

SECTION I - NATIONAL ORGANIZATION

A. Sons and Daughters of Pearl Harbor Survivors, Inc. (SDPHS)

1. The Sons and Daughters of Pearl Harbor Survivors was started on October 20, 1973 at the Captain's Table Gulf Wind Resort located in St. Petersburg, Florida during the local PHSA Florida Chapter 1 meeting.
2. The organization has grown from 44 members to more than 2,000. The organization has members in every state and many foreign countries.
3. The organization is incorporated in the State of Florida. The name, insignia, seal and trademark are registered with the U.S. Patent Office.
4. The organization consists of eight (8) National Districts, each having its own District Director, each state having its State Chair, and the State Chapters having their elected officers. These function as an integral part of the organization.
5. December 7th of each year is a day when the descendants, of those members of the U.S. Military Forces present at the attack at Pearl Harbor, gather in solemn Services of Remembrance to pay honor and tribute to those who fell on that "Day of Infamy", to those who have passed since, and to the Survivors among us.

B. National Constitution and By-laws (NCBL)

1. The National Constitution and By-laws are the basic governing instrument of the organization and are an integral part of this Handbook. A copy shall be kept with this Handbook at all times.
2. The duties, responsibilities, and obligations of National Officers, State Chairs, Chapter Officials and Members are specified in detail in the National Constitution and By-laws.
3. The first order of business for a newly formed Chapter is the adoption of the National Constitution and By-laws.
4. A copy of the National Constitution and By-laws is given to each new member.

C. National President

In addition to the responsibilities specified in the NCBL is:

1. The Ex-Officio Member of all Committees.
2. The Administrator of the SDPHS Handbook.

D. National Vice President

In addition to the responsibilities specified in the NCBL:

1. Assist the National President, upon request.
2. Select members and oversee the Membership Committee.

E. National Secretary

In addition to the responsibilities as specified in the NCBL is:

1. The custodian of the original membership applications, keeping them in protected files for preservation purposes.

F. National Assistant Secretary

1. Shall be appointed by the National President upon the recommendation of the National Secretary and approved by the National Executive Board.

G. National Treasurer

In addition to the responsibilities as specified in the NCBL:

1. Shall cause the financial record to be audited at the close of each calendar year, submitted to the National Executive Board, and published in the following *Offspring*.

2. Shall, if the treasury is over \$50,000.00, cause the financial record to be audited at the close of the calendar year by the SDPHS National Trustees with the report submitted directly to the National Executive Board.

3. Shall donate from the National Treasury \$50.00 to each newly chartered Chapter as reviewed by the National Executive Board according to the NCBL Article VI.4.A.

H. National Assistant Treasurer

1. Shall be appointed by the National President upon the recommendation of the National Treasurer and approved by the National Executive Board.

I. National District Directors

In addition to the responsibilities specified in the NCBL's shall:

1. Keep the membership in the district informed of the National Organization business.

2. Assist the State Chair as requested.

3. Represent the National Organization as authorized by the National President at State and Chapter functions.

4. Present awards on behalf of the National Organization when requested.

5. Perform speaking engagements that further SDPHS activities.

6. Act promptly on all matters presented concerning SDPHS activities.

J. National Assistant District Director

1. Shall be appointed by the National President upon recommendation of the District Director and approved by the National Executive Board.

K. National Executive Board

In addition to the responsibilities specified in the NCBL's shall:

1. Require the Executive Board Directives, in their entirety, to be published in the *Offspring* as soon as possible with each member's vote.

L. National Appointed Officers

1. National Appointed Chairs are appointed by the National President for a term not to exceed that of the appointing authority.

2. Duties and responsibilities of Appointed Chairs will be determined by the National President and approved by the National Executive Board.

3. Selection of National Appointed Chairs by the newly elected President should be made soon after election and announced in the *Offspring*.

National Appointed Chairs may include, but not limited to, the following:

- | | |
|-------------------------------------|------------------------------------|
| a. Parliamentarian | i. National Convention Coordinator |
| b. Chaplain | j. Color Guard Coordinator |
| c. General Counsel | k. <i>Offspring</i> Editor |
| d. Sergeant-At-Arms | l. National Storekeeper |
| e. Chief of Protocol | m. National Registrar |
| f. Photographer | n. Web Site Coordinator |
| g. National Capitol Liaison Officer | o. Child Survivors Coordinator |
| h. Historian | |

M. National Committees

1. Committees are appointed by the National President for a term not to extend beyond the appointing authority.
2. National Officers may serve on committees.
3. Selection of committees should be made soon after election and announced in the *Offspring*.
4. Duties and responsibilities of the appointed committees will be determined by the President and approved by the National Executive Board. An appointee cannot exceed the authority of the person appointing.
5. National Committees may include, but are not limited to, the following:

a. Budget and Finance	e. Welfare
b. Membership	f. Americanism and Patriotic Holidays
c. National Conventions	g. Handbook
d. Public Relations	h. Resolutions and By-laws

N. Multi-State Chapters

1. The geographic and demographic factors of many areas are such that chapter membership may logically and desirably include members from more than one state; for example, a chapter in El Paso, TX would probably include members from New Mexico; a chapter in Cincinnati, would probably include members from Indiana and Kentucky, involving not only three (3) states, but three (3) districts.
2. As a general rule the central city of the metropolitan area, or Standard Metropolitan Statistical Area (SMSA) as designated by the United States Government, shall be considered as the chapter location for jurisdictional purposes. If the several states involved are in one District, any jurisdictional question will be referred to the District Director to be resolved. If two (2) or more Districts are involved, such questions will be referred to the National Executive Board for Determination.
3. It is readily apparent that the success and growth of our Organization depends upon a strong organization in the field. We must not only permit, but encourage in every way possible, the participation of members in the functioning of the chapters. The overall rigid concern for the State and/or District boundaries cannot be permitted to abrogate this concept.
4. In this regard, there are three (3) basic categories of membership.
 - a. Those members who belong to a chapter within their home state.

- b. Those "at large" members, who live in an area where there is no chapter.
- c. Those "at large" members who can only participate in a chapter located in a neighboring state.
- d. A member of the SDPHS holding membership in a local chapter thereby holds voting membership with that chapter and is not to be denied the basic privilege of a vote in the affairs of the State Organization in which the chapter is located.

O. Auxiliaries

There are no rules or regulations authorizing the formation of auxiliaries within the Sons and Daughters of Pearl Harbor Survivors, Inc.

P. National Elections

In addition to the directives specified in the NCBL:

1. Election Ballot

- a. Will be put in the Ballot Issue of the *Offspring* to be mailed by November 7th of the election year.
- b. A Ballot Envelope will be provided, addressed to the National Office with an area on the outside for identification of the voting member. Identification must include printed name, signature, and member ID number.
- c. Will be verified by the National Secretary that each voting member is a member in good standing.
- d. Will be removed from the envelope after verification and counted by a ballot committee appointed by the President from among the Active Members in attendance at the national convention.
- e. Will consist of the nominees for President, Vice President, Secretary, and Treasurer, in alphabetical order, under the position they are seeking.
- f. Will be preserved for six (6) months following the election.
- g. Recount of any contested race shall be based on fact and evidence. The entire Executive Board, by two-thirds (2/3) vote will determine if a recount is in order. Should a recount be ordered, three (3) persons, two (2) appointed by the National President and one (1) by the member questioning the outcome, shall have the final voice after recounting the ballots. All requests for a recount must come within six (6) months following the election.

Q. Official Identification Card for SDPHS Officials

Official Identification Cards will be issued by the National Secretary indicating the National Officers name, position, and term of office. This card will be used to uniquely identify the elected officer for social functions and speaking engagements.

R. Visit Protocol

- 1. National Officials, District Directors, and State Chairs or their representatives shall inform the President of the Chapter concerned whenever a visit is intended to be made in the Chapter's area, either official or unofficial. This will allow the Chapter President time to arrange a meeting of Chapter Officers with the visiting official, or to invite the Chapter members to a general meeting at which the visitor will be an Official Guest of the Chapter and invited to speak.

2. Chapter Official and Chapter Members making visits: A Chapter Official or Member shall advise the Chapter President of any intended visits either officially or unofficially, to a National Official, District Director, or other Chapters. The Chapter President, or the person making the visit, should then send along his own personal regards, messages, or comments.

3. "Non-Official Status": Persons making a visit may request a "Non-Official" status, from the office or event visited. In such cases the visitor should not discuss SDPHS policy matters nor be asked to make any statement on SDPHS affairs. In other words, the person attends either as an official or non-official, with no "in-between status".

S. Parliamentary Law

In every organization, it is necessary to hold meetings from time to time. In order to expedite the proceedings of such meetings as well as to settle matters of dispute, it is necessary that rules of procedure be followed. In order to be able to take an intelligent interest and part in such meetings, it is essential that everyone be familiar with the most important points of Parliamentary Rules as taken from the current edition of "Robert's Rules of Order."

SECTION II - NATIONAL DATABASE

A. National Membership Master Roster

1. This roster is maintained and updated by the National Secretary and National Treasurer with copies furnished to:
 - National President
 - National Vice President
 - National Secretary
 - National Treasurer
2. Input is from new applications, notices of change of address, death reports, non-payment or lapse of dues, resignations, and personal knowledge brought to the attention of SDPHS officials.

B. National Membership Roster by State

1. This roster is printed semi-annually with the initial roster distribution within 30 days of the yearly calendar 4th quarter (January) and is distributed to the District Directors. An original is forwarded to the State Chair who shall reproduce and send a copy to each chapter.
2. Chapter Officers and State Chairs shall check these lists for errors, omissions, and changes and shall notify the National Secretary.
3. It is important to keep this roster up-to-date and as accurate as possible.

C. Dues Paid Roster

This roster is used for determining the apportionment of dues rebate which accompanies the dues rebate checks forwarded to the District Director and State Chair.

D. Roster (Organizational Chart) of National Officers, District Directors, National Appointed Officials, Committees, and State Chairs

These rosters are maintained, updated, and distributed by the National Secretary to the National Executive Board.

E. Chapter or State Rosters

1. These rosters are used for the purpose of fellowship and as an aid to the conduct of Official SDPHS Business. Care shall be taken to ensure their integrity.
2. Chapter and State Rosters shall contain the following or similar notice in a conspicuous place on the first or cover page.

SPECIAL NOTICE

This Roster is published to support fellowship and social activities and as an aid in the conduct of official business within the Organization. It MAY NOT, under any circumstances, be exploited by commercial companies or persons, or used for any POLITICAL purposes. Any violation of this policy will be considered a violation of the rules of the Sons and Daughters of Pearl Harbor Survivors, Inc. and will be dealt with accordingly.

3. Copies of Chapter Rosters shall be provided to the State Chair and informational copies may be distributed at the discretion of the responsible person publishing the roster.

SECTION III - MEMBERSHIP, PROCESSING OF APPLICATIONS, AND DUES

A. Rules of Membership/Qualifications

1. Direct Lineage Membership: Must be the son or daughter or blood descendant of a son or daughter, the stepson or stepdaughter, or the stepson's or stepdaughter's blood descendant or adopted daughter or the adopted son's or adopted daughter's blood descendant of a member of the United States Armed Forces stationed on the island of Oahu, or within three (3) miles offshore at the exact time of the attack (7:55 a.m. to 9:45 a.m.) December 7, 1941; survivor having been honorably discharged from the United States Armed Forces or received discharge under honorable conditions. Death as a result of the attack is considered "honorably discharged." All child survivors, whether or not their parent was within three (3) miles of Pearl Harbor during the attack, may be a lineage member of the SDPHS.

2. Collateral Membership: Must be the niece or nephew of a member of the United States Armed Forces stationed on the island of Oahu or within three (3) miles offshore at the exact time of the attack (7:55 a.m. to 9:45 a.m.) December 7, 1941; survivor having been honorably discharged from the United States Armed Force or received a discharge under honorable conditions. Death as a result of the attack is considered "honorably discharged." Entitled to all the rights and privileges of a member in good standing at age of eighteen (18).

3. Lineal and Collateral Membership in perpetuity eligibility: Those who are blood descendants of a member of the United States Armed Forces stationed on the island of Oahu, or within three (3) miles offshore at the exact time of the attack (7:55 a.m. to 9:45 a.m.) December 7, 1941; survivor having been honorably discharged from the United States Armed Forces or received discharge under honorable conditions. Death as a result of the attack is considered "honorably discharged."

4. Minor Membership:

a. Minors under the age of eighteen (18) years will be carried on the membership rolls as "minor lineage members" but will have no rights for holding office or voting privileges.

b. Upon reaching eighteen (18) years, a minor lineage member will pay regular adult lineage dues.

c. Minor lineage members becoming adult lineage members at the age of eighteen (18) years and in good standing will receive all voting rights and membership privileges.

5. National Honorary Membership may only be granted by the following provisions:

a. The nomination of a person for National Honorary Membership shall be made by a Chapter to the State Chair setting forth the qualifications and reasons for the nomination.

b. The State Chair shall forward the nomination to the National Executive Board with his/her recommendation at least six (6) months prior to a National Convention.

c. The National Executive Board shall investigate the nominee and shall vote to accept or reject the application. A two-thirds (2/3) affirmative vote of the National Executive Board shall be required to forward the nomination to the National Convention.

d. After a two-thirds (2/3) affirmative vote by the National Executive Board, the nominee and the reason for the nomination shall be published in the SDPHS *OFFSPRING* prior to the next National Convention.

e. Vote at the National Convention on the nomination for the National Honorary Member shall be by ballot and two-thirds (2/3) affirmative vote of the members present and voting shall be required.

6. Associate Membership:

a. Associate membership is available to any individual who supports the mission and values of the Sons and Daughters of Pearl Harbor Survivors, Inc.

b. Associate Members may participate in all National meetings and functions, but neither hold elective national offices nor vote.

c. Associate Members may participate in all Chapter meetings and functions, may hold any elected chapter office except President and Vice President, and may vote on chapter business in accordance with chapter rules.

7. An applicant cannot be presently or ever have been a member of any subversive government, organization, association, group, and/or acted as an individual which has either explicitly or implied the overthrow of the United States Government, any government agency, elected representative, or any American idealism.

8. Complete the application and submit with membership fee to the National Registrar. The current membership application will be an editable PDF form which will be posted online on the SDPHS website. It will be deemed acceptable as an official membership application.

B. Member Profile (SDPHS Form 7)

1. The responsibility for the development of a Member Profile for each member is assigned to the Chapter Secretary.

2. The purpose of the Member Profile is to record for matter of record within the organization, vital statistics of the member and member's family, the member's accomplishments, interests, hobbies, and Military Service.

3. The Member Profile (SDPHS Form 7) should be attached to and filed with the Membership Application.

C. Acknowledgment and Processing of Application

1. Acknowledgment

Acknowledge the receipt of the application by letter from the National Registrar to the prospective member.

2. Processing

a. Provide proof of lineage (relationship) to the Pearl Harbor Survivor from whom descended. Proof includes birth certificates, marriage certificates, and adoption papers.

b. Provide as much detail as possible regarding the unit/duty station of the military Pearl Harbor Survivor from whom the new member descended. (example: Hickam Field - 23rd Bomb Squadron or Ford Island VP-22).

c. Prospective members who were child survivors should provide a written account of their experience during the attack at Pearl Harbor on December 7, 1941.

3. Verification and Acceptance

a. A new applicant is not considered to be a qualified member until the application is verified and approved by the National Registrar even though the person's fee is paid.

b. When there is doubt about any statement on the application, the applicant may be requested to submit substantiating records to the National Registrar.

c. Upon acceptance, a new member shall receive a white membership card with red lettering.

D. National Dues

Membership Fee for new members	\$40.00
Annual Dues for members	20.00
Membership fee for Associate Members	15.00
Annual Dues for Associate Members	15.00
Membership fee for Minors	10.00
Membership dues for Minors	5.00
Associate Membership fee for Pearl Harbor Survivors, their spouse or widow	No Fee
Associate Membership dues for Pearl Harbor Survivors, their spouse or widow	Exempt

National dues are due on December 6th of each year with a 90 day grace period. If dues are not paid by March 7th, the member becomes inactive.

1. Mailing of Dues

Members are encouraged to mail their Annual Dues Directly to the National Treasurer, thereby eliminating the burden on the Chapter in the collecting and forwarding of the dues. However, it is important that the member notify the Chapter Treasurer when National Dues are paid.

E. Subversive Activities

1. Persons who belong to any terrorist or subversive organization or who subscribe or lend support in any way, to any group, party, doctrine, or dogma which subscribes to the overthrow of the United States Government, shall not be allowed to retain membership in the Sons and Daughters of Pearl Harbor Survivors, Inc. nor will such applicants be accepted for membership.

2. If it is determined by majority vote of the Officers of a Chapter that a member does belong to a subversive organization or subscribes to the doctrines enumerated above, these Officials shall recommend to the National Executive Board, through channels the dismissal of such member from the Organization.

3. Any member so accused has the right to appeal the findings of the Chapter Officials by requesting a hearing before the National Executive Board. Such request will be submitted through Chain-of-Command Channels.

SECTION IV - EXPENDITURE OF FUNDS AND
REIMBURSEMENT OF EXPENSES

A. The National Executive Board is the APPROVING AUTHORITY for the expenditure of funds under their control and for the reimbursement of expenses incurred by their authority consistent with the guidelines contained in the National Constitution and By-laws.

B. The National Secretary, National Treasurer and other appropriate officials will be authorized by the Executive Board to purchase expendable supplies or to make purchases and/or payments of recurring or routine nature without a directive. All major expenditures and those of an exceptional nature, however, must be authorized on an individual basis by the Executive Board, in advance.

C. Expenses incurred by Officials of SDPHS, Inc. in duly authorized travel will be reimbursed subject to the following:

1. Authorization: Travel will normally be authorized in advance. Travel plans of National Officers should be made up as far in advance as possible and submitted for approval through a directive. Such directives constitute the authority of the National Treasurer to effect reimbursement. Emergency travel may be authorized on an interim basis by telephone agreement of the National President, Vice President, Secretary, and Treasurer. Such authorization will be reported to the Executive Board on the next directive. These emergency authorizations will be held to an absolute minimum and will normally involve the travel for only one individual.

2. Mode of Travel: The mode of travel will normally be that which involves the least expense consistent with the time required. Air travel will always be Tourist or Coach Class unless it can be shown that such accommodations were not available. Travel by privately owned automobile will normally not be expected unless the distance involved is 200 miles or less, or unless two or more SDPHS Officials are traveling together on SDPHS business. The mode of travel will be determined on an individual basis considering the cost to SDPHS and the comfort of the traveler.

3. Travel Allowance Reimbursement: Travel allowances will be based upon reimbursement of actual expenses. Receipts are required by the National Treasurer for those items for which receipts are normally received such as Air Fare, Hotel/Motel bills, etc. Reimbursements will not be made for either of these expenses without receipts. Reimbursement for the use of a traveler's privately owned car will be made on the basis of the yearly Standard Mileage Rates established by the I.R.S. for business miles driven. If the distance traveled exceeds two hundred (200) miles however, the reimbursement will not exceed the cost of Tourist or Coach Class air-fare unless two or more persons are travelling together on SDPHS business. Claims for reimbursement travel expenses will be made on SDPHS Form 12 and 13 and submitted to the National Treasurer within sixty (60) days of the last day of travel.

D. All persons involved in Official travel or authorizing the expenditure of SDPHS funds should use the good judgment of a reasonable, prudent person, keeping ever in mind that the Organization exist for the benefit of ALL MEMBERS and, therefore, any official position is held in trust for the entire membership.

E. Travel and hotel accommodations will be paid in full for National President or appointed representative of the National President for the following:

1. Memorial Day Wreath Presentation, Arlington National Cemetery in Washington, D.C.
2. New Chapter Charter presentation.

F. Travel and hotel accommodations will be paid in full for officers attending National Executive Board meetings held other than during Convention.

G. Executive Board Members will be reimbursed \$35.00 per day per diem for all conventions and Executive Board meetings.

H. Executive Board Members will be reimbursed 80% of airfare to all conventions.

I. Executive Board Members will receive one (1) night room expense for current Executive Board Members and one (1) night room expense for newly elected/continuing members of the executive board for all conventions.

J. Exceptions to Section IV Expenditure of Funds can be made by the National President.

SECTION V - FINANCIAL REPORT

A. Financial Report for SDPHS Officers and Chapters - SDPHS Form 10

Form 10 shall be used exclusively to make all financial reports. These reports are due March 6th after the reporting period. The reporting period is December 7th to December 6th, inclusive of the following year.

1. National Officers, District Directors, State Chairs, Chapters and all others who receive SDPHS funds, shall submit Form 10 as follows:

a. ANNUAL REPORT:

When the office is held by the same person for the entire calendar year, the annual report will be submitted.

b. INITIAL REPORT:

As of December 31st, when a new office or chapter has been established, to cover the period from the date of office to the end of the calendar year.

c. END OF TERM REPORT:

Submitted when turning the office over to a successor covering the period from January 1st to the last day of holding office.

d. FINAL REPORT:

Submitted when the office or chapter is deactivated.

2. WHEN, WHY, and HOW to file a Form 10

a. WHEN: In accounting or auditing of books from your fiscal or calendar year, all Chapters, Directors and State Chairs must turn in their Financial Report to the National Treasurer by January 31st.

b. WHY: SDPHS Constitutional Requirements cited above. IRS Form 990, Instruction G, requires an ANNUAL REQUEST to be included in the group return from each subordinate body.

c. HOW: See below:

Fill in the line "YEAR ENDING DECEMBER 31, 20__" OF THE CURRENT YEAR.

From: Fill in title and name of person completing the report for example:

State Chair - John Jones - Address

or

Horizon Chapter, National #177 - Address

Balance: Beginning January 1, 20__: \$_____ from your last report OR amount received from previous State Chair or Chapter Treasurer.

End of Year Balance: Equals total amount received MINUS total amount disbursed.

d. Bottom section of Form 10 should be completed when there is a change of officers as noted in Form 8 "Report of Chapter Officers."

The completed form will be sent to the National Treasurer and one (1) copy is to be made for your file.

BE SPECIFIC, BE COMPLETE, TYPE OR PRINT AND PLEASE BE NEAT.

B. RECEIPTS and DISBURSEMENTS

Receipts for disbursements need not be submitted with Financial Reports but should be retained as Official Records. Financial records will not be destroyed until AUDITED or ACCEPTED as accurate by a successor in office. In no case will financial records be destroyed before two (2) years after the end of the Accounting Year. Financial Records of deactivated offices will be forwarded to the National Treasurer.

C. SONS and DAUGHTERS of PEARL HARBOR SURVIVORS, Inc. - FISCAL YEAR

The Sons and Daughters of Pearl Harbor Survivors, Inc. fiscal year shall be December 7th through December 6th. Fiscal quarters are December 7th to February 28/29, March 1st to May 31st, June 1st to August 31st, September 1st to December 6th.

SECTION VI - TAX STATUS FOR SDPHS

A. TAX STATUS FOR SDPHS, INC.

The Internal Revenue Service and U.S. Treasury Department has determined that SDPHS, Inc. is exempt from Federal Income Tax under the provisions of Section 501(C)3 of the Internal Revenue Code.

B. TAX STATUS OF SUBORDINATE ORGANIZATIONS

For tax exempt purposes, SDPHS, Inc. is a Central Organization that has Subordinate Organizations (Chapters) under its supervision. This means that, the Central Organization (the National Treasurer's Office) includes Chapter information in the National Office Application to the IRS and annual filing of the IRS Form 990N. In addition, Chapters must submit IRS Form 990N E-filing (e-postcard) RETURN OF ORGANIZATION EXEMPT FROM INCOME TAX, in lieu of the regular business tax return before May 15 each year. This privilege applies to those Chapters with gross receipts of less than \$50,000.00

1. Chapters are required to send an annual letter to the National Treasurer of SDPHS, Inc., requesting blanket coverage as indicated in Appendix I. This letter must be renewed when a new slate of Officers is elected as reported on SDPHS Form 8.

2. Each Chapter must file FINANCIAL REPORT for SDPHS OFFICERS and CHAPTERS Form 10 with the National Treasurer's Office by March 6th of each year.

C. IRS FORM 990 - RETURN OF ORGANIZATION EXEMPT FROM INCOME TAX

1. Detailed instructions for filing the e-Postcard are available from the IRS. Address of the Chapter or other subordinate organizations should be that of the Officer preparing the return. Normally, the Officer submitting the return is the Treasurer or Secretary/Treasurer.

2. The EMPLOYER IDENTIFICATION NUMBER used in this sample is the number to be used on their FIRST RETURN. The Chapter should, on the first filing, request the IRS to provide them their own number, using Form SS-4, Application for Employer Identification Number. The number should be used when filing all subsequent returns. Once this number has been assigned, the IRS Form 990 and instructions for its completion should be received by each Chapter each year from the IRS.

3. The National Chartered Chapters together with their authorized Chapter Employer Identification number (EIN), which is to be used when filing IRS Form 990 RETURN OF ORGANIZATION EXEMPT FROM INCOME TAX, are listed in Appendix A.

SECTION VII - DISTRICT ORGANIZATION

A. District Alignment

The United States of America shall be geographically divided into eight (8) districts.

District 1 shall consist of: Alaska, California, Hawaii, and Nevada.

District 2 shall consist of: Idaho, Montana, Oregon, Washington, and Wyoming.

District 3 shall consist of: Arizona, Colorado, Kansas, Nebraska, New Mexico, Oklahoma, and Utah.

District 4 shall consist of: Arkansas, Louisiana, Missouri, and Texas.

District 5 shall consist of: Illinois, Indiana, Iowa, Minnesota, North Dakota, South Dakota, and Wisconsin.

District 6 shall consist of: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee.

District 7 shall consist of: Delaware, Maryland, Michigan, New Jersey, Ohio, Pennsylvania, Virginia, West Virginia, and District of Columbia.

District 8 shall consist of: Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont.

B. District Director

In addition to responsibilities specified in the NCBL:

1. Shall be a member in good standing and perform their duties without salary.
2. Shall be the Chief Executive Officer of the SDPHS within their district.
3. Shall preside over the District Convention.
4. Shall recommend to the National President persons to be considered for State Chairs when a state does not hold an election.
5. Shall upon termination of their term of office, surrender all books, records, membership lists, monies, and properties to their duly elected successor.

C. District Finance

1. Monies made at District Conventions may be allocated to the District Director when agreed upon at District Conventions between the hosting Chapter(s) and State(s) offices.
2. Monies will be distributed by the National Treasurer not to exceed annually \$1.75 per Active Members in district states as of March 6th, according to the National Database.
3. The National Treasurer will notify each District Director of the district's annual allotment in March.

4. Monies will be distributed by the National Treasurer to the District Director upon receiving receipts for operating expenses such as postage, office supplies, and printing costs.

5. District Directors receiving funds shall remit Financial Report for SDPHS Officers and Chapters for the calendar year ending December 31 by January 31st after the reporting period, according to Section V of this Handbook (SDPHS Form 10).

SECTION VIII - STATE ORGANIZATION

A. State Officers

In order to facilitate and further the objectives of the SDPHS, each state may form a state staff of elected State Officers, State Board of Trustees and the National Chartered Chapters within the State. The elected State Officers should be the State Chair, Vice State Chair (one or more) and Secretary/Treasurer (in combination or separate).

B. Elections

1. All active members residing within the state must be notified of the election prior to the state convention by the State Chair or District Director.
2. Except as noted in Section X, all nominations for the State Officers shall be made in open convention and elections shall be by ballot vote. It shall require a majority of all votes cast to elect to office the State Chair, Vice State Chair, and Secretary/Treasurer. In the event there are more than two (2) candidates for any of the State Offices and no candidate received a majority of the votes cast, the person receiving the lowest number of votes shall be dropped and another ballot taken. This procedure shall be followed until a majority is received by a candidate.
3. A term of Office shall be two (2) years, or the interval between State Conventions.

C. Qualifications

1. Shall be a SDPHS member in good standing.
2. Shall be a resident of the state from which elected or appointed to office.

D. Obligations

1. Shall perform their duties without salary.
2. Shall devote sufficient time and effort to locate new sons and daughters of Pearl Harbor Survivors within their state and encourage their membership in SDPHS.
3. Shall encourage the formation of local Chartered Chapters.
4. Shall be responsible to the National Executive Board for their Official acts.
5. Shall abide by the National Constitution and By-laws of SDPHS.
6. Shall upon termination of their term of office, surrender all books, records, membership lists, monies and properties to their duly elected successor.
7. Shall follow all orders issued by the National President or the Executive Board.
8. Written acceptance of appointment as State Chair or results of State Elections shall be sent to the National Secretary.

E. Privileges

State staffs may adopt their own By-laws. However, such By-laws must not be in conflict with the National Constitution and By-laws and must be approved by at State Convention. All such State By-laws must be presented to and approved by the National Executive Board.

F. State Chair

1. Shall be the Chief Executive Officer of the SDPHS within the State.
2. Shall preside over the State Convention.
3. Shall appoint Chairs and subordinate bodies to all State Committees and instruct them in their duties.
4. Shall be the presiding officer of the State Executive Board.
5. Shall appoint qualified and eligible members to fill vacancies in any elective state office for the remaining term of that office.
6. Shall designate Chapter boundaries.

G. Vice State Chair

1. Reside in the area for which they were elected, if more than one.
2. Assist the State Chair.
3. Be recommended by the District Director to the National President to succeed the State Chair's Office in the event of its vacancy prior to a regular election.

H. State Secretary

1. Prepare and preserve the minutes of the State Convention and Executive Board meetings. These records will contain all subjects, approved and disapproved.
2. Publish and provide upon request the minutes of the last convention.
3. Write and transmit all correspondence. Maintain copies of correspondence and replies as directed by the State Chair and Executive Board for the general membership.

I. State Treasurer

1. Establish a SDPHS state staff bank account, signature cards for this account with not less than two (2) authorized signatures (Chair and Treasurer) for the purpose of security of SDPHS staff funds.
2. Maintain a record of all income and expenditures.
3. Pay all debts officially incurred by the SDPHS staff.
4. Present a financial audit of funds to the State Trustees at least once during the year for review and approval. This audit, when approved, must be signed by the Board of Trustees.
5. Report and file all finances of the SDPHS state staff office to the Internal Revenue Service and State Franchise Tax Board as required by Law.
6. Upon request of the National Administrative Office of the Sons and Daughters of Pearl Harbor Survivors, Inc., furnish any and all reports of SDPHS state finances.
7. Prepare annually, for dissemination at the State Convention, a Statement of operation and conditions of the SDPHS Staff Office.

J. State Board of Trustees

The establishment of a Board of Trustees shall be left to the discretion of the state in convention. The state By-laws shall define the method of selecting the trustees and establish the number of trustees to serve. The duties and responsibilities shall be defined in the state By-laws.

K. State Executive Board

1. The SDPHS State Executive Board will consist of the following:
 - a. Elected SDPHS State Officers.
 - b. SDPHS State Board of Trustees when established.
2. The SDPHS State Executive Board shall meet when called by the State Chair or when a special meeting is called by a board member and agreed to by other members of the board.

L. State Office Finance

1. Shall be financed for operation expenses by resolution adopted by majority vote of National Chartered Chapters in states holding State Conventions.
2. Monies will be distributed by the National Treasurer not to exceed annually \$.75 per Active Members in said state as of March 7th, according to the National Database.
3. The National Treasurer will notify each State Chair of their annual allotment in March. If there is no state chair, the allotted monies may be used to start a chapter, upon recommendation of the District Director and the receiving of receipts for said purpose.
4. Monies will be distributed by the National Treasurer to the State Chair upon receiving receipts for operating expenses such as postage, office supplies, and printing costs.
5. Monies made at State Conventions may be allocated to the State Office when agreed upon at State Conventions between the hosting Chapter(s) and the State Office.
6. Shall remit Financial Report for SDPHS Officers and Chapters (SDPHS Form 10) for the calendar year ending December 31 by January 31 after the reporting period, according to Section V of this Handbook.

M. Election of State Chair

1. Where states do not hold State Conventions to elect State Chairs, they may elect their State Chair by U.S. Mail Ballots, if so desired by the following procedure.
 - a. The incumbent State Chair shall notify all Chapters within the State by mail at least one hundred eighty (180) days prior to the expiration of the term of office of the State Chair.
 - b. Nominations shall be forwarded to the State Chair by U.S. Mail at least forty-five (45) days prior to the expiration of the State Chair's term of office.
 - c. The State Chair shall mail ballots to all members of the State in good standing at least thirty (30) days prior to the expiration of the term of office. Members shall mark their ballots and return them by U.S. Mail to the applicable District Director by the deadline specified on the Ballot.
 - d. The District Director shall tally the ballot.

2. The person receiving the largest number of votes shall be declared the winner. The National Secretary and the local Chapters shall be notified by U.S. Mail of the results.

SECTION IX - CHAPTER ORGANIZATION

A. Officers

1. The National Constitution and By-laws require that Chapters elect a President, Vice President, Secretary, Treasurer, and three (3) Trustees.

2. Chapter Officers shall be members in good standing and chosen for their ability to work, their enthusiasm and interest in support of the Chapter to make it operate efficiently, and to grow. Members are discouraged from accepting office when they will not have the time, energy, or willingness to fulfill the requirements of that office. Continued growth of a chapter depends upon the leadership and good internal organization. An officer may be replaced after two (2) unexcused absences from the regular meetings. An excused absence is defined as one in which advanced notice was given to another officer.

B. Chapter President

1. Presides at all meetings of the membership and the Chapter Executive Board and votes only in the case of ties. The president shall read and be familiar with this Handbook, the NCBL and Chapter By-Laws (if any).

2. Is an Ex-Officio Member of all committees, except the Nominating Committee.

3. Appoints the chair for the various Chapter committees. The newly elected Chapter President should, as soon as possible after assuming office, either re-appoint the current officials or appoint new ones.

4. May serve on the State Executive Board at the discretion of the State Chair.

C. Chapter Vice President

1. Assists the President and performs tasks as directed.

2. Succeeds to the Presidency in the event of its vacancy until the regular election.

3. Presides for the President in the event of his/her absence.

4. The Vice President shall read and be familiar with this Handbook, the NCBL, and Chapter By-laws (if any).

D. Chapter Secretary

1. The Chapter Secretary is the Business Manager of the Chapter and shall ensure that actions, reports, and notices are submitted, in accordance with this Handbook and other instructions and directives from proper authority.

2. The Chapter Secretary shall read and be familiar with this Handbook, the NCBL and By-laws of the Chapter (if any), and shall perform the duties specified. In addition, the Secretary shall:

a. Keep a record of all proceedings of the meetings and the Chapter Executive Board.

b. Safely keep all books, papers, records, documents, and SDPHS property belonging to the Chapter and to SDPHS.

- c. Receive, submit, prepare, and monitor all official correspondence of the Chapter.
- d. Mail out notices of meetings of the membership and the Chapter Executive Board.
- e. Maintain a working liaison with other Chapter Secretaries within the state area.
- f. Prepare a member profile for each Chapter member.
- g. Perform such duties commensurate with this Office, National Administrative Office, Chapter President, or Chapter Executive Board.

E. Chapter Treasurer

- 1. The Chapter Treasurer is the Financial Officer for the Chapter and should serve on appropriate committees dealing with money management, funds, dues, etc.
- 2. The Chapter Treasurer shall read and be familiar with this Handbook, the NCBL, and By-laws of the Chapter (if any) and perform the duties specified.
 - a. Keep an account of all monies, credit, and property of any nature of the Chapter.
 - b. Receive, deposit, and keep an accurate account of all Chapter money.
 - c. Expend and keep an accurate account of all money disbursed by the Chapter.
 - d. Maintain an approved depository, establishing a two (2) signature checking account and arrange that all expenditures be paid by check.
 - e. Maintain an approved financial accounting system subject to audit.
 - f. Prepare and submit a Financial Report (Form 10). See Section V.
 - g. Perform such other duties commensurate with the Office and as may be required by the National Financial Office, Chapter President, or Chapter Executive Board.

F. Chapter Trustees

The Chapter Trustees shall annually examine the financial records of the local Chapter and furnish the National Treasurer with a signed SDPHS Form 16 listing operations and conditions as of December 31st. This report is due on or before March 6th of the following year.

G. Chapter Executive Board (CEB)

- 1. A Chapter Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and three (3) Trustees who shall meet semi-annually. The immediate past President may be an honorary member of the Chapter Executive Board with or without vote and is invited to all meetings of the CEB.
- 2. The Chapter Executive Board may be presented with and decide upon the following:
 - a. Issues involving the expenditure of Chapter funds.

b. Determine means of implementing instructions received from higher authority regarding routine Chapter operations.

c. All grievances from members.

d. Other matters as determined by the Chapter.

H. Appointed Chapter Officials

The Chapter President may appoint other Chapter members to duties as required. Appointed officials may include, but are not limited to, the following:

- | | |
|--------------------|---------------------|
| 1. Chaplain | 4. Photographer |
| 2. Sargent-at-Arms | 5. Historian |
| 3. Parliamentarian | 6. Public Relations |

I. Past Chapter Presidents

1. The immediate past President may be an honorary member of the Chapter Executive Board, with or without voting privileges.

2. Past Presidents are a source of knowledge and experience in Chapter affairs and the use of their expertise should not be overlooked.

J. Report of Chapter Officers

1. Upon the election of new officers, a report of Chapter Officers (SDPHS Form 8) shall be submitted directly to the National Secretary and National Treasurer with copies to the appropriate State Chair and District Director.

2. Changes to the Report of Chapter Officers (SDPHS Form 8) are normally submitted on Changes to Officers Report (SDPHS Form 9). However, the complete roster (SDPHS Form 8) may be submitted at any time deemed appropriate.

3. A new IRS Blanket Request Copy should be attached for the National Treasurer See Section VI.

K. Chapter Committees

Upon assuming the office of Chapter President, the President should appoint chapter committees which may include, but are not limited to, the following:

1. Program Committee

a. The Chapter Vice President is usually appointed chair of the Program Committee. The Vice President should select other members for the committee.

b. Popular program areas are current events, travel, patriotism, etc. Special programs would be in order for annual meetings, installation of officers (Appendix D), and of course, for the one day of each year, December 7th, when a solemn gathering would give TRUE meaning to the existence of our organization.

Appendix E is a sample program for a SDPHS December 7th Memorial Service.

2. Legislative and By-laws Committee

a. The committee members should be interested in the programs of the National Organization, so they may assist in national objectives.

b. This committee also receives, studies, and makes recommendations to the Chapter Executive Board on changes, modifications, additions, or deletions to the National (or Chapter) By-laws.

3. Ways and Means Committee

This committee is charged with providing the Chapter with needed funds to obtain their goals. Manufacturing items using the SDPHS emblem must have the approval of the National Executive Board. Upon approval, a photo and description of the item and price must be provided to the National Administrative Office.

4. Public Relations and Publicity Committee

a. A person familiar with the publicity media, should be appointed as chair of this committee.

b. Local publicity is the best. Publicize your meetings, gatherings and participation in local community events.

c. Statewide news releases should be cleared with the appropriate State Chair.

d. National news releases should be cleared with the appropriate National Officer.

5. Welfare Committees

A committee should be appointed to assist members and others at times that are difficult.

6. Other Committees

Other committees may include, but are not limited to, the following:

Membership	Summer picnics, fish-fries
Social Affairs	Installation of Officers
Annual December 7 th Memorial Services	

SECTION X - CHAPTER BOUNDARIES, MEMBERSHIP AND BY-LAWS

A. Boundaries and Membership

1. Unless otherwise authorized by a State Chair or higher official, members residing within the established boundaries of a Chapter shall, for all administrative purposes, be considered a member of that chapter.
2. Chapter boundaries will be determined by the State Chair. See Section I.N.
3. Members may attend and participate in the affairs of other Chapters, without voting privileges, at the discretion of the chapters concerned.

B. Chapter By-laws

1. Chapters may adopt their own By-laws. However, such By-laws may not be in conflict with the National Constitution and By-laws.
2. Chapter By-laws must be forwarded through Chain-of-Command channels for approval by the National Executive Board.

SECTION XI - CHAPTER MEETINGS

A. General

1. Chapter meetings shall be conducted as required by the National Constitution and By-laws, and the SDPHS Handbook.
2. The American Flag shall always be displayed at Chapter meetings.
3. Frequency of meetings, times, and places are the responsibility of the Chapter.
4. Chapter meetings shall be conducted in a business-like manner.
5. Strive to make chapter meetings interesting and to conclude at a reasonable hour.
6. Recognize the members who have participated in special events, jobs well done, birthdays and anniversaries, etc.
7. New members should be given special attention when they attend their first meeting.
8. Chapters may swear-in new members with a ceremony and the following oath.

New Members Oath

I, _____, swear before the membership present that I will abide by, honor and respect any and all rules and regulations of the Sons and Daughters of Pearl Harbor Survivors, Inc., Constitution and By-laws, it's Amendments and Directives and I will conduct myself and my actions to the best interest of the Sons and Daughters of Pearl Harbor Survivors organization and will never forget that members of the organization everywhere are my trusted and loyal friends, so help me God.

9. Associate Members may participate in all Chapter meetings and functions, may hold any elected Chapter office except President and Vice President, and may vote on Chapter business in accordance with Chapter rules.
10. Appendix F is an example of a general Order of Business that may be altered to fit any occasion.

SECTION XII - CHAPTER FINANCE

A. Source of Funds

1. Adequate funds are required to perform and to meet operating expenses.
2. Each Chapter finds its own "Best Ways" in raising funds.

B. Fixed Operating Costs

Listed here are a few of the normal expenses:

Newsletters	Legislative Material
Postage	Office Supplies
Print By-laws	Awards, Prizes, Ballots
Membership Campaigns	Printed Rosters

C. Chapter Dues

1. Chapter dues must be approved by the Membership of the Chapter.
2. The Administration of Chapter dues shall be specified in the Chapter By-laws (if any).

D. Report of Chapter Officers (SDPHS Form 8)

1. Chapters will receive either fifty dollars (\$50.00) or one hundred dollars (\$100.00) based on the number of active members. Active members are those who are current with their National Annual Dues.
2. Chapters who report less than 15 active members will receive \$50.00. Chapters with 15 or more members will receive \$100.00 by including a roster of active members with names and addresses.
3. This money is to be used for Chapter expenses (i.e. stationary, stamps).
4. The Report of Chapter Officers (Form 8) must be received by the National Secretary on or before March 7 of each year.

SECTION XIII - COMMUNICATION

A. Chain-Of-Command Communications

Members or Officers are not prohibited from writing directly to the National President, National Vice President, National Secretary, National Treasurer, or any other Official at any level. However, in the interest of sound business management, all official correspondence, pertaining to policy matters, suggestions, complaints, grievances, or By-laws shall be routed through Chain-of-Command channels as follows:

Member to Chapter President
Chapter President to State Chair
State Chair to District Director
District Director to National President

Each Officer must forward the Original Letter, through the established Chain-of-Command, expeditiously.

EXAMPLES

1. Member John and/or Jane Doe has a problem and seeks an answer from his Chapter President.
 - a. Member states the problem in a letter to the Chapter President.
 - b. The Chapter President should make every attempt to settle the problem. If unable to do so, the findings should be forward to the State Chair advising the Member of the action.
2. If the State Chair is unable to resolve the problem, the Member's letter will be forwarded to the District Director advising the Chapter President of the action.
3. If the District Director is unable to resolve the problem, the Member's letter and the State Chair and District Director findings, will be forwarded to the National Executive Board via the President advising the State Chair of the action.
4. The National President will take action, appropriate to the situation. In the event a determination has not been decided, the President will refer the matter to the National Executive Board for a decision. Results of the decision will be returned through the District Director, State Chair, and Chapter President. All decisions are final.

B. Grievances

1. Any member wishing to file a grievance may do so. Such grievances should go through Official Channels, either by appearing in person or by letter.
2. The body initially receiving the report shall call a meeting of the body's board to consider the grievance. Each level at which a body convenes to consider a grievance shall attempt to resolve it to the satisfaction of the aggrieved. Grievances not resolved should be forwarded to the next higher level (i.e. from local Chapter to State, to District, to National President, to National Executive Board). Grievances resolved to the satisfaction of the aggrieved will be returned through the same channels received but will not be forwarded to a higher level. An attachment stating that such a meeting was held shall be repeated at each level of authority.

3. Members are entitled to take grievances before the National Executive Board either in person or in writing.

4. The National Executive Board shall investigate all matters referred to them and after reaching a decision shall submit such a decision back through all levels of authority to the originator.

5. The findings and decision of the National Executive Board shall be final in all cases.

C. Appeals

1. If a member or Chapter is suspended or revoked under NCBL Article VI Section 4 Subsection D or E, the member or Chapter shall have the right to appeal.

2. A notice of appeal shall be forwarded to the Executive Board, through the National President, within three (3) days of the receipt of notification of the original suspension. Such notice of appeal shall be made in writing by registered mail.

3. Such appeal must be based on merit.

4. A majority vote of the Executive Board shall be needed to hear an appeal.

5. Should an appeal have merit, a three (3) member board, consisting of one (1) member appointed by the President, one (1) member appointed by the District Director, and one (1) member appointed by the appellant, shall hear the appeal and render a decision with a majority vote determining the outcome.

6. In the event no District Director presides over the appellant, the District Director closest to the appellant will serve on the panel.

7. There will be no further appeal once the Appeal Board has rendered a decision.

D. Welfare

1. No member shall accuse, condemn, or ridicule a fellow member.

2. All complaints shall be forwarded in writing to the Executive Board through the National President.

3. All violations of Section XIII.D.1, will be deemed intentional and subject to provisions under NCBL Article VI Section 4 Subsection E.

E. Routine Reports and Actions

Routine reports and actions may be handled directly with the National Secretary or National Treasurer. Copies shall be provided to those intermediate Officials, as requested. See SDPHS Forms and Distribution sheet for proper addresses.

Some of the actions are:

- | | |
|---------------------------------|------------------------------|
| * DEATH REPORTS | * REPORT OF CHAPTER OFFICERS |
| * ROSTER CHANGE REPORTS | * FINANCIAL REPORTS |
| * IRS BLANKET COVERAGE REQUESTS | * CHAPTER OFFICE |

F. Direct Reply Letters

From time to time a communication from a higher level of authority requests or requires a reply to go to someone other than the originator. In this or a similar case, send a copy of the reply to the originator.

G. "By Direction" from the National or Chapter President

Verbal or written permission is given to the Secretary to write a letter on behalf of the President without requiring a Presidential signature.

SECTION XIV - RESOLUTIONS, AMENDMENTS & CHANGES

A. Resolutions to the NCBL

1. Resolutions and proposals seeking changes in the National Constitution and By-laws must be submitted six (6) months prior to the regularly scheduled Executive Board meeting being held during the National Convention. Upon approval, all resolutions and proposals will be on the election ballot. The ballots will be processed and counted in accordance to NCBL Section VIII.

2. Resolutions may be submitted by individual members, by Chapters, or adopted at State Conventions and submitted by the State Chair representing all members of their state. If submitted by a Chapter or State Organization, they should be signed by the Chapter President or State Chair. A statement should be included concerning the organization's approval, date approved, number of members present and voting, and results of the votes cast.

3. Resolutions will be submitted on SDPHS Form 2. They should be typewritten, if possible, and submitted through the chain-of-command. State Chairs and District Directors will review and comment on them as they proceed through the review process.

B. Amendments to this Handbook.

1. This Handbook may be amended or suspended by a majority vote at any Executive Board Meeting.

2. Amendments or changes to the SDPHS Handbook should be sent to the National President (Handbook Administrator) on SDPHS Form 17.

3. If the Amendment is approved, the Amended page will be distributed according to the Distribution Schedule and through the Chain of Command.

B. Automatic Changes to NCBL and Handbook

1. Automatic grammatical and correlation changes to the NCBL or Handbook, or amendments thereto, which in no way alter the intent of the respective By-law, standing rule or amendment shall be affected either by the SDPHS National President or chair of the By-Laws Committee or Parliamentarian.

SECTION XV - NATIONAL CONVENTIONS

A. Observance of December 7th

1. One of the most important functions of the Sons and Daughters of Pearl Harbor Survivors, Inc. is to hold and support appropriate services, commemorating the attack on the Island of Oahu December 7th. These services are traditionally a highlight of National Conventions.
2. These observances should be of short duration. An effort should be made to obtain participation of veterans' organizations. Contact the local media and work hard at publicizing this function and developing maximum support of the community.
3. A sample program indoors or outdoors is attached as Appendix E.
4. State Chairs should contact the Governor of their state asking he/her proclaim December 7th "Pearl Harbor Remembrance Day". A proclamation request to the Governor is included as Appendix J. A model of addresses for many different Officials is included in Appendix K, should you have the need to contact them in your quest for featured speaker, local (city) proclamation or "Pearl Harbor Remembrance Day," or other types of support for your Chapter.

B. Site Selection

1. The National Convention should be held where there is a Chapter in the host city or close enough to properly oversee the preparations prior to and during the convention.
2. The site selection shall provide facilities to adequately support the estimated number of attendees with sleeping rooms, banquet seating, district meetings, reunions, and space for the small stores and memorial displays.
3. The bid for the proposed National Convention site shall be made at a National Convention in session at least two (2) years prior to the proposed convention.
4. Approval for the site shall be made by vote of the membership at the National Convention in session and the results of the vote published in the *Offspring*.

C. Frequency

The National Convention shall be held at such time as to include the date of December 7th. The official time of the SDPHS Memorial Service shall be 0755 hours (7:55 a.m.) Honolulu time, commemorating the exact time of the attack at Pearl Harbor on December 7, 1941. National Conventions shall be held biannually on even numbered years only. Effective December 2006, every 5th National Convention shall be held in Honolulu, Hawaii in remembrance of the attack.

D. National Convention Guidelines

1. National Convention Coordinator should be from the same area where the convention is held.
2. The National Convention Coordinator will be appointed by and be responsible to the National President for their actions. Among the responsibilities: planning of the affair with four (4) National Officers including hotel arrangements, meal, entertainment, printing, etc.

3. At the discretion of the National President, all registrations, registration fees and ad money may be sent to the host Chapter and placed in the SDPHS bank account. Withdrawals to be made only by the National Treasurer.
4. All pre-convention costs are to be paid by the National Treasurer upon receipt of invoices from the Coordinator, with approval so noted.
5. Hotel contracts must be signed by the National President and National Treasurer. All other contracts and agreements are to be made by the Coordinator in conjunction with the Host Chapter and approved by the National Treasurer.
6. The National Treasurer and Coordinator will be jointly responsible for submitting a detail financial report to the Executive Board and National Officers within ninety (90) days of the close of business affairs of the Convention, the report to be issued by the National Treasurer.
7. SDPHS will be responsible for all approved expenses of the Convention. The National Treasurer will have complete control of all expenditures except for the Petty Cash Fund of the Coordinator.
8. A petty cash fund of one thousand (\$1,000.00) dollars will be furnished from the SDPHS funds for the Coordinator to use for small items. The Coordinator will be responsible for submitting a Form 12 and 13 to the National Treasurer for replenishing of said fund.
9. A set of financial books will be set up by the Coordinator in conjunction with the National Treasurer.
10. If clerical help is needed by the Coordinator, such help will be paid by SDPHS, but will be arranged for locally at rates to be determined.
11. The local Chapter has certain auxiliary rights pertaining to the Convention, but they must be agreed upon in advance and approved by the Executive Board. Such items can be raffles (local only), sale of souvenirs, side trips, or special events.
12. The Host Chapter may receive up to fifteen percent (15%) of the net proceeds. Percentage to be determined by the parties to the contract. National Treasurer to pay after all Convention accounts are closed and the final Financial Report has been made.
13. All registration fees and advertising costs shall be recommended by the Host Chapter and approved in conjunction with the National President and National Treasurer, with information to the Executive Board and National Officers, based on minimum attendance expected at the convention.
14. All money deposited in SDPHS bank account to be transferred at completion of the Convention, or before, if needed to pay hotel bills, etc. Upon replacement of the Convention costs previously paid by SDPHS, a stated percentage of the balance to be returned to the Host Chapter (ref. item 12) and the remainder to go into the National Treasury.
15. If at all possible, the Guest Speaker at the Memorial Service is to be a Pearl Harbor Survivor.
16. The National Secretary is responsible for taking, recording, and transcribing the minutes of the meeting(s). The coordinator will arrange for clerical help with the approval of the National Secretary.

17. A contract shall be drawn up between the National Organization and the Host Chapter(s) with the detail from the preceding included and signed by the National President and the National Treasurer, and the President of the Host Chapter(s), and witnessed by the Host Chapter Secretary.

18. Any sporting events held at the National Convention shall be self-supporting.

SECTION XVI - SMALL STORES

A. National Storekeeper (Responsibilities and Duties)

1. Sell, maintain and control of SDPHS National products for sale as a courtesy to the members.
 - a. Small store items will be listed in the SDPHS newsletter (*Offspring*) with cost and postage.
 - b. Compose advertisement(s) in the *Offspring* as "Items for Sale". Update as required and advise the *Offspring* Editor of any changes in items, prices, etc.
 - c. Purchasing Agent for the Small Stores' items. Monitor inventory levels and order as required. After approval of invoices for the same, invoices forwarded to the National Treasurer for payment.
 - d. Orders are filled daily, packaged, and usually mailed the day after receipt. Detailed records are kept of these transactions.
 - e. Sales receipts (checks) are mailed to the National Treasurer on a weekly basis.
 - f. Handle all correspondence concerning the office of the National Storekeeper.
 - g. Petty Cash Fund may be maintained for postage, packaging supplies, miscellaneous office supplies, etc.

B. Sale of Small Store Items at National Convention

1. Make arrangements for displaying Small Store items at National Conventions.
 - a. In conjunction with Executive Board Members, inspect Convention site prior to Convention to arrange for sales rooms and display areas:
 - 1) Provide adequate space for Small Stores.
 - 2) Provide space for Chapters and/or "civilian" sellers. All civilian sellers must sign a SDPHS contract releasing the SDPHS Organization of product and personal liability and requesting a donation to the SDPHS Organization.
 - 3) Provide proper space for displays.
 - 4) Considerations: Security, fire regulations, room sizes, quantity of tables required, bulletin boards, easels, etc.
2. Make Arrangements for shipment of Small Stores Items for sale to National Conventions.
 - a. Either commercial freight lines or personal vehicles may be used.
 - 1) Procure estimates from freight lines and make determination.
 - 2) Finalize all packaging, crating of sales items for shipment.
3. Annual Reports Submitted to National Treasurer
 - a. Submit inventory of Small Stores items for sale.
 - b. Submit inventory of office equipment and supplies.
 - c. Submit report of Petty Cash Fund.

C. Approval of New Items

The National Executive Board must approve new items using the SDPHS Emblem that a Chapter or State wishes to place on sale. Item and request shall be submitted through channels to the National Administrative Office.

D. Items from Other Sources

Following are procedures for dealing with contracted vendors for the protection of our members and others who purchase their products offered for sale:

1. All orders and monies to be handled by the National Treasurer.
2. Order to be submitted in triplicate:
 - a. Original to vendor.
 - b. Copy to purchaser.
 - c. Copy to the National Treasurer.
3. Checks or money orders are to be made out to SDPHS, Inc. and sent with the copy of the purchase order to the National Treasurer.
4. All monies so received shall be placed in the National Treasury.
5. Upon satisfactory product delivery to the purchaser:
 - a. Purchaser notifies the National Treasurer.
 - b. National Treasurer issues a check to the vendor.
6. Accounting and audit of the separate account will be jointly shared by the National Treasurer and National Trustees.

SECTION XVII - OFFICIAL SDPHS ATTIRE

A. The Official Colors of Apparel for SDPHS shall be:

1. Blazers or jackets - red, white, or navy blue
2. Slacks (no jeans) or skirts - white, navy blue, or black
3. Shirts - red or white

B. Official SDPHS Uniform Hat

The Official SDPHS Uniform Hat (Overseas Cap) is a white wedge-shaped cap with a red crown of cotton or woolen fabric, worn as part of the SDPHS attire.

C. Embroidery for SDPHS Hat and Sash

1. SDPHS Uniform Hat

- a. Members may embroider on the right side in the white field behind the SDPHS patch,
 - 1) their ancestor's name and ship or duty station or
 - 2) their SDPHS office title above the years served in the office.
- b. The embroidery shall be in one-quarter ($\frac{1}{4}$) inch, blocked red letters in two straight lines.
- c. Child Survivors (those who were on Oahu Dec. 7, 1941) may add the words Child Survivor above the ancestor's name and ship or duty station on a third straight line in one-quarter ($\frac{1}{4}$) inch, blocked red letters.
- d. The hat may be worn by Associate Members. The word Associate should be embroidered on the right side in the white field behind the SDPHS patch. The embroidery should be in blocked red letters in a straight line.

2. SDPHS Red Sash

- a. SDPHS members may embroider their ancestor's name and ship or station in the center of the sash back.
- b. The embroidery shall be in one (1) inch white block letters in two straight lines with the ancestor's name being on the first line and ship or station on the second line.

SECTION XVIII - SDPHS HISTORICAL PROGRAM

A. National Historian

1. Curator of Artifacts/Memorabilia
 - a. Accept donations of Artifacts/Memorabilia from various sources.
 - b. Acknowledge by letter to donor on behalf of SDPHS, Inc.
 - c. Enter item in Inventory of Artifacts/Memorabilia.
 - d. Prepare items for display such as framing, binding, refurbishing, and repairing, etc.
 - e. Provide safe and secure storage space including crates and/or cartons.
2. Make Arrangements for Displaying Artifacts/Memorabilia at National Conventions.

In conjunction with Executive Board members, inspect Convention site prior to Convention to arrange for display areas:

- a. Provide adequate space for display of Artifacts/Memorabilia.
 - b. Provide space for Chapters for display of Artifacts/Memorabilia.
 - c. Considerations: Security, fire regulations, room sizes, quantity of tables required, bulletin boards, easels, etc.
3. Make Arrangements for Shipment of Artifacts/Memorabilia to National Conventions.

Either commercial freight lines or personal vehicles may be used.

 - a. Procure estimates from freight lines and make determination.
 - b. Finalize all packaging, crating of Artifacts/Memorabilia for shipment.
4. Submit annual report of inventory of Artifacts/Memorabilia to the four National Officers - President, Vice-President, Secretary and Treasurer.
5. Publish National History as an insert when up-to-date information is received by the National Executive Office.

B. District History

District Directors shall submit their district histories at the end of each term of office (normally two [2] years) providing time to reach the National Historian no later than six (6) months after leaving office.

C. Chapter History

The Chapter History should be submitted yearly and sent to the National Historian by May 15th. of each year. The National Historian's name and address is published in the *Offspring*.

D. Chapter Historian

1. The Chapter Historian should be the person who is willing to devote time and effort to the task of putting together the events of the year into a historical form.

The Chapter Secretary shall make the Chapter minutes and other records available for the use of the Historian.

2. For states with no Chapters, the State Chair shall prepare and submit yearly histories for the State.

3. Direct mail communication is authorized between all SDPHS Historians in matters pertaining to SDPHS histories, the preparation, and submission thereof.

SECTION XIX - OFFSPRING

A. General Information

1. The *Offspring* is the official publication of the Sons and Daughters of Pearl Harbor Survivors, Inc. and is published at least three times a year, preferably quarterly.
2. The *Offspring* will be sent to all active members within SDPHS, Inc. and to those persons who subscribe to the newsletter. The *Offspring* may be sent to others who, by decision of the Executive Board, would benefit the organization (such as non-active members who have not received any correspondence from SDPHS, Inc. for the last four years in order to encourage them to become active).
3. A copy of the last issue of the *Offspring* shall be included in the membership packet that is sent to each new member.

B. Newsletter Content

1. The *Offspring* will contain news items from the National Officers, State Chairs, and Chapters throughout the country in addition to official announcements from all levels of the organization. **Other** members may contribute articles, as there is room.
2. Contact information (name, full address, telephone, email address) will be listed for National Officers, District Directors, State Chairs, and Appointed Officers.
3. The Secretary's Report will include new and deceased members.
4. The Treasurer's Report will be a quarterly financial statement.
5. District Directors and State Chairs should report on the events and activities within their jurisdiction. Such reports should be coordinated to avoid repetition.
6. The Membership Annual Dues form should be placed in each issue on the opposite side of the mailing label which enables the treasurer to verify the member's data upon receipt.
7. Small Store items available for SDPHS members to purchase should be listed.
8. Official announcements and calendar of events for the organization should be listed.

C. Guidelines

1. The *Offspring* is published under the guidelines of a non-profit corporation as established by the Internal Revenue Service, United State Postal Service, and SDPHS National Constitution and By-laws.
2. Solicitation for services and/or merchandise and their services is prohibited.
3. Promotion of other organizations and their services is prohibited.
4. Political and/or campaign endorsements are prohibited.

D. Sending Items to The *Offspring*

1. All items for publication should be sent to the *Offspring* Editor.
2. Name and address of the current editor will be in the *Offspring*.
3. Photos may be in black and white or in color. Some color photos may be returned if the faces are in shadow, or are red, as they will print black.

4. Photos may be submitted as a jpeg attachment using e-mail.

E. Ballot Issue

- 1. The issue will contain only articles related to the National Election.
- 2. The issue will contain the Ballot and an addressed envelope.
- 3. The issue may contain announcements and calendar.
- 4. The issue is to be mailed only to SDPHS Active Members (not to Associate Members, PHSA members, subscribers, and minors) in an election year.
- 5. The issue must be mailed thirty (30) days prior to the National Convention.

F. Financial Support for The Offspring

- 1. *Offspring* costs are included in the National Treasurer's Annual Financial Budget.
- 2. Mailing to Foreign Countries will require additional fees based on current U.S. Postal rates.
- 3. Non-Members may subscribe to the *Offspring* for a fee of \$5.00 per year.

G. Dates for the newsletter (guidelines).

Newsletter	March	August	November*	December
Content Due Date	Jan. 5 th	June 15 th	Oct. 1 st	Oct. 5 th
Content Final Date	Feb. 15 th	July 15 th	Oct. 15 th	Nov. 15 th
Mailing Date	Mar. 15 th	Aug. 15 ^h	Nov. 15 th	Dec. 15 th

*Ballot Issue: This issue is published **on** even numbered years (2016, 2018, 2020,...) and will contain the ballot for the National Election.

H. Processing Steps

- 1. Input for News Articles and Reports
 - a. Update data on officer's contact information for the newsletter from the National Secretary.
 - b. Format the articles on the pages. Pages: 8 ½" by 11", double sided, no more than six (6) pages or equivalent. This is the maximum for a one ounce (1 oz.) stamp.
- 2. Editing and Review of Draft Copy
 - a. Editing of content by the editor/others.
 - b. Proof reading by others.
 - c. Mail a copy of any article edited to its author for approval.
 - d. Mail in advance copies to National Officers for review comments.
- 3. Mailing of the Approved Newsletter

- a. Send approved copy to Secretary who will e-mail copies to members who have designated the desire to receive the *Offspring* by e-mail rather than a hard copy.
- b. Secretary sends approved copy to printer to be printed, addressed, folded and mailed.
- c. Secretary pays printing company and submits voucher to Treasurer of payment.

SECTION XX - DEATH OF A MEMBER

A. SDPHS Remembrance

SDPHS members and associate members should be remembered upon their death in an appropriate manner i.e. newsletters, special announcements, etc.

B. Member's Death Report

1. A member's death report (SDPHS Form 11) shall be submitted to the National Secretary as soon as possible after the death of a member.
2. The original copy of the report shall be submitted to the National Secretary with copies sent to the National President, and appropriate District Director and State Chair.
3. The National Secretary will forward a copy to the National Treasurer.

C. Attendance at Services

When it is appropriate, representatives from the nearest SDPHS Chapter should attend the funeral. Appendix H is a sample Funeral Service.

D. Obituary Notices

An obituary notice (from a local newspaper) should accompany the member's death report. These notices provide information about the next of kin, offspring, and burial information.

E. Letter of Condolence

A sympathy card and/or letter of condolence shall be prepared by the National Secretary and sent to the next of kin.

F. Membership Records

The National Secretary shall adjust all records and mailing lists and notify the National Treasurer for record adjustment.

G. Prayer for the member

The following prayer should be offered at the closest SDPHS chapter meeting:

"ETERNAL REST GRANT UNTO _____,
MEMBER'S NAME
AND LET PERPETUAL LIGHT SHINE UPON THIS SOUL.
MAY _____ REST IN PEACE. AMEN.

APPENDIX A

CHARTERED CHAPTERS SDPHS, INC.

Charter Number	Chapter Name	Chapter Number	City	State	Charter Date
1	Sunshine State of Florida	1	St. Petersburg	FL	09/10/1973
2	Golden State of California	1	Long Beach	CA	12/07/1974
3	New Jersey Chapter One	1	Plainsboro	NJ	03/21/1975
4	Connecticut Nutmeg	1	Wallingford	CT	03/28/1975
5	Golden State of California	2	Palmdale	CA	08/01/1975
6	Golden State of California	3	San Diego	CA	12/19/1975
7	SDPHS Tennessee Chapter #1	1	Memphis	TN	07/28/1984
8		2	Chattanooga	TN	09/29/1984
9		1	Charleston	SC	12/07/1984
10		3	Nashville	TN	12/07/1985
11		1	Virginia Beach	VA	xx/xx/1989
12		1	Bremerton	WA	03/24/1990
13		1	San Antonio	TX	05/14/1990
14		2	Richmond	VA	08/xx/1990
15	Illinois Chapter 1 of SDPHS	1	Bloomington	IL	05/22/1993
16		2	Austin	TX	xx/xx/1994
17	Maryland Chapter 1	1	Rockville	MD	04/24/1994
18	Bluebonnet	3	Houston	TX	09/24/1994
19		4	Dallas	TX	xx/xx/1994
20	SDPHS First Coast Chapter #2	1	Jacksonville	FL	12/04/1994
21		1	New Orleans	LA	12/07/1994
22		5	Corpus Christi	TX	05/xx/1995
23	Golden State of California	4	Sacramento	CA	07/13/1997
24	Not Used				
25	Mile High Chapter	1	Denver	CO	12/07/2000
26	Kentucky Blue Grass	1	Paducah	KY	09/11/2002
27	Golden State of California	5	Concord	CA	01/12/2003
28	Zia	1	Albuquerque	NM	07/16/2005
29	Pearl of Indy	1	Indianapolis	IN	01/07/2006
30	Duneland Pearls	2	Portage	IN	10/20/2007
31	Buckeye	1	Canton	OH	10/20/2007
32	Lake Erie Chapter 2	2	Cleveland	OH	12/01/2007
33	Harry Robert Kerr	1	Decatur	GA	05/13/2010
34	Prescott, Arizona	1	Prescott	AZ	11/17/2010
35	Iowa Chapter 1	1	Des Moines	IA	06/09/2012
36	Pacific Northwest Chapter	1	Vancouver	WA	01/11/2013

Note: National Charter Number reassigned based on Chapter Charter Dates.

