children of the Republic of Texas. I give you and your officers my very best wishes. I assure you, although I am your Retiring President, I shall continue as an active member feeling it a privilege and high honor to serve CRT. (*Optional:*) And now it is my privilege to pass to you this gavel, a sign of authority of our chapter.

### **Incoming Chaplain**

Let us pray.

Our Father, bless and guide the officers and members of the \_\_\_\_\_ Chapter. We thank Thee for the simple joys of life, for the fellowship we have in work, and for our Association, which unites us in ideals and service. We pray that you shall bless each of us, our work and our friendship, and make us an increasing force for good, which expresses itself in self-denying service. Strengthen us in all that is worthwhile. In Christ's name we pray. Amen.

**Chapter President:** *Thank members for attending and close ceremony*

## Welcoming Ceremony for New Members

**Chapter President:** It is a most significant occasion when we, as members, take unto ourselves others who share the legacy and heritage bequeathed to us by the men and women, who settled, established, secured, maintained, and defended the Republic of Texas.

The purpose of The Children of the Republic of Texas is to perpetuate the memory and spirit of our ancestors and to encourage research and preservation of Texas's rich history, especially during the period of the Republic.

Now, \_\_\_\_ years after our founding, we, the members of The Children of the Republic of Texas, have sought and are charged with carrying on the patriotic, historical, and educational responsibilities that inspired by our founders.

### **Chapter Registrar:**

The DRT CRT Registrar of The Daughters of the Republic of Texas has certified your eligibility for membership by verification of proven lineal descent from an ancestor who served the Republic of Texas. Having been duly received as a member of The Children of the Republic of Texas, do you solemnly promise to uphold its Charter and Bylaws and to work zealously to promote the success of the Association in ensuing years?

**Response:** I do.

Do you solemnly promise to support this Association and conscientiously discharge your duties as a member with charity for all and malice towards none?

**Response:** I do.

Do you also promise to work to keep the spirit of unity of the \_\_\_\_\_ Chapter and to work to promote the success of the chapter?

**Response:** I do.

It is a signal privilege for me to welcome you to The Children of the Republic of Texas and the \_\_\_\_\_ Chapter.

*(Registrar presents new member with Certificate of Membership.)*

### **Chapter President:**

To commemorate this occasion, it is my privilege to present to you two (2) symbols, recognized worldwide, that are synonymous with the pride, joy and beauty of our great State, our State Flag, whose Lone Star once flew over the Republic from which you are descended, and our flower, the Indian Paintbrush, whose beauty blankets our beloved State each spring.

*(Present flag and flower.)*

**Chapter President:** I charge you always to remember your heritage, yours by right of birth, not only as an honored member of The Children of the Republic of Texas and the \_\_\_\_\_ Chapter but as an individual Texan.

*(If a relative or sponsor present wishes to lend her membership pin to the new member for the ceremony, they may pin it on at this time.)*

**Chapter Chaplain:**

As we welcome you, \_\_\_\_\_, we ask that you join us in repeating our Pledge to CRT: Realizing that the heritage to eligibility in the Association of The Children of the Republic of Texas is a sacred honor to be cherished, as a member of the \_\_\_\_\_ Chapter, I pledge myself to be faithful to its lofty ideals and to guard its interests and achievements.

It seems particularly appropriate to reflect on the words found in Job 8:8-10 at this time:

“Ask the former generations and find out what our fathers learned, for we were born only yesterday and know nothing, and our days on earth are but a shadow. Shall they not instruct you and tell you? Shall they not bring forth words from their understanding?”

Let us pray:

Our Heavenly Father, we lift our hearts in prayer, ever grateful for the blessings of freedom. We thank you for this occasion to welcome a new member into our chapter. May they find a kindredship through friendship and patriotism that shall be ever meaningful to their life.

And, dear God, guide our thoughts and efforts as we continue our endeavors to uphold the legacy bequeathed to us by the ancestors we honor, the brave men and women who achieved and maintained the independence that we enjoy today.

As we meet with diversity, dear Lord, give us the strength, unity, and foresight that you gave those who came before us. And, Father, guide us in our actions, that we may continue as individuals and as an Association to uphold the goals of freedom for future generations. This we ask in Thy name and for Thy sake. Amen.

**Chapter President:** *Thank members for attending and close ceremony*



# **CRT POLICIES**

## **CRT Financial Review Policy**

At each district workshop in which Children of the Republic of Texas funds are raised or received, through sales or donations, the funds shall be counted by a minimum of two (2) members of DRT. If present, one member of the Board of Management of the CRT should be included. The total funds received shall be classified in the following two manners:

First:

- (1) Sales
- (2) Donations
- (3) Total funds received

Second:

CRT General Funds

CRT President General's Fund

Itemize additional CRT donor directed funds received at the workshop.

Total funds received

The total of A must equal the total of B.

All DRT and CRT members involved in counting the funds shall sign the record of the funds received and classified.

At each district workshop, the information in 1.b. shall be reported to the recording secretary, who shall record the CRT funds raised for each respective project in the workshop minutes.

The CRT Director or her representative shall report the information in 1(a) and 1(b) to the DRT Treasurer General.

At each DRT and CRT convention, the CRT sales table shall be attended by two persons if possible.

At the end of convention, all CRT funds received shall be counted by a minimum of two unrelated DRT members, and, if present, the Treasurer General or another member of the Board of Management of the Children of the Republic of Texas. Procedures for counting and recording daily funds shall be consistent with Procedure #1.

Total funds, including the amounts received for each respective CRT Fund, shall be reported to the CRT Director and the DRT Treasurer General.

All statements for accounts of the Children of the Republic of Texas received from financial institutions shall be received by the CRT Director and the Treasurer General.

The DRT Treasurer General shall review the statements to reconcile deposit amounts with reports received from workshops/conventions and shall verify that deposit amounts were made in a timely manner.

The CRT Director shall document all monetary disbursements from CRT funds with a vendor receipt, minutes of a CRT Board of Management meeting, and/or minutes of a CRT Convention. The purpose of the disbursement shall also be recorded.

At the end of each fiscal year, May 31, all CRT financial records, including financial statements, documents validating monetary disbursements, and an inventory count of unsold goods purchased by

CRT for fund raising purposes, shall be examined by two DRT Finance Committee members who are not check signers.

### **In-Kind Contributions Policy**

CRT receives numerous non-monetary contributions of both time and various types of tangible items.

#### **Services**

In accordance with SFAS 116, significant services received which create or enhance a non-financial asset or require specialized skills that CRT would have to purchase if not donated shall be recorded as an increase in unrestricted net assets in the financial statements.

#### **Tangible Goods**

Contributions of equipment or other non-collection tangible items are recorded at fair market value as an increase in unrestricted net assets where there is an objective basis upon which to value these contributions and where the contributions are an essential part of CRT.

### **General Records Retention Schedule Policy**

#### **Introduction**

*The Daughters of the Republic of Texas* present this retention schedule to its membership and its employees as a guide to the proper retention and disposition of the records of the CRT at DRT Headquarters. The organization intends for this retention schedule to be used by all offices in the organization.

This retention schedule is meant to be used in conjunction with the records management policies adopted by the DRT Board of Management and records management guidelines and procedures.

#### **Definitions**

*Retention* – the amount of time a record is kept in the office after it has lost its usefulness as a current record. This is sometimes called a semi-current record. In other words, you no longer use the record regularly, but may consult it from time to time.

*Record* - information recorded on a tangible medium (paper or electronic media being two common examples) and intentionally retained and managed as evidence of an organization's activities, events, or transactions for business, legal, regulatory, and/or historical purposes.

*Record copy* – the original, official copy of the record.

*Duplicate copy* – a copy of the record that is not the record copy.

*Archival value* – whether the record has any historical value for preservation in the organization's archives.

*OSA* – “Obsolete, Superseded, or Administrative value is lost.” All duplicate copies of records in the organization are considered to be “OSA” unless otherwise stated in this retention schedule. When a record is OSA, then the person approved to discard the material may discard it according to approved disposition procedures.

#### **Retention Schedule Items**

**Accession Records** - records of acquisitions for materials of cultural or intellectual value (archives, manuscripts, publications, ephemera) that include donor information and dates of acquisition.

Retention: permanent Record copy belongs to: Archival value: high

**Accounts Payable Records** - records related to accounts payable transactions.  
Retention: three (3) years Record copy belongs to: Archival value: none

**Accounts Receivable Records** - Retention: three (3) years Record copy belongs to: Archival value: none

**Annual Reports -**

Narrative reports to the Board of Management.

Retention: permanent Record copy belongs to: Archival value: high

**Audit Reports** - Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit.

Retention: seven (7) years after release of final audit findings. Record copy belongs to: Archival value: none

**Bank Statements**

Retention: seven (7) years Record copy belongs to: Archival value: none

**Budgets and Budgetary Documents** – includes all documents used for the determination of annual budgets.

Retention: three (3) years Record copy belongs to: Archival value: none

**Cancelled Checks/stubs/warrants/drafts** – Retention: three (3) years Record copy belongs to: Archival value: none

**Cash Deposit Vouchers and Cash Receipts** – cash deposit slips and receipts for fees.  
Retention: three (3) years Record copy belongs to: Archival value: none

**Correspondence - Administrative** -- Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.

Retention: three (3) years. Record copy belongs to:  
Archival value: review necessary

**Correspondence - General** -- Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.

Retention: one (1) year. Record copy belongs to:  
Archival value: none

**Destruction Authorizations** – Documents authorizing the final disposition of records under the retention schedule.

Retention: ten (10) years Record copy belongs to: Archival value: none

**Electronic Funds Transfers** – Records such as direct deposit registers and receipts for electronic funds transfers.

Retention: three (3) years Record copy belongs to: Archival value: none

**Finding Aids, Indices, and Catalogs** – Automated or print indices, lists, registers, and other finding aids used in libraries and archives to provide access to records and manuscripts.

Retention: permanent Record copy belongs to: Archival value: high

**Forms** – Print masters of all versions of forms used by the organization.

Retention: one (1) year Record copy belongs to: Archival value: none

**General Ledgers**

Retention: permanent Record copy belongs to: Archival value: high

**Internal Fiscal/Financial Reports** -- Includes monthly budget reports.

Retention: three (3) years Record copy belongs to: Archival value: none

Inventory Files

Retention: three (3) years Record copy belongs to: Archival value: none

**Legal Opinions and Advice** -- From legal counsel, including any requests eliciting the opinions.

Retention: as long as administratively valuable Record copy belongs to:

Archival value: none

**Litigation Files** -- Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.

Retention: one (1) year Record copy belongs to:

Archival value: review required. Attorney working papers, if archived, shall have restricted use for fifty (50) years

**Lost and Stolen Property Reports**

Retention: loss of property plus three (3) years Record copy belongs to:

Archival value: review necessary

**Meeting Agenda and Minutes** -- Official agenda and minutes of the Board of Management and all committees, subcommittees, task forces, working groups, chapters, or other bodies of the organization.

Retention: permanent record.

Record copy belongs to:

Archival value: high. Records must be retained in organization archives.

**Meeting Notes** – Notes taken during meetings of the Board of Management and all committees, subcommittees, task forces, working groups, or other bodies of the organization.

Retention: six (6) months Record copy belongs to: Archival value: none

**Meeting Supporting Documentation** – Documents submitted at meetings of the Board of Management and all committees, subcommittees, task forces, working groups, or other bodies of the organization, including documents sent in advance of meetings for briefing purposes.

Retention: two (2) years Record copy belongs to: Archival value: none

**Miscellaneous Financial Records** – Records of a financial nature that does not fit into any other category of financial records in this retention schedule.

Retention: three (3) years Record copy belongs to: Archival value: none

**Plans and Planning Records** -- Plans and records relating to the process of planning new or redefined programs, services, or projects of an agency that are not included in or directly related to other records series in this schedule.

Retention: three (3) years. Record copy belongs to:

Archival value: review necessary

**Policies and Procedures** – Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by the organization that set out the rules, policies, and procedures that govern the programs, services, or projects of the organization.

Retention: three (3) years Record copy belongs to:  
Archival value: review necessary

**Public Relations Records** -- News, press releases, or any public relations files maintained or issued by the organization.

Retention: two (2) years. Record copy belongs to:  
Archival value: review necessary

**Records Retention Schedule** – This schedule and its revisions.

Retention: permanent record  
Record copy belongs to DRT Collection Library Archival value: high

**Returned Checks/warrants/drafts**

Retention: three (3) years Record copy belongs to: Archival value: none

**Sales/receipt/expenditures Journals**

Retention: three (3) years Record copy belongs to: Archival value: none

**Speeches, Papers and Presentations** -- Notes or text of speeches, papers, or reports delivered in conjunction with organization's work. Note: This includes presentations to community and civic groups and organizations and presentations at professional conferences by individual employees.

Retention: as long as administratively valuable Record copy belongs to:  
Archival value: review required

**Strategic Plans** -- Information resources and operational strategic plans.

Retention: six (6) years Record copy belongs to:  
Archival value: review necessary

## **Media Policy**

All non-chapter related questions, comments and notifications to or from a media source should be directed to the CRT Director for further action. The CRT Director may choose to appoint a firm or person at her discretion.

## **Whistleblower Policy**

It is the intent of *The Daughters of the Republic of Texas* and *The Children of the Republic of Texas* to adhere to all laws and regulations that apply to this organization, and the purpose of this Whistleblower Policy is to support this organization's goal of legal compliance. The support of all employees and volunteers is necessary to achieve compliance with various laws and regulations.

If any employee or volunteer reasonably believes that some policy, practice, or activity of *The Children of the Republic of Texas* is in violation of federal or state law or in violation of this organization's bylaws, a complaint may be filed with the chief employed executive or with the governing administrative committee chair. If both of those persons are implicated in the complaint, report, or inquiry, it should be directed to the CRT Director and the President General of *The Daughters of the Republic of Texas*.

*The Daughters of the Republic of Texas* and *The Children of the Republic of Texas* prohibit retaliation by or on behalf of the organization against staff or volunteers for making good faith complaints, reports, or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. *The Daughters of the Republic of Texas* and *The Children of the Republic of Texas* reserve the right to discipline persons who make bad faith, knowingly false complaints, reports, or inquiries or otherwise abuse this policy.

## **CRT and DRT Websites**

Public website for CRT general information: <http://www.CRTTexas.com>

DRT Members only: <http://www.drinfo.org/members>.

The Headquarters Committee is responsible for coordinating the maintenance of the DRT public and DRT Members websites.

On the DRT Members website, all current BOM-approved official forms are provided for posting by the Bylaws Committee. They are for the use of members, BOM, and Committee Chairmen, and include Awards, Chapter Endorsement of Member for Election, Chapter Dues Reports, Dues Reconciliation, Deceased Member Report, Member Data Change, Jewelry/Insignia Order, Request for Reinstatement, Transfer, and Applications for Memorial Medallions Forms, and others. Assigned organizational e-mail addresses of BOM and Committee Chairmen shall be posted on the DRT Members website. Obtain written consent of the individual before posting personal contact information of the BOM, committee chairs, chapter officers, or other members on the DRT websites, only with written consent of the individual. Distribute to Chapter Presidents (for use only in chapter yearbooks by chapter counterpart officers) a list of BOM and Chairmen's addresses. Pictures of children may not be shown on DRT websites without written parental consent, and may not be named.

Also posted are Current Announcements; lists of Chapters and links to Chapter websites, BOM, committee chairmen, District Meetings, Conventions, Properties, and names of DRT Ancestors.

Every CRT chapter is encouraged to have a chapter website or some type of social media. It is good public relations for our organization, may help to attract new members, and is a good resource for chapter members. A link to the CRT chapter sponsor assigned organizational e-mail address, and optionally to the webmaster's e-mail address may be shown.

Instructions for accessing DRT membership digital application images on-line: Step 1: Go to <http://familysearch.com>

Step 1: Click on "Records".

Step 2: Click "Browse All Collections"

Step 3: Click on "United States of America".

Step 4: Scroll down and click on "Texas".

Step 5: Select "Texas, Daughters of the Republic of Texas".

Step 6: Select the "Volume Number or Application Range" which includes the application number you wish to see, including images of proofs, for an average of 15 images per application, to reach the one you want. NOTE: Indexing is in progress.

## **Other Social Media**

[Facebook.com/ChildrenofTheRepublicofTexas](https://www.facebook.com/ChildrenofTheRepublicofTexas)

Instagram: CRT\_State

## **DRESS CODE AND CONDUCT**

The CRT Board of Management is expected to be in appropriate dress code unless otherwise designated by the CRT Director.

### **DRT Convention**

Page:

#### *Thursday Opening Processional (Formal)*

Gentlemen – Coat and Tie minimum, white gloves

Ladies – Full-length white formal, white gloves

#### *Business Meetings (Business)*

Gentlemen – White Shirt, slacks and tie minimum, white gloves

Ladies – All white. If wearing strapless or no cap sleeves a white sweater or jacket must be worn at all times, white gloves

### **CRT Convention**

Page:

Gentlemen – White Shirt, slacks and tie minimum, white gloves

Ladies – All white. If wearing strapless or no cap sleeves a white sweater or jacket must be worn at all times, white gloves

Board of Management:

Gentlemen – Slacks, shirt and tie minimum (no jeans)

Ladies – Finger length dresses or skirts, or pants. Tops must be cap sleeve, nothing sleeveless. If sleeveless a jacket or sweater must be worn at all times.

### **Meetings**

Board of Management:

Gentlemen – Jeans or shorts just above knee, polo or button up

Ladies – Finger length shorts, skirts, dresses or jeans. Tops must be cap sleeve, nothing sleeveless. If sleeveless a jacket or sweater must be worn at all times.

Foul language of any sort shall not be permitted in any CRT activities. Instead CRT members shall promote leadership and courtesy. All people are entitled to be treated with respect, courtesy and attentiveness. Obsessive offense and/or disruptive actions may lead to a member being asked to leave the CRT activity forfeiting their rights for the event. Depending on the severity of the offense, further action may be required for the member to participate in activities.

# Children of the Republic of Texas

## Convention Page Application

Convention: (Circle One or Both)      DRT (Submit by April 1)      CRT (Submit by May 1)

Date: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Chapter \_\_\_\_\_ District: \_\_\_\_\_

Contact: \_\_\_\_\_ Cell: \_\_\_\_\_

Chapter Sponsor: \_\_\_\_\_ Cell: \_\_\_\_\_

CRT Convention

Days Available:      Saturday following Father's Day

DRT Convention:      Date determined by DRT

Days Available:

\_\_\_\_\_ Opening Processional (Formal)  
\_\_\_\_\_ \* Friday AM Business Meeting  
\_\_\_\_\_ \* Friday PM Business Meeting  
\_\_\_\_\_ \* Saturday AM Business Meeting  
\_\_\_\_\_ \* Saturday PM Business Meeting

Formal:      Gentlemen – Coat and Tie  
                 minimum, white gloves Ladies –  
                 Full-length white formal, white  
                 gloves

Business Meetings:      Gentlemen – White Shirt, slacks and tie minimum,  
   white gloves Ladies – All white. If wearing  
   strapless or no cap sleeves a white  
   sweater or jacket must be worn at all times,

white gloves White Gloves will be provided by the CRT

Director

*Email this form to the CRT Director by the appropriate dates if you are interested in serving as a Page for one or both Annual Conventions. Completed Application does not guarantee designation as a Convention Page.*



# Children of the Republic of Texas

## Seal and Insignia Request Form

According to the CRT Bylaws Article X Section 3. B., "The BOM shall approve use of the name, seal, and/or insignia of CRT on chapter sales items." Please fill out the form below and submit the form to the CRT President General and CRT Director.

Name of CRT Chapter: \_\_\_\_\_ District: \_\_\_\_

Name of CRT Chapter Sponsor: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Requesting the use of the CRT seal or CRT insignia? (circle one): CRT seal or CRT insignia

Use the space below to explain on what and where you wish to use the seal or insignia. (You may attach a picture/sketch or additional information if need be):

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Do you need approval by a certain date? (circle one) Yes or No

If yes, by what date: \_\_\_\_\_ (please allow a minimum of 2 weeks for processing by the BOM.)

Signature of CRT Chapter President

X\_\_\_\_\_ Date: \_\_\_\_\_

(print) \_\_\_\_\_

Signature of Chapter Sponsor:

X\_\_\_\_\_ Date: \_\_\_\_\_

-----DO NOT FILL OUT BELOW THIS LINE-----

The CRT BOM has \_\_\_\_\_ the use of the \_\_\_\_\_ on the item listed above.

Signature of the CRT President General:

X\_\_\_\_\_ Date: \_\_\_\_\_

Signature of the CRT Director:

X\_\_\_\_\_ Date: \_\_\_\_\_

**Officers General Nomination Application Deadline: June 18, 2021**

# CRT OFFICER GENERAL NOMINATION FORM

**Candidate must be in attendance during the Annual Convention to be considered for an election to office.**

Whether candidate is recommended by the Nominating Committee or is planning on “running from the floor”, this nomination form along with required documentation is to be submitted by **one week before the Friday of Convention** via Email to the CRTDirector@DRTInfo.org in order to allow enough time for candidate to be properly vetted.

Applicant Name: \_\_\_\_\_ CRT Member #: \_\_\_\_\_

Chapter: \_\_\_\_\_ District #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age as of June 27, 2021 : \_\_\_\_\_ Grade in School in Fall 2021 : \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Parent's Cell #: \_\_\_\_\_

Parent's Email: \_\_\_\_\_

CRT Chapter Sponsor: \_\_\_\_\_ CRT Sponsor Phone: \_\_\_\_\_

CRT Sponsor Email: \_\_\_\_\_ DRT Sponsoring Chapter: \_\_\_\_\_

CRT Chapter Sponsor Signature: \_\_\_\_\_

**Qualifications For Office:**

1. Must be at least 10 years of age by the day of the business session at CRT Convention
2. Must have been an active member of CRT for 2 years
3. Must reside in Texas or in a state bordering Texas (Recording Secretary General must reside in Texas)
4. Must have attended 2 CRT Conventions prior to this one
5. Must have held an office in a local chapter
6. Must be able to attend one or more DRT Workshops scheduled between August and November
7. Assist in Chartering Ceremonies of new CRT Chapters or any other ceremonies when necessary
8. Serve, if possible, as CRT Page for DRT Convention during your term
9. Learn the objectives of CRT and important events leading to Texas Independence and the formation of the Republic of Texas
10. Must be able to attend a minimum of one other CRT event other than District Workshop
11. Submit a letter of recommendation from CRT Chapter Sponsor and a local leader (such as a teacher or principal)

CRT Convention Years Attended \_\_\_\_\_

CRT Chapter Office Held \_\_\_\_\_ Year \_\_\_\_\_

CRT Chapter Office Held \_\_\_\_\_ Year \_\_\_\_\_

CRT Chapter Office Held \_\_\_\_\_ Year \_\_\_\_\_

BOM Office Held \_\_\_\_\_ Year \_\_\_\_\_

BOM Office Held \_\_\_\_\_ Year \_\_\_\_\_

BOM Office Held \_\_\_\_\_ Year \_\_\_\_\_

**ALL CANDIDATES FOR OFFICE MUST MEET REQUIREMENTS DEFINED IN ARTICLE VIII OF THE CRT BYLAWS**

**If you are currently a member of the Board of Management, your Annual Officer Report must be submitted with this application. NO EXCEPTIONS! You will not be eligible for Nominations if no report is filed.**

## OFFICER GENERALS POSITIONS

(Number 1-3 in preference order for position seeking)

### **President General \_\_\_\_\_**

General Organization of the Association  
Serve as Annual Convention Chairman  
Preside over all meetings (Except Nominating)  
Chairman of Executive Committee  
Represent CRT at all CRT/DRT/SRT functions

Candidate Signature: \_\_\_\_\_

### **1<sup>st</sup> Vice President General \_\_\_\_\_**

Serve in the capacity of President General if they are not available  
Chairman of the Annual Scholarship Fundraiser Auction

Candidate Signature: \_\_\_\_\_

### **2<sup>nd</sup> Vice President General \_\_\_\_\_**

Serve in the capacity of President General in subsequent order  
Organize and Promote new chapters  
Host the Hospitality Suite during Annual Convention  
Chairman of the Historical Preservation Committee

### **3<sup>rd</sup> Vice President General \_\_\_\_\_**

Serve in the capacity of President General in subsequent order  
Chairman of the Ways and Means Committee  
Assists the 1<sup>st</sup> Vice President General with Annual Auction  
Arrange proclamations from government officials from State to Local Level for the Annual Convention  
Assist with the Sales Tables at CRT/DRT events

### **Chaplain General \_\_\_\_\_**

Lead Memorial Services  
Keep a record of all members deaths  
Write bereaved family members  
Lead Invocation and Benediction at all BOM meetings, ceremonies and Annual Convention  
Maintain a Memory Book for deceased members

### **Recording Secretary General \_\_\_\_\_**

Record, prepare and distribute minutes of all CRT BOM meetings as well as Annual Convention and any other meetings deemed necessary by the CRT President General or the CRT Director

### **Corresponding Secretary General \_\_\_\_\_**

Prepare and mail correspondences as deemed necessary by the CRT President General or the CRT Director

### **Treasurer General \_\_\_\_\_**

Review and present Financial Reports as prepared by the DRT Treasurer General  
Shall assist with or arrange assistance for the CRT Sales table during workshops, conventions and any other events deemed necessary by the CRT President General and the CRT Director

### **Registrar General \_\_\_\_\_**

Maintain a correct membership roster and shall work in conjunction with the CRT Registrar General of the DRT who handles CRT applications  
Chairman of the Credentials Committee during Annual Convention

### **Historian General \_\_\_\_\_**

Maintain an annual scrapbook of activities throughout the year  
Serve as chairman of the Scrapbook Judging Committee

### **Custodian General \_\_\_\_\_**

Entrusted with the care of CRT Properties as deemed necessary by the CRT Director  
Lead the pledges to the US, Texas and CRT Pledges for BOM meetings  
Shall be responsible for bringing such properties to meetings as deemed necessary by the CRT Director as well as the Annual Convention

### **Parliamentarian General \_\_\_\_\_**

Shall participate in all business meetings of the CRT BOM, the CRT Executive committee as well the Annual Convention and shall advise on Parliamentary Procedure, CRT Bylaws and MOP  
Serve as the Bylaws Committee Chairman

### **Retiring President General \_\_\_\_\_**

(NOT ELECTED – AUTOMATIC SUCCESSION)  
Shall serve as an advisor to the CRT President General and the BOM  
Shall conduct *Aging Out Ceremony* during Annual Convention

### **CRT DIRECTOR QUESTIONS:**

If Candidate is a previous/current BOM member, please rate their performance: Scale 1-10 (1 worse 10 best) \_\_\_\_\_

Did Candidate submit project and reports in a timely manner?

Circle One: Yes No

Was Candidate's behavior problematic?

Circle One: Yes No

Did Candidate perform all duties including prepare Officer Participation Awards?

Circle One: Yes No

Would you recommend this Candidate to serve on the BOM again?

Circle One: Yes No

\_\_\_\_\_  
CRT Director Signature

## BOM CANDIDATE STATEMENT OF AGREEMENT

If elected, I agree to have the required Officer General's Project submitted to the CRT Director by **July 1<sup>st</sup>**. If my project IS NOT submitted on time it may be eliminated from the Annual Project Book or assigned to me.

Being elected to the CRT Board of Management is a privilege and the office shall be respected as such. Therefore I, \_\_\_\_\_, having run for an office of the CRT Board of Management shall dutifully perform the responsibilities given to me as a member of the CRT Board of Management. I will uphold the officer duties, responsibilities, bylaws and guidelines set forth in the CRT MOP. I will submit an officer general project by the set deadline, I will continue to promote Texas History and its Republic, as well as have an exciting and fun time as a member of this Board of Management.

\_\_\_\_\_  
CRT BOM Candidate Signature

\_\_\_\_\_  
Date

## PARENT/GUARDIAN STATEMENT OF SUPPORT

I, \_\_\_\_\_, agree to assist

\_\_\_\_\_ in fulfilling his/her duties if elected to the CRT BOM. This includes but is not limited to traveling to district workshops, BOM meetings via conference call, BOM meetings, the Annual DRT Convention, Annual CRT Convention, CRT ceremonies and other events deemed necessary by the CRT President General and the CRT Director as well as assist with the Officer Generals Project, Certificate preparation and presentation.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# PHOTO AND VIDEO RELEASE FORM

I, \_\_\_\_\_, give permission to the Daughters of the Republic of Texas and/or the Children of the Republic of Texas to use \_\_\_\_\_, my child's photograph and/or video image, for the following but not limited to:

- DRT/CRT video productions
- DRT/CRT publications
- DRT/CRT website
- DRT/CRT Social Media
- Other News Media related to DRT/CRT

I further give permission to the Daughters of the Republic of Texas and The Children of the Republic of Texas to allow my child to be photographed, audio/videotaped, or interviewed by the news media or other organizations for DRT/CRT related stories, articles or projects.

CRT Member's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Parent's Phone #: \_\_\_\_\_

Parent's Email: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date