

Virginia Division

**United Daughters
of the
Confederacy®**

**Bylaws
Standing Rules**

**As of
October 2024**

Corrected August 2025 by Addendum 1
Corrected September 2025 by Addendum 2

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**Virginia Division
United Daughters of the Confederacy®**

Bylaws and Standing Rules

Revision Adopted October 2024

Article I.	Name And Objects.....	4
Article II.	Corporation.....	4
Article III.	Organization And Membership.....	4
Article IV.	Life And Legacy Membership.....	8
Article V.	Per Capita Taxes.....	8
Article VI.	Chapters.....	9
Article VII.	Districts.....	12
Article VIII.	Division Officers.....	14
Article IX.	Appointive Officers.....	22
Article X.	Honorary Presidents of Division.....	23
Article XI.	Division Executive Committee.....	24
Article XII.	Board of Trustees.....	25
Article XIII.	Division Committees.....	25
Article XIV.	Finances.....	34
Article XV.	Division Communications.....	36
Article XVI.	Annual General Convention.....	36
Article XVII.	Annual Division Convention.....	36
Article XVIII.	Seal, Badge, and Insignia.....	40
Article XIX.	Scholarships and Academic Awards.....	40
Article XX.	Division Clubs.....	41
Article XXI.	Children of the Confederacy.....	42
Article XXII.	Use of Roster.....	43
Article XXIII.	Arbitration and Discipline.....	43
Article XXIV.	Emergency Procedures.....	43
Article XXV.	Dissolution.....	43
Article XXVI.	Amendments.....	44
Article XXVII.	Parliamentary Authority.....	44
Standing Rules.....		45
Virginia Division Calendar.....		58

**Virginia Division Bylaws
United Daughters of the Confederacy®**

**Article I.
Name and Objects**

SECTION 1 NAME

The name of the Organization shall be Virginia Division, United Daughters of the Confederacy®, hereinafter also referred to as the Division. The terms UDC, Organization, and General shall refer to the national organization. The name United Daughters of the Confederacy is a registered trademark, registered with the U.S. Patent and Trademark Office. In all references to the official name in the text of these bylaws, the ® symbol shall be understood.

SECTION 2 OBJECTS

The objects of the Organization shall be Historical, Educational, Benevolent, Memorial, and Patriotic.

**Article II.
Corporation**

Virginia Division, United Daughters of the Confederacy, was incorporated February 5, 1938, under the laws of the Commonwealth of Virginia as a nonprofit corporation. The principal office is located in the city of Richmond, Virginia. The UDC is a charitable organization pursuant to U.S.C.A. 501(c)(3) Code and applicable federal regulations.

**Article III.
Organization and Membership**

SECTION 1 ORGANIZATION

Virginia Division shall be composed of local bodies known as Chapters. The Chapters shall be organized in geographical areas known as Districts.

SECTION 2 ADMISSION TO MEMBERSHIP

Admission to membership shall be by invitation through a Chapter in Virginia Division.

SECTION 3 ELIGIBILITY FOR MEMBERSHIP

- A. Members.** Those eligible for membership are women at least 16 years of age who are lineal or collateral blood descendants of men and women who served honorably in the Army, Navy, or Civil Service of the Confederate States of America, or gave Material Aid to the Cause. Women who were adopted are eligible only through the bloodline of a biological parent.
- B. Confederate Ancestor.** No Confederate ancestor who took the Oath of Allegiance before April 9, 1865, shall be eligible to be used for application for membership. If proof of further service is available, thereby nullifying the Oath of Allegiance, the ancestor shall be considered for approval.

SECTION 4 TYPES OF MEMBERSHIP

A. Active. An Active Member (or Member) shall be a woman who has met all requirements for eligibility as outlined above and has submitted the required Original Membership Application which has been accepted and approved by the Registrar General and is on file in the UDC Business Office. She shall also be current in her Per Capita tax.

B. Associate.

1. Definition. A woman aged 16 or older who has shown an interest in being identified with the United Daughters of the Confederacy but who is ineligible for membership may be designated an Associate Member.
2. Restrictions. Associate Members shall not:
 - a) Count toward Chapter membership for voting strength.
 - b) Have voting privileges.
 - c) Hold office.
 - d) Chair a Standing or Special Committee, although they may serve as members.

C. Honorary.

1. A Chapter may confer, according to its bylaws, Honorary Membership on one of its own active members or on an active member of another Chapter.
2. If a Chapter confers Honorary Membership on one of its own members, it shall count her toward its membership strength and grant her all membership rights and privileges.
3. If a Chapter confers Honorary Membership on a member of another Chapter, it shall not count her toward its membership strength, grant her voting rights, nor elect/appoint her as an officer, chairman, Delegate, or Alternate.
4. If an Honorary Member loses her status as an active member, she shall also lose her Honorary Member status.
5. The recipient of the honor shall have the right to resign.

D. Honorary Associate.

1. A Chapter, a Division, or the General Organization may confer the title Honorary Associate Member on men or women whom they wish to honor for outstanding service.
2. The maximum number at each level shall be five; however, no more than one Honorary Associate Member may be honored during a two-year term of office.
3. The qualifications for those honored by the General Organization shall be presented to the General Executive Committee for approval, following which they shall be elected by the Annual General Convention. Chapters and Divisions shall conform to the requirements of the General Organization.
4. Honorary Associate status may be rescinded by the Executive Committee at the bestowing level for just cause.
5. The recipient of this honor shall be allowed to resign.
6. Restrictions. Honorary Associate Members shall not:
 - a) Count toward Chapter membership for voting strength.
 - b) Have voting privileges.
 - c) Hold office, including Honorary office.
 - d) Chair or serve as a member of a Standing or Special Committee.

E. Affiliate.

1. When it determines that formal affiliation is mutually beneficial, a Chapter may invite an Active Member of another Chapter to be an Affiliate Member of the Chapter.
2. At its discretion, according to its bylaws, a Chapter may charge no fee, a one-time fee or an annual fee to an Affiliate Member.

3. An Active Member may be an Affiliate Member of no more than three (3) Chapters within the Organization. A Chapter may have any number of Affiliate Members, or no more than such number of Affiliate Members as the Chapter may prescribe in its bylaws.
4. An Affiliate Member shall not count toward a Chapter's voting strength or be elected as a Delegate or Alternate of the Chapter, have voting privileges or hold office or committee chairmanship or membership within the Chapter. References to "Chapter" shall refer to the Chapter in which an Active Member is an Affiliate Member.
5. The affiliate relationship shall continue until any of the following occur:
 - a) The Affiliate Member is no longer an Active Member of the Organization.
 - b) The Affiliate Member fails to pay any fees required of her in the bylaws of the Chapter of which she is an Affiliate Member.
 - c) Either the Affiliate Member or the Chapter determines that the affiliate relationship is no longer mutually beneficial or needed and advises the other, in writing, of the cessation of the affiliate relationship.

SECTION 4 ORIGINAL MEMBERSHIP APPLICATION

- A. Process.** An applicant for membership shall submit Original Membership application forms, fees, documented proof of her lineal or collateral descent from an eligible Confederate ancestor, and documented proof of her ancestor's Confederate service, and shall be accepted according to rules established by the General Organization and printed in the *Registrar's Manual*, *UDC Handbook*, and Division and Chapter Bylaws. The Division and General new member application fees incorporate new member fee, certificate fee, and per capita taxes (see Fee Schedule in Standing Rules). The application shall bear endorsing signatures of two Chapter members to whom the applicant is personally known. If the application is approved, the applicant shall be registered, and a membership certificate issued. The date the Registrar General signs the application is the member's registration date. Upon the return of two approved copies of the application by the Registrar General, the Division Registrar shall file one copy in the Division files and forward one copy to the Chapter Registrar providing notice of enrollment. The Division President shall sign and forward to the Chapter President the membership certificate.
- B. Children of the Confederacy (CofC).** Upon invitation by a Chapter, a current or former female member of the Children of the Confederacy shall join a Chapter of the UDC by transfer rather than by the Original Membership application process in paragraph A. above (see Fee Schedule in Standing Rules). The transfer procedure shall be according to rules established by the General Organization and printed in the *Registrar's Manual* and *UDC Handbook*, and Chapter and Division Bylaws.

SECTION 5 SUPPLEMENTAL MEMBERSHIP APPLICATION

- A. Process.** After a member is registered, she may file additional application(s) known as Supplemental Membership application(s) on her other eligible Confederate ancestor(s). Lineage approved on an Original Membership, or a previous Supplemental Membership application does not need to be duplicated. A Supplemental Membership application shall be handled in the same manner as an Original Membership application and shall be processed through the Assistant Registrar of General according to rules established by the General Organization and printed in the *Registrar's Manual* and *UDC Handbook* (see Fee Schedule in Standing Rules).
- B. Children of the Confederacy.** After a CofC to UDC transfer is complete, a member may transfer any approved CofC Supplemental Membership applications to the UDC according to rules

established by the General Organization and printed in the *Registrar's Manual* (see Fee Schedule in Standing Rules).

SECTION 6 TRANSFER OF MEMBERSHIP

- A. Upon invitation by a Chapter**, a member who wishes to transfer shall be transferred from one Chapter to another by completing the transfer procedure according to rules established by the General Organization and printed in the *Registrar's Manual*, and Division and Chapter Bylaws.
- 1. If current General per capita tax has been paid**, as determined by the Business Office, she shall be transferred without payment of additional General per capita tax for that membership year. The receiving Chapter shall collect applicable Division per capita taxes, transfer fees, and dues.
 - 2. If current General per capita tax has not been paid**, as determined by the Business Office, she shall be transferred and the receiving Chapter shall collect General and Division per capita taxes, transfer fees, and dues.
- B. When a transfer has been approved by General by August 31**, the transferring member shall be included in the receiving Chapter's voting strength and shall be eligible to be a Delegate or Alternate of the receiving Chapter.
- C. A transfer shall be issued only to a designated Chapter**, and shall be presented to said Chapter within six months of issue by the current Chapter. An applicant shall apply to the Division Registrar for a transfer if she is refused one by her Chapter. There shall be a transfer fee (see Fee Schedule in Standing Rules). Chapters may set their own transfer fee. A transfer membership certificate may be issued upon transfer (see Fee Schedule in Standing Rules).

SECTION 7 TERMINATION OF MEMBERSHIP

- A. Resignation.** A member whose General and Division per capita tax status is current and who wishes to resign her membership shall do so by sending written notification to her Chapter President. The resignation shall be immediately reported in writing by the Chapter Treasurer to the Division Treasurer, who shall immediately report it in writing to the Business Office and also report it on the next annual per capita tax report to the Treasurer General. The resignation shall be effective on the date the notice is received by the Business Office.
- B. Dropped.** A member whose General per capita tax has not been received by the Treasurer General by August 31 is dropped from membership.
- C. Termination of interest.** Any interest of a member in the property of the General Organization, the Division, or her Chapter shall immediately end upon termination of her membership.

SECTION 8 REINSTATEMENT OF MEMBERSHIP

- A. Reinstatement into former Chapter.** Upon invitation by her Chapter, a former member, whether she resigned in good standing or was dropped due to nonpayment of per capita tax, may have her membership reinstated in her former Chapter by payment to said Chapter of General and Division per capita taxes for the current year and General and Division reinstatement fees (see Fee Schedule in Standing Rules) according to rules established by the General Organization and printed in the Registrar's Manual.

B. Reinstatement into another Chapter. Upon invitation by a Chapter, a former member, whether she resigned in good standing or was dropped due to nonpayment of per capita tax, may have her membership reinstated into a Chapter other than her former one by:

1. Payment to the receiving Chapter of General and Division per capita taxes for the current year. General and Division reinstatement fees, and General and Division transfer fees.
2. Submission of a transfer form (see Section 6 above and Fee Schedule in Standing Rules) according to rules established by the General Organization and printed in the Registrar's Manual and *UDC Handbook*.

Article IV. Life and Legacy Membership

SECTION 1 LIFE MEMBER.

A Life Member is age 70 or older, who wishes to continue her membership in the Organization at the General level for the duration of her life without the annual payment of General per capita tax. See General Bylaws for additional information.

SECTION 2 LEGACY MEMBER.

An Active Member may obtain a Legacy Membership in the Organization for any deceased female in her bloodline of descent from an eligible ancestor upon whom she has had approved an *Original Membership* or *Supplemental Membership* application that is on file in the UDC Business Office and who was never a member of the Organization. See General Bylaws for additional information.

Article V. Per Capita Taxes

SECTION 1 DEFINITION.

The membership year of the Organization shall be September 1 - August 31. Division per capita taxes shall be paid annually for each member for this timeframe (see Fee Schedule in Standing Rules).

SECTION 2 REQUIREMENTS.

Chapters shall pay General and Division per capita taxes for a minimum of seven members.

SECTION 3 TIMELINE.

- A. February 15 due date to Division** - Chapters shall send to the Division Treasurer by February 15, the General and Division per capita taxes on each member accompanied by the forms provided by the Division Treasurer.
- B. March 1 due date to General** - The Division Treasurer shall send to the Business Office by March 1, General per capita tax on each member.
- C. June 1 deadline** - Chapters shall send to the Division Treasurer no later than June 1, the General and Division per capita taxes on each member.
- D. June 1 notices** - Chapters that have not sent General and Division per capita taxes by the June 1, deadline are considered delinquent. The Division Treasurer shall notify Presidents of delinquent Chapters that if per capita taxes are not paid by August 31, they shall be denied representation at the Annual Division Convention.

E. August 31 deadline - A member whose General per capita tax has not been received by the Treasurer General by August 31 shall be dropped from membership in the Organization.

SECTION 4 FORMS.

Chapters shall send to the Division Treasurer the General and Division per capita taxes accompanied by the forms provided by the Division Treasurer. The forms shall include a typed list of those members on whom per capita taxes are submitted.

SECTION 5 NEW MEMBERS.

For their first year of membership, new members (i.e., those registered during the current membership year, on or after September 1) pay current per capita taxes at the time of application as part of the new member application fees, rather than by the process above.

Article VI. Chapters

SECTION 1 DEFINITION

Chapters shall be composed of a minimum of seven members on whom General and Division per capita taxes are paid and shall be named as the Chapter selects for distinguished men, women, places, or events with the Confederacy. Members may reside anywhere, but Chapter Officers shall be residents of the same vicinity as the Chapter (vicinity may be defined by the ability to permit regular attendance or participation in activities). Chapters shall hold regular meetings, elect officers, have Bylaws, file annual reports as required by the Division, and meet certain obligations as defined in these Bylaws. Chapters shall submit before adoption proposed initial Chapter Bylaws and proposed Chapter Bylaws amendments to the Division Bylaws Committee for approval. For purposes of official identification when transacting business, a Chapter shall use its name and charter number.

SECTION 2 FEES AND DUES

Chapters may set their own fees and dues in addition to General and Division per capita taxes and Chapter obligations as established by the Division (see Fee Schedule in Standing Rules).

SECTION 3 CHARTERING A CHAPTER

- A. Membership.** A new Chapter may be organized by a minimum of seven women residing in Virginia, provided at least seven of the applicants are new to the Organization. A transfer from the Children of the Confederacy is considered a new applicant. Transfers from other Chapters are not counted in the minimum of seven, but their names shall be listed on the Chapter charter certificate.
- B. Process.** The charter procedure shall be according to rules established by the General Organization and printed in the *Registrar's Manual*, *UDC Handbook* and Division Bylaws. Charter fees shall be required for Virginia Division and for the General Organization (see Fee Schedule in Standing Rules). The intention to organize a new Chapter shall be made known to the Division President who shall inform the Division Executive Committee and secure approval of its members. The Division President shall request that the Business Office send a *New Chapter Packet* to the organizing Chapter, and with the cooperation of the Organization of New Chapters Committee, she shall coordinate the chartering of said Chapter.

C. Applications.

1. The Division President shall sign charter applications, membership applications, and transfer applications, marking each Charter Member.
2. The Division Registrar shall sign membership applications and transfers and send them with charter applications, General fees, Chapter Officers list, and statement explaining choice of Chapter name to the Registrar General.
3. The Division President shall retain in the *Division Charter Book*, an approved original charter application returned by the Registrar General.
4. The Division President shall enter the Chapter name with the General and Division numbers in the *Division Charter Book*.
5. The Division Registrar shall forward to the Chapter Registrar one copy of the approved charter application and one copy of each approved membership application and transfer application returned by the Registrar General.
6. The Division Registrar shall retain in the Division files the second copy of the approved charter application and the second copy of each approved membership application and transfer application returned by the Registrar General.
7. The Division Registrar shall enter the Chapter name, the General and Division numbers, and membership information in the *Division Chapter Registry*.

D. Restrictions.

1. Chapter charters shall not be approved by the General Organization during September, October, and November.
2. No two Chapters in Virginia Division shall have the same name; however, previously chartered Chapters shall be exempt from this restriction.
3. A Chapter may be chartered in a town or city where another Chapter exists only upon written permission of the Division President, who shall follow the usual procedure in securing the approval of the Division Executive Committee. Such application shall be submitted to the Division President 60 days prior to a meeting of the Division Executive Committee.
4. Those wishing to organize a Chapter in Virginia Division shall have one year in which to complete the organization after receiving their *New Chapter Packet*, subject to extension by the Division Executive Committee.

SECTION 4 DISBANDING A CHAPTER

- A. Process.** A Chapter that is in good standing (i.e., is current in its General and Division per capita tax payments on a minimum of seven members and is current in filing of IRS Form 990, 990-EZ, or 990-N) but has ceased to function may disband provided a 30-day notice of intent has been sent to all members and a majority vote has been voiced.
- B. Notice of intent.** Notice of intent to disband including proposed date of disbanding shall be sent to the Division President.
- C. Assets and records.** The original Chapter charter certificate, membership applications, and all Chapter assets (unless otherwise limited) and records shall be sent with the notice of intent to disband to the Division President. These become the property of the Division.
- D. Transfers.** Upon invitation by a Chapter, members of a disbanding Chapter whose General and Division per capita tax status is current (as determined by the Business Office) may transfer their membership without payment of a transfer fee provided the transfer is accepted within the current

membership year (i.e., September 1 - August 31) according to rules established by the General Organization and printed in the *Registrar's Manual* and *UDC Handbook*.

SECTION 5 DEFUNCT CHAPTER

- A.** If General and Division per capita taxes are not paid by August 31 on a minimum of seven members, the Division President will send by certified letter to the Chapter President a notification of delinquent taxes.
- B.** If General and Division per capita taxes have not been paid for two consecutive years on a minimum of seven members, the Division Executive Committee shall declare said Chapter defunct and shall notify the President General.
- C.** If a Chapter has not filed IRS Form 990, 990-EZ, or 990-N, as required by the current deadline, the Chapter shall be suspended the day following the filing deadline.
- D.** If the suspended Chapter has not filed IRS Form 990, 990-EZ, or 990-N, on time for two consecutive years, the Chapter shall become defunct.
- E.** All assets and records, unless otherwise limited, accompanied by the original Chapter charter certificate, shall become the property of the Division and shall be sent to the Division President within one year of defunct status.

SECTION 6 REACTIVATING A CHAPTER

- A. Process.** A disbanded or defunct Chapter of Virginia Division may be reactivated by a minimum of seven women residing in the same geographical location as said Chapter, who shall be either new to the Organization or former members of said Chapter. A transfer from the Children of the Confederacy is considered a new applicant. Current or former members of other Chapters may transfer to the Chapter at the time of reactivation. Their names shall be listed on the Chapter charter certificate; however, they shall not be counted in the minimum of seven members. The process for organizing a new Chapter shall be followed (see Section 3 above and Fee Schedule in Standing Rules) and shall be according to rules established by the General Organization and printed in the *Registrar's Manual*, *UDC Handbook* and Division Bylaws.
- B. Name and number.** The original Chapter name, number, and location shall be used, and a new charter certificate shall be issued with *Reactivated* written on it.

SECTION 7 MERGED CHAPTERS

- A. Process.** If two or more Chapters wish to merge, written notification of intent shall be mailed to each member of all Chapters involved at least 30 days prior to a regular meeting and a 2/3 vote of those present shall be required to approve the merger. In Chapters with less than ten members, at least seven members shall be required to approve the merger. An affidavit from officers of all Chapters shall be sent to the Division President attesting to the facts. A new Chapter charter certificate is required with Merged written on it (see Fee Schedule in Standing Rules). The procedure shall be according to rules established by the General Organization and printed in the *Registrar's Manual*, *UDC Handbook* and Division Bylaws.
- B. Chapter number.** Choice of existing charter numbers shall be made by the merging Chapters. The Chapter(s) relinquishing its charter number shall transfer its members (for a fee) to the Chapter retaining its charter number following transfer rules established by the General Organization and

printed in the *Registrar's Manual*, *UDC Handbook* and Division Bylaws (see Fee Schedule in Standing Rules). Such transfers shall be marked *Chapters Merging*.

SECTION 8 CHANGING A CHAPTER NAME

- A. Rules.** A Chapter may make slight revisions to its name including such changes as abbreviations, rank, title, initials, or misspellings. A Chapter may change its city of charter within a reasonable radius when graphical circumstances have changed.
- B. Process.** If a Chapter wishes to change its name or location, written notification of intent shall be mailed to each member at least 30 days prior to a regular meeting, and a 2/3 vote of those present shall be required to approve said change. In Chapters with less than ten members, at least seven members shall be required to approve the change. An affidavit from Chapter Officers shall be sent to the Division President attesting to the facts. For a slight revision to Chapter name or for a new location, a new Chapter charter certificate is not required: however, if one is requested, there shall be a fee (see Fee Schedule in Standing Rules). The procedure shall be according to rules established by the General Organization and printed *Registrar's Manual*, *UDC Handbook* and Division Bylaws

Article VII. Districts

SECTION 1 DEFINITION

Virginia Division shall be divided into Districts. Districts shall be determined by membership and geographical location. An assessment will be conducted every five years beginning in 2014. Each District shall be served by a District Chairman.

SECTION 2 DISTRICT CHAIRMEN

- A. Eligibility.** A candidate for District Chairman shall meet the following requirements and restrictions:
 - 1. She shall have previously served a full term as Chapter President **or Vice President**.
 - 2. She shall be endorsed in writing by her Chapter stating her qualifications to the District Nominating Committee no more than six months prior to the election.
 - 3. She shall not be eligible to succeed herself.
- B. Election.** Each District Chairman shall be elected in odd-numbered years for a term of two years by the members of her District at their District Conference. There shall be in each District a District Nominating Committee of three members from different Chapters of said District appointed by the District Chairman. The District Nominating Committee shall confer at least 60 days prior to the District Conference in election years to consider a name(s) to be presented for election to District Chairman. Nominations may be made from the floor provided a written endorsement by her Chapter is provided. There shall be one vote for each member of District Chapters in attendance. A majority of votes cast by the members of the District Chapters attending the District Conference shall constitute an election. Should there be only one candidate, the vote may be by voice, otherwise, voting shall be by written ballot. Chairmen shall be installed immediately preceding adjournment of the Annual Division Convention.
- C. Duties.** Each District Chairman shall serve as liaison between the Chapters and the Division, endeavoring to stimulate interest in and knowledge of all areas of UDC work. If possible, she shall visit each Chapter in her District during her term of office.

1. **Committees.** Each District Chairman shall serve on the Division Executive, Nominating, and Organization of New Chapters Committees. At the discretion of the Division President, a District Chairman may serve as Chairman of the Division Convention Committee when the Convention is held in her District.
 2. **Annual Reports.** Each District Chairman shall distribute to each Chapter in her District the *Chapter Annual Report Packet* provided by the Division Recording Secretary at the Mid-year Division Executive Committee meeting. By August 1, she shall receive from each Chapter in her District completed *Chapter Annual Reports*. For her District, she shall tabulate a report for the Division President and a report for the *Minnie C. Eller Banner* based on the Rules section presented in the *Annual Division Minutes*. The Banner shall be awarded at the Annual Division Convention. She shall edit each *Chapter Narrative Report* to conform to the report requirements listed in the Standing Rules. By August 15, she shall send all reports to the appropriate Division Officers and Committee Chairmen according to the instructions in the *District Annual Report Packet*. Each District Chairman shall report to the Annual Division Convention only her work as District Chairman, and her written report shall conform to the report requirements given in Article XVII, Section 7, and the Standing Rules.
 3. **Annual Division Minutes.** Each District Chairman shall receive orders for *Annual Division Minutes* from the Chapters in her District and shall report to the Division Recording Secretary by the close of the Annual Division Convention the number of Minutes to be ordered for each Chapter in her District. She shall distribute copies of said Minutes in her District. She shall make one annual report accompanied by check to the Division Treasurer as soon as collections are made. The final accounting shall be made no later than a maximum of 60 days after her District Conference.
 4. **Expenses.** Each District Chairman shall be reimbursed for expenses as specified in Article XIV, Section 3, and the Standing Rules.
 5. **Banners.** During her term of office, she shall be custodian of the *Minnie C. Eller Banner* and the *Randolph-Walke Banner* when awarded to her District. She shall be responsible for the safe transport of the banner(s) to and from her District Conference and Annual Division Convention.
- D. Vacancy.** In the event of a vacancy in a District Chairmanship, the Division President shall immediately appoint a member of the District with the same qualifications as a candidate for election to serve until the next District Conference. At that Conference, a member shall be elected to serve the remainder of the term. The election shall be conducted in the same manner as an election for a full term of office. The candidate shall have the same qualifications as a candidate for a full term. If the unexpired term is less than one year, the District Chairman may be a candidate for election to the succeeding term.

SECTION 3 DISTRICT CONFERENCES

Each District shall hold a spring Conference for District Chapters, Division Officers, and Committee Chairmen. Conferences shall be workshops and shall include only those topics related to UDC objects and activities.

- A. Date.** Conferences shall be held on consecutive Saturdays beginning as soon as possible after the Mid-year Division Executive Committee meeting. The date for each shall be selected by the District Chairman and the Hostess Chapter(s) with the approval of the Division President. Each District Chairman shall mail or email a *Conference Call* prior to the Mid-year Division Executive Committee

meeting to the following: all Chapter Presidents in her District; the Division Executive Committee; and the Chairmen of all Division Committees.

- B. Registration.** Attendance at District Conferences shall not be limited. A registration fee may be charged by the Hostess Chapter(s) to provide funds for the District Conference (see Fee Schedule in Standing Rules).
- C. Hostess Chapter.** The Chapter(s) designated as Hostess shall rotate among the Chapters in the District and shall assist the District Chairman with District Conference arrangements. The Hostess Chapter(s) shall provide complimentary registration and lunch to the Division President.

Article VIII. Division Officers

SECTION 1 DEFINITION

The elected Officers of Virginia Division shall be President, Vice President, Second Vice President, Third Vice President, Recording Secretary, Treasurer, Registrar, Historian, Recorder of Military Service Awards and Custodian. Officers shall be elected biennially for a 2-year term at the Annual Division Convention in odd-numbered years. Any Officer wishing to resign from office shall do so in writing to the Division President. The Division President shall appoint a replacement in accordance with Article XI, Section 2. If the unexpired term is less than one year, the newly appointed officer may be a candidate for election to the succeeding term.

SECTION 2 ELIGIBILITY AND RESTRICTIONS

- A. Candidate for Division Office.** A candidate for Division Office shall meet the following requirements and restrictions:
 - 1. A candidate for Division Office shall have served a full term as an elected Chapter Officer, preferably as President or in a capacity similar to the office for which she is being considered.
 - 2. A candidate for the office of President shall:
 - a. Be a resident of Virginia.
 - b. Have previously served two full terms in two separate offices on the Division Executive Committee with at least one term as an elected officer.
 - c. Have served a full term as Chapter President.
 - 3. A candidate for the office of Vice President shall meet the same requirements and restrictions as those of a candidate for the office of President.
 - 4. Written endorsement from her Chapter including qualifications for a candidate for Division shall be submitted to the Nominating Committee Chairman and the candidate's District Chairman a maximum of eight months prior to the election. Names of candidates with their qualifications shall be sent by the Nominating Committee to the Division Corresponding Secretary for publication in the August special edition of the *Old Dominion Bulletin* (odd-numbered years only).
 - 5. No Division Officer shall be eligible to succeed herself with the exception of the Third Vice President, Treasurer, and Recording Secretary, who may serve two consecutive terms. No Division Officer shall be eligible for any other office except the office of President or Vice President. All other elected Division officers must wait one term (two years) before being elected to another office.

6. A candidate nominated from the floor during Annual Division Convention shall meet all qualifications for eligibility as listed in this paragraph, including the written endorsement of her Chapter. Letters of endorsement for candidates nominated from the floor shall be presented at Convention to a member of the Nominating Committee before, or at, the first Business Session.
- B.** Division Officers shall serve until their successors are elected or appointed. Each officer shall continue to fulfill all duties of her office until her term of office expires.
- C.** No Division Officer shall hold another Division Office or be the Chairman of a District or of a Division Committee except as allowed in these Bylaws.

SECTION 3 INSTALLATION

Installation of Division Officers shall immediately precede adjournment of the Annual Division Convention in odd-numbered years.

SECTION 4 DUTIES

- A. Division Executive Committee.** Each officer shall be a member of the Division Executive Committee.
- B. Reports.** Each officer shall present:
 1. An oral report to the Annual Division Convention.
 2. A written report for publication in the *Annual Division Minutes* conforming to report requirements in Article XVII, Section 7 and Standing Rules. If needed, she shall require an annual report from each Chapter to use as the basis for her concise statistical report and shall provide to the Division Recording Secretary the report form for the *Chapter Annual Report Packet*.
 3. If required, each officer shall submit a report to her corresponding General Officer and provide to all Chapters information pertaining to her office received from the General Organization.
 4. Each officer shall present a report and conduct a workshop at each District Conference. Each officer shall submit an annual report to the Division President listing all Division property in her custody.
- C. Expenses and reimbursement.** Each officer shall adhere to Article XIV. Section 3 and Standing Rules, regarding expenses and reimbursement.
- D. Records.** Each officer shall keep a record of information relevant to her duties including records of activities and accomplishments, instruction manuals, forms, yearbooks, programs and official correspondence to be passed to her successor immediately upon election. Instruction manuals and notebooks shall be perpetual, and shall be expanded and revised and not discarded. Master copies including electronic copies of Division documents and forms shall be provided to the Division Files Committee to secure archived copies for future changes. Each officer shall be responsible for all property entrusted to her. In the event of loss or damage, she shall replace said property.
- E. Applications.** At the end of her term of office, each officer shall provide to the Division Files Committee all approved applications, including membership and charter applications, applications for awards and medals presented by the Division and Division scholarship applications for completed scholarships.

SECTION 5 DIVISION PRESIDENT

The Division President shall be the chief executive of the Division, preside at Annual Division Convention and meetings of the Division Executive Committee, and submit a combined Annual Report

as Division President and Chairman of the Division Executive Committee. She shall be a member of the Finance Committee and an ex officio member of all other Committees except the Nominating Committee. She shall be an ex officio member of the Division Board of Trustees.

A. Appointments. Upon her election,

1. She shall appoint Division members to serve as Corresponding Secretary and Chaplain, both to be approved by the Annual Division Convention or by the Division Executive Committee.
2. She shall appoint an Assistant Registrar, after consultation with the Registrar to be approved by the Annual Division Convention or by the Division Executive Committee. She may appoint an Assistant Recording Secretary, after consultation with the Recording Secretary, to be approved by the Annual Division Convention or by the Division Executive Committee.
3. She shall fill vacancies in Division Offices, subject to the approval of the Division Executive Committee. In order for the Division to continue to properly conduct business it may be necessary to appoint an outgoing Division Officer to fill a vacancy.
4. She shall appoint all Standing and Special Committees authorized by the Annual Division Convention and other appointments as necessary with the exception of those specified in these Bylaws. Each member appointed to the Finance Committee shall be approved by the Division Executive Committee at the beginning of the member's term on the Finance Committee. After investigation, the Division President shall replace any Chairman unable to fulfill her duties.

B. Honorary President of Division. She shall present to the Division Executive Committee for endorsement, names of candidates for Honorary President of Division.

C. Parliamentarian. She shall engage a Professional Registered Parliamentarian (PKP) to be Parliamentarian for the Division. Said Parliamentarian shall:

1. Be a non-UDC member.
2. Attend Annual Division Conventions and Division Executive Committee meetings.

D. Finances. She shall sign all orders on the Treasury and shall countersign all checks signed by the Division Treasurer. When she is out of Virginia for more than three weeks or is ill and unable to understand financial transactions and sign checks, the Finance Committee Chairman shall countersign the checks. She shall hold the bond of the Division Treasurer. With the Finance Committee Chairman, she shall approve any proposed expenditure of \$50 or more to be submitted by Division Officers, Appointive Officers and Chairmen *before* any work is contracted; otherwise, the Division shall not be responsible for said expenditure. She shall approve orders by the Division Custodian for stationery supplies and by the Credentials Committee Chairman for Convention name badges.

E. General Organization. She shall be Chairman of the Virginia Division delegation attending Annual General Convention. A detailed description of this responsibility is presented in these Bylaws in Article XVI, Annual General Convention.

F. Division property. She shall receive from Division Officers annual inventory lists of Division property in their possession and forward the inventory lists to the Division Custodian for her files.

G. Membership. She shall inform the Division Executive Committee and request their approval for a new reactivated Chapter. With the cooperation of the Organization of New Chapters Committee, she shall coordinate the chartering of a Chapter. She shall request a *New Chapter Packet* from the Business Office. In writing, she shall approve a new Chapter in the same location as another Chapter. She shall sign charter applications and their membership applications/transfers. She shall be

custodian of the *Division Charter Book* to preserve approved charter applications. She shall sign and forward to Chapter Presidents all membership certificates.

- H. Division publications.** She shall approve the manuscript of the *Annual Division Minutes* for publication. She shall publish the Division newsletter, the *Old Dominion Bulletin*, in December, March, June, and September, plus a special edition in August of odd-numbered years only to include the names/qualifications of candidates for Division Office. At the beginning of her term in office, she shall issue the *Directory* listing the new Division Officers, Appointive Officers, District Chairmen, Committee Chairmen, Past Division Presidents, Honorary Presidents of Division, and all Chapter Presidents.
- I. Battle of First Manassas Commemoration.** She shall preside at an annual ceremony at Manassas Battlefield commemorating the Battle of First Manassas.
- J. Academic awards.** She shall ensure that the academic awards of Virginia Division are presented by a Division representative.
- K. Alice Whitley Jones Banner.** With the Division Historian and Finance Committee Chairman, she shall review the *Alice Whitley Jones Banner* Chapter reports, and they shall select the recipient of the Banner based on the Rules section presented in the *Annual Division Minutes*. The Banner shall be awarded at the Annual Division Convention
- L. Virginia Division Special Issue, UDC Magazine.** She shall work with the Division Magazine Committee to coordinate the Virginia Division Special Issue of the *UDC Magazine*.

SECTION 6 DIVISION VICE PRESIDENT

The Division Vice President shall assist the Division President in the discharge of her duties and in her absence, shall assume the duties and responsibilities of her office. In the event of the resignation or death of the Division President, she shall become Division President with full powers and duties of the office.

- A. Insignia.** She shall process all orders for General and Division insignia conforming to rules established by the General Organization and printed in the *Vice President's Manual, UDC Handbook* and division Bylaws. She shall keep the inventory of Virginia Division Badges in her possession.
- B. Medals.** She shall process and approve applications for Stonewall Jackson Medals and Winnie Davis Medals conforming to rules established by the General Organization and printed in the *Vice President's Manual* and *UDC Handbook*.
- C. Property.** She shall be custodian of the Division's display case containing insignia. She shall be custodian of the Division's United States flag, Commonwealth of Virginia flag, Confederate flag, flag stands, and the *Division Banner*. She shall be responsible for their safe transportation to and from the Annual Division Convention. She shall be responsible for the safe transportation of the *Division Banner* to and from District Conferences.
- D. Annual Division Convention.** In collaboration with the Division Convention Committee Chairman, she shall plan and preside at Presidents Evening at Annual Division Convention.
- E. Minnie C. Eller Banner.** She shall review the District Chairman reports for the *Minnie C. Eller Banner* based on the Rules section presented in the *Annual Division Minutes*. The Banner shall be awarded at the Annual Division Convention.

SECTION 7 DIVISION SECOND VICE PRESIDENT

The Division Second Vice President shall have charge of the educational interests of Virginia Division.

- A. Scholarships.** With the Education Committee, she shall:

1. Formulate rules for awarding Division scholarships subject to the approval of the Division Executive Committee.
2. Award Division scholarships.
3. Monitor the qualifications of recipients for scholarship renewal.
4. Review applications for General scholarships, recommending to whom they shall be awarded.
5. Prepare a circular on Division scholarships.
6. Forward General and Division scholarship information to all Chapters by January 15.

B. Education Committee. She shall be Chairman of the Education Committee. She shall submit a combined Annual Report as Second Vice President and Chairman of this Committee.

SECTION 8 DIVISION THIRD VICE PRESIDENT

The Division Third Vice President shall be Director of the Children of the Confederacy (CofC) in Virginia and coordinate overall CofC work, ensuring it is done in accordance with CofC Bylaws and rules.

- A. Membership.** She shall process and approve CofC Original Membership, Supplemental Membership, and transfer applications, and forward them to the CofC Registrar of General, keeping a complete roster of CofC applications. She shall sign all CofC membership certificates. She shall retain one copy of approved applications for Division files and send one to the Chapter for its files. She shall coordinate the chartering, and/or reactivation of CofC Chapters in Virginia. She shall uphold and adhere to CofC General and Division Bylaws.
- B. Children of the Confederacy Committee.** She shall be Chairman of the Children of the Confederacy Committee. She shall submit a combined Annual Report as Third Vice President and Chairman of this Committee.
- C. Mrs. John G. Goldsmith Banner.** She shall compile statistics for the *Mrs. John G. Goldsmith Banner* based on the Rules section presented in the *Annual Division Minutes*. The Banner shall be awarded at the Annual Division Convention.

SECTION 9 DIVISION RECORDING SECRETARY

The Division Recording Secretary shall keep an accurate record of the proceedings of the Division Executive Committee and the Annual Division Convention. Within 30 days after an Executive Committee meeting, she shall send a copy of the Minutes to each of its members. She shall present recommendations of the Division Executive Committee to the Annual Division Convention. She shall be an ex officio member of the Division Board of Trustees.

- A. Annual Report Packets.** At the Mid-year Division Executive Committee meeting, she shall distribute to each District Chairman a *District Annual Report Packet*, and a *Chapter Annual Report Packet* for each Chapter in her District, and one copy each of the same shall be given to the Division President. She shall maintain the master copies of all Annual Report forms.
- B. Annual Division Convention Call.** At least 40 days before the Annual Division Convention, she shall mail or electronically transfer (depending on the recipient's request) the *Annual Division Convention Call*. Convention registration forms, and other Convention information to the following: Division Officers, Appointive Officers, District Chairmen, Past Division Presidents. Honorary Presidents of Division, Chairmen of Standing and Special Committees, and Chapter Presidents. In addition, she shall mail or electronically transfer credentials forms to Chapter Presidents. In even-numbered years, she shall include proposed amendments to Division Bylaws in this mailing.

C. *Annual Division Minutes.*

1. She shall compile, publish, and distribute the *Annual Division Minutes* of the Conventions of her term of office. She shall edit reports to conform to the word limits (see Standing Rules). In collaboration with the Division President and the Division Bylaws Committee Chairman, she shall be responsible for making changes in the composition of Division Bylaws as necessitated by vote of the Division or as required by the General Organization.
2. She shall secure at least two bids for printing the *Annual Division Minutes* from professional printers with samples of paper and type to be used and shall present the bids to the Finance Committee. The manuscript of the *Minutes*, as approved by the Division President, shall be submitted to the printer as soon as possible after the Annual Division Convention to permit distribution no later than February 1.
3. She shall cooperate with District Chairmen in ordering copies of the *Minutes*. The *Minutes* shall be distributed as prescribed in the Standing Rules.
4. She shall provide the incoming Division President the minutes of the Business Sessions.

D. Chapter roster. She shall keep a roster of Division Chapters with the date of Chapter organization and current names and addresses of officers and shall provide the roster to Division Officers. She shall send Chapter and Division Officer Reports to the Recording Secretary General according to rules established by the Recording Secretary General and printed in the *Recording Secretary's Manual* and *UDC Handbook*.

SECTION 10 DIVISION TREASURER

The Division Treasurer shall be the financial agent of Virginia Division and shall be a member of the Finance Committee and an ex officio member of the Division Board of Trustees.

A. Deposits and disbursements.

1. She shall receive all Division monies and deposit them in the name of *Virginia Division, UDC, per Division Treasurer* in an FDIC-insured bank selected by the Finance Committee and approved by the Division Executive Committee.
2. She shall make all authorized remittances to the Treasurer General and others; money shall be paid only upon her check, countersigned by the Division President.
3. All investment transactions of the Division shall be made through her.
4. When she is out of Virginia for more than three weeks or is ill and unable to understand financial transactions and sign checks, the Finance Committee Chairman shall countersign all checks with the Division President.
5. She shall deny payment of claims not specified in the Division Bylaws or not authorized, referring them to the Division President and the Finance Committee Chairman for approval.
6. She shall send remittances to the Treasurer General every 30 days, and special General funds for General projects shall be remitted within 30 days after being credited to the Division.

B. Records.

1. She shall keep a record of all transactions.
2. Her books and papers shall be open to the Division Executive Committee and Finance Committee.
3. She shall make a monthly report to the Division President and Finance Committee, showing receipts, expenditures, and balances.

4. Her books shall close annually on August 31 and be audited by a Certified Public Accounting firm in the Greater Richmond, Virginia area, chosen by the Finance Committee.
5. Money received after August 31 shall be credited to the following year.
6. She shall keep a current file of Division members to be given with all financial books and balances in the Treasury to her successor immediately upon election.

C. Annual Division Convention

1. **Per capita tax notice.** On July 31, she shall notify Presidents of delinquent Chapters that if per capita taxes are not paid by August 31 on a minimum of seven members, the Chapter shall be denied Convention representation.
2. **Credentials.** Thirty days before the Annual Division Convention, she shall provide to the Division Registrar a list of the number of members in each Chapter who are current in per capita tax, such list to be used as a basis for calculating Convention representation.
3. **Chapter prize categories.** She shall provide a list of Chapters by size category to Division Officers and Committee Chairmen for the appropriate awarding of prizes.

D. Annual Financial Report.

1. She shall receive from the Treasurer General the *Annual Financial Report* forms for the Division, Districts, and Chapters. She shall complete the Division's form. She shall distribute forms to Chapters and authorized Clubs with instructions to complete same and return them to her by October 31.
2. She shall send to the Business Office by November 30, the completed forms for the Division, Districts, and Chapters. She shall retain for Division files a copy of the Division report and each District and Chapter report.
3. An *IRS Form 990, 990-EZ, or 99-N* shall be filed annually by Chapters as required by law and notification of accepted filing shall be submitted to the Division Treasurer,

- E. Bond.** She shall be bonded yearly for a sum determined by the Division Executive Committee, and the bond shall be held by the Division President.

SECTION 11 DIVISION REGISTRAR

The Division Registrar shall process and approve Original and, if needed, Supplemental Membership applications. She shall also process and approve all UDC to UDC and CofC to UDC transfers and all new and reactivated Chapter charter applications. She shall conform to Article III of these Bylaws and rules established by the General Organization and printed in the General Bylaws, the *Registrar's Manual*, *UDC Handbook*, and Division Bylaws.

A. Membership applications

1. **Process.** On a regular schedule, as required by General, she shall send to the Registrar General all Original Membership applications and to the Assistant Registrar of General all Supplemental Membership applications along with checks for General fees and a summary report. She shall send a copy of the summary report to the Division President and Division Treasurer. To the Division Treasurer she shall also send checks for Division fees and a form listing each ancestor's record of service. She shall retain a copy of the report for her files.
2. **Approved membership application.** Upon receipt of approved membership applications from General, she shall forward one copy to the Chapter Registrar as notice of enrollment and retain one copy for Division files.

3. **Division Chapter Registry.** In the *Division Chapter Registry*, she shall maintain an alphabetical record by Chapter of new members with their date of registration.
- B. Chapter charters.** Upon receipt of an approved Chapter charter application, and membership/transfer applications from the Registrar General, she shall forward one copy of the charter application and one copy of each membership/transfer application to the Chapter Registrar and retain one copy for Division files.
- C. Division Chapter Registry.** She shall be custodian of the *Division Chapter Registry*, entering new member information and the name, General and Division numbers, location, date of organization for new/reactivated Chapters, and any changes in status for all Chapters.
- D. Annual Division Convention**
1. **Credentials.** Thirty days before the Annual Division Convention, she shall receive from the Division Treasurer a list of the number of members in each Chapter who are current in per capita tax. Using this list and adding the number of new members, she shall determine the number of each Chapter's accredited members and compile a list of same. Twenty-five days before Annual Division Convention, she shall provide to the Credentials Committee Chairman said compiled list, which shall be used by the Credentials Committee in determining Convention representation.
 2. **Randolph-Walke Banner.** She shall compile statistics for the *Randolph-Walke Banner* based on the Rules section presented in the *Annual Division Minutes*. The Banner shall be awarded at the Annual Division Convention.

SECTION 12 DIVISION HISTORIAN

The Division Historian shall be the director of historical work in the Division. She shall promote the writing of historical essays and stimulate interest in the history of the South and the War Between the States.

- A. Programs.** She shall send to the Division President and to each Chapter Historian the Historian General's list of programs immediately upon receipt from the Historian General.
- B. Medals.** She shall process and approve applications for the Jefferson Davis Historical Gold Medal, Jefferson Davis Historical Silver Medal, and Sidney Lanier Medal conforming to rules established by the General Organization and printed in the *Historian's Manual* and *UDC Handbook*.
- C. Annual Division Convention.**
1. **Historical Evening.** With the approval of the Division President and in collaboration with the Division Recorder of Military Service Awards and the Division Convention Committee Chairman, she shall plan the program for, and preside at, Historical Evening at the Annual Division Convention. If the Division President approves recipients for American Patriot Awards, Homeland Defense Service Awards or Meritorious Service Awards, those Chairmen shall also be involved in the collaboration for their award bestowals during Historical Evening.
 2. **Judging.** She shall arrange for the judging of Chapter scrapbooks and Chapter yearbooks, based on the Rules Section presented in the *Annual Division Minutes*. She shall present awards for them at the Convention
 3. **Alice Whitley Jones Banner:** With the Division President and Finance Committee Chairman, she shall review the *Alice Whitley Jones Banner Chapter reports*, and they shall select the recipient of the *Alice Whitley Jones Banner* based on the Rules section presented in the *Annual Division Minutes*. The Banner shall be awarded at the Annual Division Convention

SECTION 13 DIVISION RECORDER OF MILITARY SERVICE AWARDS

The Division Recorder of Military Service Awards shall process and approve applications for Crosses of Military Service, National Defense Medals, Armed Forces Expeditionary Service Medals, and Certificates of Appreciation to servicemen and servicewomen according to rules established by the General Organization and printed in the *Recorder of Military Service Awards Manual* and *UDC Handbook*. She shall process and approve applications for the Pioneers in Space Medal and the Pioneers in Space Certificate for Technical Achievement according to rules established by the General Organization and printed in the *Recorder of Military Service Awards Manual* and *UDC Handbook*.

- A. Annual Division Convention.** She shall by June 15, present to the Division President, for Division Executive Committee approval, the names of applicants to receive Military Service Awards and Pioneers in Space Awards. She shall collaborate with the Division Historian with the planning for Historical Evening. During Historical Evening, she shall assist the Division President in the bestowal of Military Service Awards and the Pioneers in Space Awards.
- B. Division Medals Display.** She shall be custodian of the Division display cases of the Southern Cross of Honor and Military Service Awards.

SECTION 14 DIVISION CUSTODIAN

The Division Custodian shall have custody of and shall supply stationery and other Division products to members of Virginia Division. She shall arrange for printing of these items and shall order supplies upon approval of the Division President.

- A. Remittances.** She shall make remittances with report of sales to the Division Treasurer on January 1, May 1 and August 15. She shall retain \$45.00 as working capital.
- B. Property inventory reports.** She shall maintain a file of the Division property inventory reports of Division Officers.

Article IX. Appointive Officers

SECTION 1 DEFINITION

The Appointive Officers of Virginia Division shall be: Corresponding Secretary, Chaplain, Assistant Registrar and Assistant Recording Secretary. Their terms of office shall be concurrent with the Division President's term. Any Appointive Officer who wishes to resign shall do so in writing to the Division President. If appointed for an unexpired term of less than one year, the newly appointed officer may be appointed to the succeeding term.

SECTION 2 ELIGIBILITY AND RESTRICTIONS

Any member of Virginia Division shall be eligible to be an Appointive Officer. No Appointed Officer may serve more than two successive terms in the same Appointive Office. No Appointed Officer shall hold a Division Office or be the Chairman of a District or of a Division Committee except as allowed in these Bylaws.

SECTION 3 DIVISION CORRESPONDING SECRETARY

She shall assist the Division President with correspondence and other duties as may be requested, such as (this list is not comprehensive): maintaining the Division mailing list: compiling and distributing the

election year Directory that lists the new Division Officers, Appointive Officers, and District and Committee Chairmen; assisting the Division President with the production and distribution of the *Old Dominion Bulletin*; and preparing programs for Division-sponsored events.

SECTION 4 DIVISION CHAPLIN

She shall perform her duties as requested by the Division President and be Chairman of the Memorial Committee.

SECTION 5 DIVISION ASSISTANT REGISTRAR

She shall assist the Division Registrar by processing and approving Supplemental Membership applications. Her work shall conform to Article III of these Bylaws and rules established by the General Organization and printed in the General Bylaws and the *Registrar's Manual*. She shall send promptly any reports as requested to the Division Registrar.

SECTION 6 DIVISION ASSISTANT RECORDING SECRETARY

She shall perform her duties as requested by the Division Recording Secretary.

**Article X.
Honorary Presidents of Division**

SECTION 1 DEFINITION

The title Honorary President of Virginia Division shall be bestowed upon a member who has rendered notable service to the Division. The maximum number shall be eight.

SECTION 2 SELECTION

- A. Eligibility.** A candidate shall have served on the Division Executive Committee for at least two years and shall have given long-term, outstanding service to the Division in a number of ways. Past Division Presidents have held the highest office in the Division and shall therefore not be eligible for this title.
- B. Process.** Written endorsement, including qualifications, by at least two members shall be sent to the Division President a minimum of 30 days before a meeting of the Division Executive Committee. The name(s) of the candidate(s) shall be presented to the Division Executive Committee at a regular meeting. Approval shall be by a 2/3 vote by secret ballot of those present and voting. Upon approval, the candidate(s) shall be elected by the Annual Division Convention.

SECTION 3 RESTRICTION

If an Honorary President ceases to be a member of Virginia Division, she shall lose the title of Honorary President of Division.

Article XI.
Division Executive Committee

SECTION 1 DEFINITION

The Division Executive Committee shall be composed of Division Officers, Appointive Officers, District Chairmen, the two most recent Past Division Presidents, and the Chairman of the Finance Committee. The Division President shall be Chairman of the Division Executive Committee. An Annual Report shall be incorporated in the report of the Division President.

SECTION 2 DUTIES

They shall have full charge of Division affairs in the interim between Annual Division Conventions including supervision and control of Division property.

- A. Resolutions.** They shall approve and present resolutions to the Annual Division Convention.
- B. Finances.** They shall approve, after approval by the Finance Committee, the following financial items other than the expenses and allotments specified in these Bylaws:
 - 1. Approve recommendations by the Finance Committee concerning disbursement, investment, or transfer of Division funds.
 - 2. Approve selection of the FDIC-insured bank for deposit of Division funds.
 - 3. Approve resolutions involving \$2,000 or more shall also be endorsed by the Annual Division Convention.
 - 4. Determine the amount of the yearly bond of the Division Treasurer.
 - 5. Approve circulars and letters to persons or organizations soliciting funds.
- C. Appointments, elections, and endorsements.**
 - 1. They shall approve a Division Officer or Appointive Officer who is appointed by the Division President to fill a vacancy. In order for the Division to continue to properly conduct business it may be necessary to appoint an outgoing Division Officer to fill a vacancy.
 - 2. At the post-Convention meeting in even-numbered years, they shall elect members of the Policy Committee.
 - 3. They shall approve each member appointed to the Finance Committee by the Division President at the beginning of the member's term on the Finance Committee.
 - 4. Prior to election by the Annual Division Convention, they shall endorse candidates for:
 - a) Honorary President of Division.
 - b) Trustee of Virginia Division.
 - c) Honorary Associate Member of Division.
 - 5. Prior to endorsement by the Annual Division Convention, they shall endorse a candidate for General Office.
- D. New/reactivated Chapters.** They shall approve the organization, including name and location, of all Chapters in Virginia Division.
- E. Scholarships.** They shall approve rules recommended by the Division Second Vice President for awarding Division scholarships.
- F. Annual Division Convention.** They shall be authorized to change the date and site of the Annual Division Convention in case of unavoidable circumstances.
- G. Grants.** They shall approve all monetary grants from the Division Headquarters Fund and the Monument Defense Fund (see Standing Rules for the grant rules).

SECTION 3 MEETINGS

- A.** They shall meet one day prior to the Opening Business Session of the Annual Division Convention, immediately after adjournment of the Annual Division Convention, and once in mid-year. Regular meetings shall require 15 days prior written notice. Special meetings may be called at the discretion of the Division President or at the request of any five of its members, and such meetings shall require 15 days prior written notice stating the business to be considered. The Division President shall preside at all meetings. Seven members including two elected officers shall constitute a quorum.
- B.** The Division Executive Committee may vote by electronic means, fax, or U.S. Postal Service if necessary. Any Committee member may request that voting be delayed until the next Committee meeting. Only a Committee member who attended a Committee meeting within the last 2 (two) years shall be contacted if her vote was not received. Results of votes shall be recorded in the minutes of the next Committee meeting.
- C.** At meetings of the Division Executive Committee, the use of recording devices (except by the Division Recording Secretary) is prohibited without prior approval of the committee.

Article XII. Board of Trustees

The Board of Trustees of Virginia Division shall manage the affairs of Virginia Division, Incorporated, and shall be a maximum of 15. The Division President, Division Recording Secretary, and Division Treasurer shall be ex officio members of the Board of Trustees. Vacancies shall be filled by the Division Executive Committee and approved by the Annual Division Convention. The Board of Trustees shall meet annually and shall elect a Chairman and Secretary from among its members.

Article XIII. Division Committees

SECTION 1 TYPES OF COMMITTEES.

The Division shall have Standing and Special Committees as authorized by the Annual Division Convention. Unless otherwise noted, all appointments of Committee members are made by the Division President and are concurrent with her term of office. Any Chairman or Committee member who wishes to resign shall do so in writing to the Division President. The Division President is an ex officio member of all committees (with the exception of the Nominating Committee). All members of a Committee shall be included in all projects and decisions of said Committee.

- A. Standing Committees** shall be those listed in this Article.
- B. Special Committees** shall be those approved by the Annual Division Convention for a limited period and purpose. They shall be dissolved upon approval of the Convention when the purpose no longer exists.

SECTION 2 RESTRICTION.

- A.** No Chairman of a Standing or Special Committee shall also serve as Chairman of a District or of another Division Committee with the exception of the Chairmen of the Division Convention Site

Committee, Division Convention Committee, Division Policy Committee, and Division Page Committee.

- B.** Due to special circumstances, the Division President may authorize a District Chairman to also chair a Standing or Special Committee.

SECTION 3 DUTIES

- A. Reports.** Each Standing and Special Committee Chairman shall present an oral report to the Annual Division Convention and a written report conforming to Article XVII, Section 7 and the Standing Rules. A Chairman may require a Chapter Annual Report on which to base her statistical report: and if so, she shall provide the Division Recording Secretary the report form for the *Chapter Annual Report Packet*. If required, a Chairman shall make a report to her corresponding General Committee Chairman according to the rules and deadlines of the General Organization.
- B. Records.** Each Chairman shall keep a record of information relative to her duties including records of activities and accomplishments, instruction manuals, forms, yearbooks, programs, and official correspondence to be passed to her successor. Instruction manuals and notebooks shall be perpetual, and shall be expanded and revised, and not discarded. Master copies including electronic copies of Division documents and forms shall be provided to the Division Files Committee to secure archived copies for future changes.
- C. Expenses.** Each Chairman shall be reimbursed for expenses according to Article XIV, Section 3, and the Standing Rules.

SECTION 4 AMERICAN PATRIOT AWARDS COMMITTEE

The American Patriot Awards Committee shall be composed of three members who shall receive, process, and approve applications for the American Patriot Medal and the American Patriot Certificate of Appreciation according to rules established by the *American Patriot Awards Committee Manual*, and *UDC Handbook*. The committee shall present by June 15, to the Division President for approval by the Division Executive Committee, any recipients for consideration for award bestowal at the Division Convention.

SECTION 5 BATTLE OF FIRST MANASSAS COMMEMORATION

The Battle of First Manassas Commemoration Committee shall be composed of three members who shall work with the Division President planning the yearly commemoration program in July at Manassas Battlefield.

SECTION 6 BENEVOLENT ACTIVITIES COMMITTEE

The Benevolent Activities Committee shall be composed of three members who shall promote benevolent and charitable work and encourage members to participate in such activities. Income from the Janet Randolph Relief Fund shall be used to fund benevolent activities in Virginia. They shall examine and act upon applications for relief. An application shall be sent through a Chapter President, who shall investigate and endorse same.

SECTION 7 BYLAWS COMMITTEE

The Bylaws Committee shall be composed of three members to whom proposed bylaws shall be submitted for approval before adoption.

- A. Chapter Bylaws.** Chapters shall submit for approval before adoption the initial bylaws for new Chapters, and proposed amendments to or revisions of existing Chapter Bylaws. These shall be examined regarding any conflict with General and Division Bylaws.
- B. Club Bylaws.** Authorized Division Clubs shall have Bylaws which shall be approved by the Division Bylaws Committee. Any proposed amendments to said Bylaws shall be approved by the Division Bylaws Committee prior to presentation to the Club members for adoption.
- C. Division Bylaws.**
1. Proposed amendments to Division Bylaws shall be in a 3-column format and be received by the Bylaws Committee Chairman by May 1 of even-numbered years.
 2. The Chairman shall provide the proposed amendments to each member of the Bylaws Committee.
 3. The Committee shall examine proposed amendments to:
 - a) Determine if they are in conflict with General Bylaws.
 - b) Ensure they are internally consistent, concise, and clearly worded.
 - c) Ensure they do not duplicate current information presented in the Bylaws.
 - d) Ensure that they are germane and in proper order.
 4. The Bylaws Committee is authorized to correct article and section designations, spelling, punctuation, and cross-references within and between the Bylaws and Standing Rules. The Bylaws Committee is authorized to make technical changes as may be necessary, provided such changes do not alter the intent of the Division, Chapter or Club.
 5. The Bylaws Committee shall send a copy of proposed amendments to the General Bylaws Chairman and the Division President, a minimum of 60 days prior to distribution to the membership.
 6. A copy of the proposed amendments that will be presented to the Annual Division Convention shall be provided to the Division President and Division Recording Secretary by August 15 of even numbered years.
 7. The Recording Secretary shall distribute proposed amendments to Virginia membership with the *Convention Call* or at least 40 days prior to the Convention.

SECTION 8 CHILDREN OF THE CONFEDERACY COMMITTEE

The Children of the Confederacy Committee shall be composed of five members with the Division Third Vice President as Chairman. They shall promote Children of the Confederacy work and assist the Chairman with duties as requested. An Annual Report shall be incorporated in the report of the Division Third Vice President.

SECTION 9 CONFEDERATE GRAVES COMMITTEE

The Confederate Graves Committee shall be composed of three members who shall encourage members to locate and document Confederate and Real Daughter graves and document Chapter work concerning Confederate cemeteries. They shall provide information about Iron Crosses, UDC member and Real Daughter grave markers, and U.S. Government grave markers, and encourage the cleaning and repair of existing grave markers.

SECTION 10 CORRECT USE OF CONFEDERATE FLAGS COMMITTEE

The Correct Use of Confederate Flags Committee shall be composed of three members who shall encourage members to purchase and correctly display Confederate flags and flag items, and to present programs on the history and symbolism of Confederate flags.

SECTION 11 CUSTODIAN OF ANNUAL DIVISION MINUTES COMMITTEE

The Custodian of *Annual Division Minutes* Committee shall be composed of three members who shall file, and store copies of *Annual Division Minutes* provided by the Division. Upon request of the Division President, they shall research past activities and other historical information of the Division for the Division President or members.

SECTION 12 DIVISION CONVENTION COMMITTEE

The Division Convention Committee shall be composed of a minimum of three members who shall be appointed annually. With the approval of the Division President and the cooperation of the Hostess Chapter(s), they shall coordinate with Division and Club Officers in making detailed arrangements for Convention events. By August 15, the Chairman shall provide the Division Recording Secretary with all Convention information. Thirty days after adjournment of the Annual Division Convention, the Chairman shall provide to the Division President and the Finance Committee Chairman an itemized accounting of all funds received and paid.

SECTION 13 DIVISION CONVENTION SITE COMMITTEE

The Division Convention Site Committee shall be composed of three members who shall investigate and make recommendation to the Division Executive Committee for the date and site (location and site facility) of the Annual Division Convention at least two years in advance. They shall arrange for site facilities appropriate for Convention events.

SECTION 14 DIVISION CREDENTIALS COMMITTEE

The Division Credentials Committee shall be composed of five members: Chairman; Vice Chairman (from the Hostess Chapter); and three members. For the Annual Division Convention, they shall: register all attendees (Personal voters, Delegates, Alternates, Proxy voters, members, and guests); verify credentials; and provide ballots for the election of officers.

- A. Forms.** The Chairman shall provide a registration form (for all attendees), a Chapter credentials form (for each Chapter), and a Proxy form (for each Chapter to be used in election years only) to the Division Recording Secretary for inclusion in the *Convention Call* (see Article XVII, Section 4).
- B. Registration fee.** The Chairman shall collect Convention registration fees and forward to the Division Treasurer on a timely basis. All fees shall be turned over to the Division Treasurer by Convention adjournment. The Chairman shall provide a numbered receipt to each person paying the registration fee.
- C. Lists.** The Chairman shall use the list of Chapters with number of members and votes allotted each (that shall be provided to her 25 days before the Annual Division Convention by the Division Registrar) to verify all Chapter credentials prior to Convention. For use at the Convention, she shall provide committee members with a list showing: Personal voters; accredited Delegates, Alternates, and Proxy voters; members; and guests. Only those credentials received no later than seven days before the Convention shall be recognized.

- D. Name badges.** The Chairman shall order Convention name badges (after approval of the cost by the Division President) and provide a Convention name badge to each person registering.
- E. Ballots.** When voting for election of officers is by ballot, the Chairman shall provide the ballot box and a ballot for each member casting a Personal vote, Delegate vote(s), or Proxy vote(s).
- F. Reports.** A Credentials Report shall be given at the Opening Business Session of the Annual Division Convention, and the final report shall be given during the last Business Session. In odd-numbered years, the final report shall be given immediately prior to the election of Division Officers. A maximum of 10 days after the first day of the Annual Division Convention, the Chairman shall send to the Division Recording Secretary a list of Chapters with number of votes allotted each and whether represented by Delegate or Proxy and a list of Convention attendees for publication in the Annual Division Minutes.

SECTION 15 DIVISION FILES COMMITTEE

The Division Files Committee shall be composed of three members. They shall accept, organize, and archive Division records including approved membership and charter applications, approved applications for medals, awards, and scholarships awarded by the Division, and master copies of Division documents. Division records shall be placed in fire-resistant file cabinets stored at a site selected by the Division.

SECTION 16 DIVISION HEADQUARTERS FUND COMMITTEE

The Division Headquarters Fund Committee shall be composed of a Chairman and one member from each District. They shall accept applications for a Division Headquarters Fund Grant. They shall abide by the rules for said grants (see Standing Rules) and make recommendations to the Finance Committee for grant approvals at least four weeks prior to the Mid-year Division Executive Committee meeting or the Annual Division Convention.

SECTION 17 DIVISION SCRAPBOOK COMMITTEE

The Division Scrapbook Committee shall be composed of four members. They shall compile an annual Division scrapbook which shall contain photographs and other mementos of Division events. The Division scrapbook shall be entered in the General scrapbook contest. The scrapbook shall be in the custody of the Division President for whom it was compiled.

SECTION 18 EDUCATION COMMITTEE

The Education Committee shall be composed of three members with the Division Second Vice President as Chairman. They shall promote educational interests of the Division and shall receive and approve scholarship applications. They shall serve in an advisory capacity to Chapters for educational activities. An Annual Report shall be incorporated in the report of the Division Second Vice President.

SECTION 19 FINANCE COMMITTEE

The Finance Committee shall be a continuing body composed of five members; the Division President, the Division Treasurer, and three other members who have financial expertise and experience.

- A. Appointment.** The three other members shall each be appointed by the Division President for a 4-year term and approved by the Division Executive Committee. As each member's term expires, the Division President shall appoint a replacement to begin a 4-year term.

- B. Restrictions.** No member shall succeed herself (with the exception of the Division Treasurer); however, if appointed to complete half or less of an unexpired term, upon completion of said term she shall be eligible for her own full term. No Division Officer, Appointed Officer, or District Chairman shall be eligible to serve, with the exception of the Division President and Division Treasurer.
- C. Meetings.** The Finance Committee shall meet:
1. Immediately prior to the Annual Division Convention.
 2. No earlier than 1 week prior to the Mid-year Division Executive Committee meeting.
 3. At other times at the discretion of the Chairman or at the written request of at least three members.
- D. Quorum.** Three members shall constitute a quorum.
- E. Chairman.** The Chairman shall be appointed by the Division President from among the Committee members and shall have served a minimum of 2 previous years on the Committee.
- F. Recommendations.** They shall present to the Division Executive Committee for approval recommendations involving: Disbursement, investment, or transfer of Division funds. Financial items other than the expenses and allotments specified in these Bylaws shall be submitted to this Committee before being presented to the Division Executive Committee and shall be approved by both Committees before being presented by the Division Executive Committee to the Annual Division Convention. Resolutions involving \$2,000 or more shall also be endorsed by the Annual Division Convention.
- G. Division Officer/Chairman expenses and other expenditures.** The Division President shall submit her expenses directly to the Chairman for approval prior to payment by the Division Treasurer. A Division Officer or District/Committee Chairman shall submit to the Division President and the Chairman for approval any proposed expenditure of \$50 or more before any work is contracted; otherwise, the Division shall not be responsible for said expenditure.
- H. Bank account.** They shall select for approval by the Division Executive Committee an FDIC-insured bank for deposit of Division funds. When either the Division President or Division Treasurer is out of Virginia for more than three weeks, or if either is ill and unable to understand financial transactions and sign checks, the Finance Committee Chairman shall countersign the checks.
- I. Audit.** They shall select a Certified Public Accounting firm in the Greater Richmond, Virginia, area to annually audit the books of the Division Treasurer.
- J. Annual Report.** At the Annual Division Convention, the Chairman shall present the Auditor's Report and full details of the financial standing of the Division.
- K. Alice Whitley Jones Banner.** The Division President, Division Historian, and Finance Committee Chairman shall review the *Alice Whitley Jones Banner Chapter reports* and shall select the recipient of the *Alice Whitley Jones Banner* based on the Rules section presented in the *Annual Division Minutes*. The Banner shall be awarded at the Annual Division Convention.

SECTION 20 FRIENDS OF THE WHITE HOUSE OF THE CONFEDERACY

The Friends of the White House of the Confederacy shall be composed of three members. They shall foster cooperation with and support of the White House of the Confederacy and its projects.

SECTION 21 HISTORICAL WORK WITH STUDENTS COMMITTEE

The Historical Work with Students Committee shall be composed of three members. They shall encourage historical work in schools and with students including donating books or presenting programs on Confederate history and they shall conduct historical essay contests for children.

SECTION 22 HOMELAND DEFENSE SERVICE AWARD COMMITTEE

The Homeland Defense Service Award Committee shall be composed of three members who shall receive, process, and approve applications for the Homeland Defense Service Award according to rules established by the *Homeland Defense Service Award Committee Manual* and the *UDC Handbook*. The committee shall present by June 15, to the Division President for approval by the Division Executive Committee, any recipients for consideration for award bestowal at the Division Convention.

SECTION 23 JEFFERSON DAVIS AND CONFEDERATE HIGHWAYS COMMITTEE

The Jefferson Davis and Confederate Highways Committee shall be composed of three members. They shall promote the maintenance, beautification, periodic survey, and descriptive records of Jefferson Davis Highway markers. They shall encourage the naming of new roads and the retention of existing names memorializing Confederates and events associated with the Confederacy. They shall encourage accurate records of other highway markers related to Confederate history.

SECTION 24 JUDAH P. BENJAMIN AWARD COMMITTEE

The Judah P. Benjamin Award Committee shall be composed of at least three members who shall process and approve applications for the Judah P. Benjamin Award according to rules established by the General Organization and printed in the General Bylaws and *UDC Handbook*.

SECTION 25 LEE CHAPEL AND MAUSOLEUM COMMITTEE

The Lee Chapel and Mausoleum Committee shall be composed of five members to be appointed by the Division President as vacancies occur. They shall cooperate with Washington and Lee University's Lee Chapel Director to maintain the strong, traditional association between Lee Chapel and Virginia Division. They shall meet at least once a year; at which time the Chairman shall review the Committee's work. They shall promote interest in the Shrine.

SECTION 26 MAGAZINE COMMITTEE

The Magazine Committee shall be composed of five members. They shall promote the UDC Magazine, encourage contributions of articles and advertisement sales, and seek to increase subscriptions. They shall encourage, receive, and coordinate advertisements, articles, and other information for the Virginia Division Special Issue. Before October 1 of each year, the Chairman shall reserve the inside front cover of the Virginia Division Special Issue of the UDC Magazine for use of the Division.

SECTION 27 MEMBERSHIP DEVELOPMENT COMMITTEE

The Membership Development Committee shall be composed of six members. They shall promote efforts to retain current members and attract new members.

SECTION 28 MEMORIAL COMMITTEE

The Memorial Committee shall be composed of five members chaired by the Division Chaplain.

- A. Deceased members list.** Using Chapter reports forwarded by the District Chairmen by August 15, the Chairman shall compile a list of members who died between the previous September 1 and August 31 of the current year. Chapters shall send updates as necessary for the August 1-31 timeframe. The Chairman shall send by September 15 one copy each of this list to the Division President, Division Recording Secretary, Division Treasurer, and copies as required to the Chaplain of General by September 15.
- B. Special Memorials.** Special Memorials submitted by Chapters and forwarded by the District Chairmen by August 15 shall conform to the requirements of Article XVII, Section 7D. By September 15, the Chairman shall send one copy of each Special Memorial to the Division Recording Secretary and all fees for Special Memorials to the Division Treasurer.
- C. Annual Division Convention.** The Chairman shall, with assistance of the Division President and the Division Convention Committee Chairman, plan and preside at a Memorial Service held at Annual Division Convention.

SECTION 29 MERITORIOUS SERVICE AWARDS COMMITTEE

The Meritorious Service Awards Committee shall be composed of at least three members who shall process and approve applications for the Meritorious Service Medal and the Meritorious Service Certificate of Recognition according to rules established by the *Meritorious Service Awards Committee Manual* and *UDC Handbook*. The committee shall present by June 15 to the Division President for approval by the Division Executive Committee, any recipients for consideration for award bestowal at the Division Convention.

SECTION 30 MONUMENTS, MARKERS, AND HISTORIC SITES COMMITTEE

The Monuments, Markers, and Historic Sites Committee shall be composed of at least three members.

- A. Duties.** They shall encourage the placement and maintenance of monuments, markers, and sites concerning the Confederacy and promote recordkeeping of same.
- B. Monument Defense Fund.** The Committee shall promote donations to the Monument Defense Fund and accept applications for grants from said fund.
- C. Use of funds.** Grants shall be made from the Monument Defense Fund to assist with fees (legal or otherwise) concerning the location of a Confederate monument, memorial, or marker according to rules established by the Division (see Standing Rules).
- D. Coordination.** They shall coordinate with the Lee Jackson Memorial Park.

SECTION 31 MUSIC OF THE CONFEDERACY COMMITTEE

The Music of the Confederacy Committee shall be composed of three members. They shall encourage Chapters to use *Dixie's Land* and other Southern songs and collect copies of, and donate books on, Southern music to schools and libraries.

SECTION 32 NEW BUSINESS COMMITTEE

The New Business Committee shall be composed of three members. They shall:

- A.** Receive at the Annual Division Convention all new business items in writing and signed by the proponent.
- B.** Determine whether said items are proper and not in conflict with the purposes of the Division.
- C.** Approve said items for presentation to the Annual Division Convention.

SECTION 33 NOMINATING COMMITTEE

The Nominating Committee shall be composed of a Chairman (appointed by the Division President) and the District Chairmen.

- A. Consideration of candidates.** They shall confer at least 60 days prior to the Annual Division Convention in election (odd-numbered) years to consider names to be presented for Division Office. Their work shall be confidential. A candidate's written endorsement by her Chapter including her qualifications for Division Office shall be submitted to the Chairman and the candidate's District Chairman no more than eight months prior to the election.
- B. Announcement of candidates.** Names of candidates shall be announced in the report of this Committee and then posted at the Annual Division Convention.

SECTION 34 ORGANIZATION OF NEW CHAPTERS COMMITTEE

The Organization of New Chapters Committee shall be composed of a Chairman (appointed by the Division President) and the District Chairmen. They shall assist women wishing to organize or reactivate a Chapter in Virginia Division. They shall evaluate the status of requests for new/reactivated Chapters and make recommendations to the Division Executive Committee. The Chairman shall notify the Division President to request a *New Chapter Packet* from the Business Office. The Chairman may request from the Division President actual expenses for organization, not to exceed the amount specified in the Standing Rules for any one Chapter organization work and approved by the Finance Committee.

SECTION 35 PATRIOTIC ACTIVITIES COMMITTEE

The Patriotic Activities Committee shall be composed of five members. They shall promote patriotic work and encourage members to participate in activities to stimulate patriotism throughout the Organization.

SECTION 36 POLICY COMMITTEE

The Policy Committee shall be composed of three Past Division Presidents, elected by the Division Executive Committee, for two years immediately after adjournment of the Annual Division Convention in even-numbered years. They shall be eligible to serve for two consecutive years. They shall advise the Division President, and Division members upon her request, on matters of policy.

SECTION 37 PUBLICITY COMMITTEE

The Publicity Committee shall be composed of three members. They shall publicize newsworthy accomplishments of the Division through the press, radio, television, the Internet, and the UDC Magazine.

- A. Media programs.** They shall collect and preserve material for broadcast purposes and make recommendations for its use by Chapters. They shall encourage and arrange programs concerning Southern and Confederate history, and call attention to errors in media reports that are in conflict with a true, impartial history.
- B. Pressbook.** They shall compile the *Division Pressbook* containing Division and Chapter publicity in the media including newspapers, programs, and other published materials. They shall collect such material and also solicit it from members.

- C. Annual Division Convention.** They shall arrange publicity for the Annual Division Convention with the local press and media with the assistance of the Convention Chairman and the Hostess Chapters).
- D. Newsletter Award.** They shall judge Chapter Newsletters, which must have at least four issues. The award will be presented at the Annual Division Convention.

SECTION 38 SOCIAL MEDIA COMMITTEE

The Social Media Committee shall be composed of three members. They shall monitor social media (including Wikipedia) for positive and negative comments about the UDC and report same to the Division Executive Committee. They shall manage any social media accounts of the Division as authorized by the Division Executive Committee. The Division President shall have the final decision on all postings on said social media accounts.

SECTION 39 SOUTHERN CROSS OF HONOR COMMITTEE

The Southern Cross of Honor Committee shall be composed of three members. They shall encourage the preservation of Southern Crosses of Honor by the Division, Chapters, museums, or families.

SECTION 40 WEBSITE COMMITTEE

The Website Committee shall be composed of three members with the Chairman as the Division Webmaster. They shall manage and maintain the Division Website according to the Website Guidelines established by General and available on the UDC General Website. They shall ensure that all Chapter websites conform to the General Website Guidelines. The Division President shall have the final decision on all postings on the Division website.

Article XIV. Finances

SECTION 1 FUNDS

Disbursement, investment, or transfer of Division funds shall be approved by the Finance Committee and the Division Executive Committee. Items not provided for in these Bylaws shall be submitted to the Finance Committee before being presented to the Division Executive Committee and shall be approved by both Committees before being presented by the Division Executive Committee to the Annual Division Convention. Resolutions involving \$2,000 or more shall also be endorsed by the Annual Division Convention. All financial transactions shall be made through the Division Treasurer and recorded in the cashbook. The Division shall pay fees incurred by the audit of the Treasurer's books, the Treasurer's bond, and necessary safe deposit boxes.

SECTION 2 CHAPTER OBLIGATIONS AND VOLUNTARY CONTRIBUTIONS

A. Obligations. Each Chapter shall send funds to the Division Treasurer by February 15 (and no later than August 31 per Article V) for the following annual obligations per amounts listed in the Fee Schedule in the Standing Rules:

1. On a per member basis: General per capita tax; Division per capita tax; Children of the Confederacy Fund; Division Convention Fund; Friends of the White House of the Confederacy Fund; Historical Work Fund; Memorial Building Grounds and Maintenance Fund; Monument Defense Fund; and State Education Fund.

2. One copy of the *Annual Division Minutes* (additional copies may be purchased).

B. Voluntary Contributions. Chapters shall be encouraged to contribute to General and Division Funds as generously as possible.

SECTION 3 DIVISION OFFICER, APPOINTIVE OFFICER AND CHAIRMAN EXPENSES

Division Officers, Appointive Officers and Chairmen shall be reimbursed for reasonable office expenses and mailing costs.

- A. Quarterly expenses reimbursement.** Officers and Chairmen shall present expense accounts every three months to the Division President for approval using the *Expense Account Form* provided by the Division Treasurer and accompanied by all receipts. No request for payment of expenses of any kind shall be approved or paid unless handled in this manner. Expenses for the current year shall not be approved unless presented within 30 days following the Annual Division Convention with the exception of the outgoing Division President and Division Recording Secretary who shall be given an extension to complete all duties of their term of office.
- B. Expenses greater than \$50.** Each elected and appointive Division Officer and Chairman shall submit any proposed expenditure of \$50 or more to the Division President and Finance Committee Chairman for their approval before any work is contracted; otherwise, the Division shall not be responsible for said expenditure. Receipts for expenses shall be attached to requests for reimbursement.
- C. Division President.** The Division President shall submit her expenses to the Finance Committee Chairman for approval before payment by the Division Treasurer. Additionally, for the two Annual General Conventions during her term of office, she shall submit to the Finance Committee an estimate of proposed expenses, and, upon approval, the Finance Committee shall authorize a check in advance for the approved amount. At the close of each Annual General Convention, she shall submit to the Finance Committee an itemized account of actual expenses incurred while attending the Annual Division and General Conventions. The expenses of the Division President shall be reimbursed as listed in the Standing Rules.
- D. Other Division Officers, Appointive Officers, and Chairmen.** Expenses of other Division Officers, Appointive Officers, and Chairmen shall be reimbursed as specified in the Standing Rules.
- E. General Chairmen.** The Division shall not be responsible for expenses incurred by Chairmen of General Committees.

SECTION 4 ANNUAL DIVISION CONVENTION

Funds shall be appropriated annually for Annual Division Convention expenses and shall be limited as specified in the Standing Rules. The Division shall offer awards to be presented at the Annual Division Convention, as specified in the Standing Rules and *Annual Division Minutes*. Thirty days after adjournment of the Annual Division Convention, the Division Convention Committee Chairman shall provide to the Division President and the Finance Committee Chairman an itemized accounting of all funds received and paid.

SECTION 5 SOLICITATIONS

Circulars and letters to persons or organizations soliciting funds for any purpose shall be prohibited unless approved by the Division Executive Committee. No group within the Organization may collect

dues and donations with the exception of Chapters, Divisions, authorized Clubs, and the Children of the Confederacy. Chapters shall confine their contributions to approved UDC work.

**Article XV.
Division Communications**

Communications of the Division shall include voting by Committees and Boards; transmittal of reports to and/or from Division Officers, Appointive Officers, District Chairmen, and Committee Chairmen; and transmission of the *Old Dominion Bulletin* newsletter. Said communications may be by electronic means, fax, or U.S. Postal Service as directed by the intended recipient.

**Article XVI.
Annual General Convention**

SECTION 1 The Division President shall be Chairman of the Virginia Division delegation attending Annual General Convention and shall cast all unrepresented Chapter votes as instructed by the Division caucus for General elections. She shall submit a report to Annual General Convention formulated from Division Annual Reports, As the immediate Past Division President, she shall give the Division report for her second year in office. When Virginia Division hosts the Annual General Convention, she shall appoint the Annual General Convention Chairman. She shall also appoint the Annual General Convention Co-Chairman and the Convention Treasurer with the advice of the Convention Chairman.

SECTION 2 **Virginia Caucus.** All Virginia Division members who are registered attendees at Annual General Convention shall be permitted to attend, speak, and vote in any caucus of Virginia Division at Annual General Convention.

SECTION 3 **Virginia Candidates for General Office.** To be endorsed by Virginia Division for General Office, the candidate shall be presented by a written endorsement from her Chapter, stating her qualifications, to the Division President for submission to the Division Executive Committee in regular session. Endorsement by the Division Executive Committee shall require a 2/3 vote by secret ballot. The candidate shall then be endorsed by the Division in Convention. No announcement of a candidate for General office shall be made until after the current General Officers have served their first full year. A candidate must have been a member of Virginia Division for a minimum of four years.

**Article XVII.
Annual Division Convention**

SECTION 1 **DATE AND LOCATION**

The Annual Division Convention shall be held the first full weekend of October with the location rotating among the Districts. The Convention Site Committee shall present a recommendation to the Division Executive Committee for the date and site at least two years in advance. The Division Executive Committee shall be authorized to change the date and site in the case of unavoidable circumstances.

SECTION 2 CONVENTION CALL

The *Convention Call* shall be sent by the Division Recording Secretary at least 40 days before the Convention to the following: Division Officers; Appointive Officers; District Chairmen; Past Division Presidents; Honorary Presidents of Division; Chairmen of Standing and Special Committees; and Chapter Presidents. It shall include all Convention information and the registration form. The *Call* sent to Chapter Presidents shall also include the Chapter credentials form and Proxy form (for use only in election years).

SECTION 3 QUORUM

The quorum for the Annual Division Convention shall be representatives of 15 Chapters from four Districts.

SECTION 4 REGISTRATION AND CREDENTIALS

- A. Registration form.** Each attendee (Personal voter, Delegate, Alternate, Proxy voter, member, or guest) shall complete a registration form:
1. For preregistration, send the form to the Credentials Committee Chairman before the deadline stated on the form.
 2. For onsite registration, submit the form at Convention during registration hours.
- B. Registration fee.** There shall be a registration fee for each attendee at the Annual Division Convention, see fee schedule in Standing Rules. Each attendee shall receive a numbered receipt for this fee and a Convention name badge to be worn for attendance at Convention functions. A Page shall not pay a registration fee unless she is a duly elected Delegate or Alternate, or is named as a Proxy, or is planning to have a voice in the proceedings. All registration fees shall be turned over to the Division Treasurer by the Credentials Committee Chairman by Convention adjournment.
- C. Chapter credentials form for Delegate(s) and Alternate(s).** A credentials form shall be required of Chapters to confirm that the Delegate(s) and Alternate(s) they designate were duly elected as such by the Chapter. A Chapter President shall not serve as a Convention Delegate unless duly elected as such by her Chapter. Chapters may have twice as many Alternates as the number of Delegates they are allowed. Personal voters, members not serving as a Delegate or Alternate, and guests shall not submit a credentials form. Each Chapter shall complete a Chapter credentials form, listing its elected Delegate(s) and Alternate(s), and send it to the Credentials Committee Chairman for receipt at least seven days prior to Convention. A Chapter whose form is not received by the Credentials Committee Chairman by the deadline shall be denied Delegate representation at Convention.
- D. Verification of credentials.** The Credentials Committee Chairman shall verify Chapter credentials by using the list provided to her 25 days before the Annual Division Convention by the Division Registrar showing for each Chapter the voting strength and number of members with current per capita status.
- E. Chapter Proxy form.** In an election year, each Chapter shall complete a Proxy form, designating the person who shall serve as its Proxy in the event none of its elected Delegate(s) or Alternate(s) is able to attend, and send it to the Credentials Committee Chairman for receipt at least seven days prior to Convention. A Chapter whose Proxy form is not received by the Credentials Committee Chairman by the deadline shall not have its designated Proxy recognized, and the Division President shall automatically serve as its Proxy.

- F. Alternate to Delegate status.** The Credentials Committee Chairman shall be responsible for changing an Alternate to Delegate status.
- G. Credentials Report.** A Credentials Report shall be given during the Opening Business Session of the Annual Division Convention, and the final report shall be given during the last Business Session. In odd- numbered years, the final report shall be given immediately prior to the election of Division Officers. The final report shall include the number of Personal votes, the number of Chapter Delegate votes, the number of Proxy votes represented, the number of Proxy votes unrepresented, the number of total votes, and the number of votes needed to elect.

SECTION 5 VOTING

For voting in Business Sessions, a member who is present and entitled to a Personal or a Chapter Delegate vote shall cast only one vote. For voting in Division Officer elections, a member who is present and entitled to a Personal vote, a Chapter Delegate vote(s), and/or Proxy vote(s) shall be entitled to cast all of her votes,

- A. Personal vote.** Each Division Officer, Appointive Officer, District Chairman, Past Division President, Honorary President of Division, and Chairman of a Division Standing or Special Committee shall be entitled to one Personal vote. No member shall cast more than one Personal vote.
- B. Chapter Delegate vote.** Each Chapter shall be entitled to representation of 2 (two) votes for the first 7 (seven) members and 1 (one) vote for each 10 (ten) additional members, providing credentials were submitted as required and per capita tax for each was paid to the Treasurer General by July 1 as required. If a Chapter is entitled to more than one Chapter Delegate vote, but the full number of Delegates does not attend, the attending Delegate(s) shall cast all of the Chapter votes.
- C. Proxy vote.** Proxy votes are allowed only for election of Division Officers. A Chapter may name a member of another Chapter to cast its votes by proxy. The name of the member serving as a Proxy must be submitted on the Proxy form as required. No member may serve as Proxy for more than two Chapters with the following exceptions:
 - 1. A District Chairman may cast unlimited proxy votes for the Chapters in her District.
 - 2. The Division President may cast unlimited proxy votes and shall cast all unrepresented Chapter votes.
- D. Process.** Personal voting shall begin 30 minutes prior to the opening of the final Business Session on the last day of the Annual Division Convention. A Personal voter not present for voting shall forfeit her vote. Chapter Delegate voting shall begin following the final Credentials Report. Chapters shall be called by order of Districts. Votes of any Delegate(s) not present when her Chapter is called to vote shall be cast by the Chapter Delegate(s) present as determined by the order of Delegate(s) listed on the Chapter Credentials form.

SECTION 6 ELECTION

Division Officers shall be elected biennially for a 2-year term during the Annual Division Convention in odd-numbered years.

- A. Nominations.** The slate of candidates shall be read by the Nominating Committee Chairman during her report and shall then be posted. The complete slate shall be announced again just prior to the election. Nominations may be made from the floor. A candidate nominated from the floor shall meet all qualifications for eligibility as listed in Article VIII, Section 2, including the written endorsement

of her Chapter and presentation of same to any member of the Nominating Committee during, or before, the first Business Session.

- B. Election.** Election shall be the first order of business on the last day of the Annual Division Convention. A majority of the total voting strength (total votes available) shall constitute an election. Voting shall be by ballot. Should there be more than two candidates for any Division Office, balloting shall continue until a candidate has received a majority of the total voting strength. In the event a majority has not been received by any candidate at the close of the second balloting, the candidate receiving the lowest number of votes shall be dropped from future ballots. Immediately upon her election and prior to installation, the newly elected Division President shall appoint for confirmation by the Annual Division Convention members to serve as Division Corresponding Secretary and Division Chaplin, for 2-year terms.
- C. Results.** Election results shall be announced upon certification of an election and shall include number of invalid ballots, number of votes needed to elect and number of votes received. In the event of no election, the Division President shall so state, and the office shall be filled by appointment by the incoming Division President.

SECTION 7 ANNUAL REPORTS

- A.** All written or electronic reports filed with the Division Recording Secretary by the close of Annual Division Convention shall be printed in the *Annual Division Minutes*. The Division Recording Secretary shall edit reports to the correct length (see Standing Rules) for printing in said *Minutes*.
- B. Reports of Officers, District Chairmen, Board of Trustees, Committee Chairmen, and Division Clubs.** Reports shall be a concise summary of accomplishments and events and shall conform to limitations set in the Standing Rules.
- C. Chapter reports.** Completed Chapter Annual Report forms shall be due to the appropriate District Chairman by August 1. The Chapter Narrative Report shall be a concise summary of Chapter events and accomplishments and shall conform to limitations set in the Standing Rules.
- D. Special Memorials.** For the Memorial Service at Annual Division Convention, there shall be a Chapter fee for Special Memorials, except those to past or present Division Officers, which shall be complimentary (see Fee Schedule in Standing Rules). A typed copy of Special Memorials (see limitations in the Standing Rules) shall be provided to the Division Recording Secretary by the Memorial Committee Chairman by September 15 for publication in the *Annual Division Minutes*.

SECTION 8 ANNUAL DIVISION MINUTES

The *Minutes of the Annual Division Convention* shall be printed annually. The official manuscript (electronic version with master template) of the *Annual Division Minutes* shall be provided to the Division Files Committee.

- A.** The Division Recording Secretary who compiled the *Minutes* shall arrange for the printer to provide copies of *Minutes* as specified in the Standing Rules.
- B.** Each Chapter shall pay for all copies of *Annual Division Minutes* ordered by the Chapter.

SECTION 9 ORDER OF BUSINESS

The Division President shall preside at all Business Sessions. The transaction of business shall be governed by the usual rules of procedure and debate as observed in deliberative assemblies and shall be

conducted according to the Order of Business as defined in the Standing Rules. The New Business Committee shall present any new business during the last 15 (fifteen) minutes of each Business Session.

Article XVIII. Seal, Badge, and Insignia

SECTION 1 SEAL OF VIRGINIA DIVISION

The Virginia Division Seal shall have Virginia Division United Daughters of the Confederacy in the outer rim. It is the property of Virginia Division and may be used for official purposes only. The Virginia Seal is in the Virginia Division Files at the Virginia Museum of History and Culture.

SECTION 2 BADGE OF VIRGINIA DIVISION

The Virginia Division Badge shall be an open circle with a white enamel rim bearing in gold the words “Daughters of the Confederacy 1861-65” and with the first and last flags of the Confederacy crossed in the open center. The Virginia Division Badge may be sold only to Virginia Division members. In printed form, it shall be used on official publications of the Division and Chapters.

SECTION 3 INSIGNIA

- A. General insignia.** The insignia (i.e., pins, ribbons, and sashes) issued by the General Organization shall be ordered and worn in compliance with rules established by the General Organization and printed in the *Vice President's Manual* and *UDC Handbook*. Pins are listed in the Standing Rules in the order in which they are to be worn. The Past Division President sash may only be worn in the Division, with the exception that the immediate Past Division President shall wear it on Division Presidents Evening at Annual General Convention. The sash of an Honorary President of Division may only be worn in the Division.
- B. Division insignia.** In addition to the Virginia Division Badge in SECTION 2 above, the Division shall designate pins for Division Officers, Appointive Officers, and District Chairmen, which are to be engraved with office and years held. The Division shall designate a Division Page Pin earned for service during Division events according to rules established by the Division and printed in the *Annual Division Minutes*. These pins are sold through the office of the Division Vice President.
- C. New insignia.** Virginia Division, Chapters, and authorized Clubs may design their own insignia which shall be preapproved by the Division Executive Committee and the Annual Division Convention prior to submission to the General Executive Committee and the Annual General Convention.

Article XIX. Scholarships and Academic Awards

SECTION 1 SCHOLARSHIPS

The Division shall offer academic scholarships to deserving students according to rules established by the Division and printed in the *Division Scholarship Circular*. The list of scholarships shall be printed in the Standing Rules and the *Division Scholarship Circular*. All scholarships shall be processed through the office of the Division Second Vice President.

SECTION 2 ACADEMIC AWARDS

The Division shall annually bestow academic awards as listed in the Standing Rules to honor noteworthy Confederates at institutions of higher learning according to qualifications established by the Division and printed in the *Annual Division Minutes*.

Article XX. Division Clubs

SECTION 1 DEFINITION

The following Division Clubs are authorized: Real Daughters, Granddaughters, Great-Granddaughters. Great- Great Granddaughters, and Great-Great-Great-Granddaughters.

SECTION 2 ORGANIZATION

Clubs, other than those listed in Section 1 above, may be formed at the Division level upon a written request defining the Club and its objects, signed by seven members, and sent to the Division President and the Division Executive Committee a minimum of 30 days prior to a meeting of the Division Executive Committee. Upon approval by the Division Executive Committee, the request shall be recommended to the following Annual Division Convention for approval.

SECTION 3 BYLAWS

Authorized Division Clubs shall have Bylaws, which shall be approved by the Division Bylaws Committee. Any proposed amendments to said Bylaws shall be approved by the Division Bylaws Committee prior to presentation to the Club members for approval.

SECTION 4 FINANCES

A. Annual Financial Report. The *Annual Financial Report form* shall be submitted according to rules established by the General Organization. A copy shall be sent by November 15 to the Division Treasurer and the Finance Committee Chairman.

B. Dues. Only authorized Division Clubs may collect dues and donations.

SECTION 5 ANNUAL REPORT

Authorized Division Clubs shall present an Annual Report to the Annual Division Convention. Said report shall conform to the word limit as specified in the Standing Rules and shall be printed in the *Annual Division Minutes*.

SECTION 6 DISSOLUTION

Upon dissolution, all assets of a Division Club shall not inure to the benefit of any individual and unless otherwise limited, shall become the property of the Division and turned over to the Division President within one year. If a Division Club is declared defunct, all properties shall become the property of the Division and sent to the Division President within one year of defunct status.

Article XXI.
Children of the Confederacy

SECTION 1 DEFINITION

Virginia Division, Children of the Confederacy (also known as the CofC), shall be an auxiliary to Virginia Division, United Daughters of the Confederacy. It shall be under the direction of the Division Third Vice President (also known as the Division Director). The Division shall be composed of local Chapters organized by UDC Chapters according to the rules established by the General Organization of UDC. Virginia UDC Chapters shall be encouraged to sponsor a CofC Chapter. Virginia Division CofC shall elect Officers, approve Bylaws, and hold an Annual Division Convention.

SECTION 2 MEMBERSHIP

Those eligible for membership shall be girls and boys who are lineal or collateral blood descendants of men and women who served honorably in the Army, Navy, or Civil Service of the Confederate States of America, or gave Material Aid to the Cause. Children may be enrolled at birth. Membership applications shall be submitted according to rules established by the General Organization of UDC. Membership in the Children of the Confederacy shall cease at the adjournment of the CofC Annual General Convention after their 18th birthday or when a member marries or becomes a member of the United Daughters of the Confederacy or the Sons of Confederate Veterans.

SECTION 3 RULES

Rules governing the CofC shall be established by the United Daughters of the Confederacy including the Code of Behavior and Rules of Discipline. The CofC may not adopt any Bylaw or Standing Rule or take any action that conflicts with said Code or Rules. The Code of Behavior and the Rules of Discipline shall be printed in the *UDC Handbook*, the *Children of the Confederacy Handbook*, and the *CofC Minutes of the Annual General Convention*. The CofC Bylaws shall be printed in the *CofC Minutes of the Annual Division Convention*. The Code of Behavior shall also be printed in the *CofC Annual Division Convention Call*.

SECTION 4 FINANCES

- A. Financial records.** The financial year shall be September 1 to August 31. The financial records of Virginia Division, CofC, shall be closed on August 31. The records from the Director, Virginia Division CofC shall be sent to the Chairman of the Finance Committee, Virginia Division UDC by September 15. The Finance Committee shall inspect and review records and prepare a report.
- B. Treasurer's report.** The Treasurer of Virginia Division, CofC, shall prepare a report giving cash receipts and disbursements with beginning and ending cash balances for the previous quarter. A copy of this report shall be sent on a quarterly basis to:
1. President, Virginia Division, CofC.
 2. President, Virginia Division, UDC.
 3. Third Vice President, Virginia Division, UDC.
 4. Chairman, Finance Committee, Virginia Division, UDC.
- C. Financial support.** Virginia Division, UDC, shall provide financial support to Virginia Division, CofC, as prescribed in the Standing Rules. UDC Chapters shall be encouraged to provide financial support and assistance to their CofC Chapter. All allotments and the expenses of the Division Third

Vice President shall come from the Children of the Confederacy Fund in the Virginia Division, UDC, Treasury.

SECTION 5 TRANSFER TO UNITED DAUGHTERS OF THE CONFEDERACY

- A. Membership.** Upon invitation by a UDC Chapter, a current or former female member of the Children of the Confederacy, who is at least 16 years of age, shall join a Chapter of the UDC by transfer rather than by the Original Membership application process outlined in Article III, Section 4 above (see Fee Schedule in Standing Rules). The transfer procedure shall be according to rules established by the General Organization and printed in the *Registrar's Manual* and *UDC Handbook*, and Chapter and Division Bylaws.
- B. Supplemental applications.** After a CofC to UDC transfer is complete, a member may transfer any approved CofC Supplemental Membership applications to the UDC according to rules established by the General Organization and printed in the *Registrar's Manual* and *UDC Handbook*, and Division Bylaws (see Fee Schedule in Standing Rules).

**Article XXII.
Use of Roster**

Furnishing a roster of the General Organization, Virginia Division, or a Chapter to an individual or organization to be used to create interest in or solicit funds for other than approved UDC work is strictly prohibited.

**Article XXIII.
Arbitration and Discipline**

In case of differences between Chapter and Division Officers or between individual members and Chapter or Division Officers, the ruling of the General Organization as printed in the General Bylaws shall apply.

**Article XXIV.
Emergency Procedures**

The procedures presented in the General Bylaws shall apply.

**Article XXV.
Dissolution**

If Virginia Division is dissolved, after payment of authorized expenditures, all assets and records (unless otherwise limited) shall be distributed to the General Organization, with no part to inure to any member or private individual.

Article XXVI.
Amendments

These Bylaws may be amended in even-numbered years by a 2/3 vote of those present and voting at Annual Division Convention. Proposed amendments in a 3-column format shall be signed by the proponent and shall be received by the Bylaws Committee Chairman by May 1. A copy of proposed amendments shall be sent with the *Convention Call* at least 40 days prior to the Convention, or earlier if requested by the Bylaws Committee Chairman and approved by the Division President. Changes in the General Organization Bylaws shall take precedence over Division Bylaws.

Article XXVII.
Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Division in all cases to which they are not inconsistent with these Bylaws and any special rules of order that may be adopted.

Virginia Division Standing Rules
United Daughters of the Confederacy®
Adopted October 2024

1. AMENDMENTS

These Standing Rules may be amended or dissolved by a 2/3 vote of those present and voting at any meeting of Virginia Division.

2. FEE SCHEDULE

• <u>Membership</u>	<u>Division fee</u>	<u>General fee</u>	<u>Total</u>
- New Member Application*	\$12.00	\$50.00	\$62.00
- Supplemental Application	\$11.00	\$30.00	\$41.00
- UDC to UDC transfer	\$ 5.00	\$15.00	\$20.00
- CofC to UDC transfer*	\$ 5.00	\$35.00	\$40.00
- CofC to UDC Supplemental transfer	\$ 5.00	\$10.00	\$15.00

Send 2 checks for each item above as follows:

1 check payable to “Treasurer VA Div UDC” for Division fee

1 check payable to “Treasurer General UDC” for General fee

* Includes General per capita tax of \$30

	<u>Per capita tax</u>	<u>Division fee</u>	<u>General fee</u>	<u>Total</u>
- Reinstatement of Membership	\$36.85	\$1.00	\$10.00	\$47.85

Send notification to Division Registrar

Send notification to Division Treasurer with 1 check for total fees payable to “Treasurer VA Div UDC”

	<u>Division fee</u>	<u>General fee</u>	<u>Total</u>
- Legacy Membership Application	\$0.00	\$40.00	\$40.00
- Life Member Fee	\$1,000.00 on and after September 1, 2025. \$500.00 on or before August 31, 2025 (discounted fee only available to those aged 60 or older on or before November 6, 2023)		

Send 1 check payable to “Treasurer General UDC” for General fee

• <u>Chapter Annual Obligations</u>	<u>Total</u>
- Division per capita tax (per member)	\$ 5.00
- General per capita tax (per member)	\$30.00
- Division Convention Fund (per member)	\$00.10
- Historical Work Fund (per member)	\$00.20
- CofC Fund (per member)	\$00.10
- Monument Defense Fund (per member)	\$ 1.00
- State Education Fund (per member)	\$00.20
- Memorial Building and Grounds Maintenance Fund (per member)	\$00.15
- Friends of the White House of the Confederacy Fund (per member)	\$00.10
- Total (per member)	<u>\$36.85</u>

Each Chapter is responsible for the obligations above on a per member basis. Send per instructions on the Division Treasurer's form.

• <u>Annual Division Minutes (1st Copy)</u>			<u>Total</u>
Each Chapter shall order 1 copy of Minutes. Additional copies may be ordered for \$6.00 (six dollars) each per instructions on form.			\$6.00
• <u>Charter</u>	<u>Division fee</u>	<u>General fee</u>	<u>Total</u>
- Chapter Charter (new or reactivated)	\$ 3.00	\$25.00	\$28.00
Send 1 check payable to "Treasurer VA Div UDC"			
• Miscellaneous	<u>Division fee</u>	<u>General fee</u>	<u>Total</u>
- Copy of member's UDC or CofC Membership Application		\$10.00	\$10.00
- Replacement or Transfer Membership certificate		\$15.00	\$15.00
Send request to Business office with 1 check payable to "Treasurer General UDC"			
- Annual Division Convention registration fee	\$10.00		\$10.00
Send per instructions on form			
- Annual Division Convention Special Memorial fee	\$10.00		\$10.00
Send per instructions on form			
- District Conference registration fee			\$5.00
Send per instructions in <i>Conference Call</i>			
- Annual subscription to <i>Old Dominion Bulletin</i> (Division Newsletter)	\$6.00		\$6.00
Send check to Corresponding Secretary payable to "Treasurer VA Div UDC"			

3. UDC INSIGNIA

- a. Order of Insignia.** The order of insignia placement on the UDC Official Ribbon shall be as printed below. Any changes at General shall automatically take effect in Virginia Division. No costume jewelry, souvenir buttons, or insignia of any other organization shall be worn on the UDC Official Ribbon. (See the *Vice President's Manual* for descriptions.)

Order of Insignia Placement on UDC Ribbon

1. Plain bar or '61 UDC '65 Bar or Associate Member Bar (No. 1a, 1b, 1c or 1d)*
2. Original Ancestor Bar
3. UDC Insignia Pin (one only)
4. POW Pin (if original Ancestor was a POW), otherwise under the last Supplemental Membership Ancestor bar)

5. Present Office
 - a. General Officer Pin and General Committee Chairman Pin
 - b. Virginia Division Officer Pin, Appointed Officer Pin, District Chairman Pin, and Committee Chairman Pin
 - c. Virginia Division Chapter Officer Pin and Committee Chairman Bar
6. Office(s) held (Previous Offices)
 - a. General Officer Pin and General Committee Chairman Pin
 - b. Virginia Division Officer Pin (including Ex-Division President's pin), Appointed Officer Pin, District Chairman Pin, Division Committee Chairman Pin
 - c. Chapter Officer Pin (includes Past Chapter President Pin), Chapter Committee Chairman Bar
7. Jefferson Davis Historical Gold Medal (ribbon optional)*
8. Winnie Davis Medal
9. Sidney Lanier Medal
10. Military Service Award Medal or Lapel Pin(s) (recipients only)*
11. American Patriot Award (recipients only)*
12. Armed Forces Pin (recipients only)*
13. Homeland Defense Service Medal (recipients only)*
14. Robert E. Lee Award Pin (CofC award)
15. Mary Custis Lee Award Pin (CofC award)
16. Educator Award (CofC award)*
17. Judah P. Benjamin Award Pin
18. Veterans Affairs Voluntary Service (VAVS) Pin*
19. Under 40 Membership Pin
20. Member-for-Member Pin
21. 50-Year Membership Pin
22. 35-Year Membership Pin
23. 25-Year Membership Pin
24. 10-Year Membership Pin
25. General Volunteer Pin*
26. Supplemental Membership Ancestor Bar(s)
27. POW Pin (if a Supplemental Ancestor was a POW)
28. 100th Anniversary of UDC Pin*
29. 125th Anniversary of UDC Pin*
30. Lee-Davis General Bicentennial Pin*
31. 150-Year Remembrance Pin*
32. 150th Commemoration Pin*
33. Memorial Building Endowment Fund Pin*
34. Legacy Pin*
35. Restoration Pin*
36. Education Key Pin*
37. Confederate Heritage Pin*
38. Southern Heroes Pin*
39. Caroline Meriwether Goodlett Founder's Pin*

40. Anna Davenport Raines Co-Founder's Pin*
41. Patriotic Pin*
42. Historical Pin*
43. Educational Pin*
44. Memorial Pin*
45. Page Pin*
 - a. General
 - b. Division
46. Virginia Division Pins:
 - a. Division Membership Badge (Restricted to Division of present membership)
 - b. Division Commemorative Pins (Restricted to Division of present membership)
 - 1) 100th Anniversary Virginia Division*
 - 2) 125th Anniversary Virginia Division*
 - 3) Sesquicentennial of War 1861-1865*
 - 4) Lee-Davis Bicentennial 2007-2008*
 - 5) Robert E. Lee-Traveller*
 - 6) Stonewall Jackson-Little Sorrel-VMI*
 - 7) Monument Preservation Pin*
47. Chapter Pins:
 - a. Chapter Pin (Restricted to present membership)
 - b. Charter Member Bar (Restricted to present membership)
 - c. Chapter Commemorative Pins*
48. CofC Pins
 - a. CofC Membership Pin (former CofC members only)
 - b. CofC Ex-President General Pin / CofC Ex-Honorary General Pin
 - c. CofC Ancestor Bar(s) - Original and Supplemental; (Requires transfer of each approved Supplemental application to UDC)
 - d. CofC Alumni Pin
 - e. CofC Centennial Pin*
 - f. CofC Golden Anniversary Pin*
 - g. CofC Unity Pin*
 - h. CofC Sesquicentennial Pin*
 - i. CofC Diamond Jubilee Pin*
49. Real Daughter Pin
50. Granddaughters Club Pin
 - a. Club Officer Bar
 - b. General
 - c. Division
51. Great-Granddaughters Club Pin
 - a. Club Officer Bar
 - b. General
 - c. Division
52. Great-Great-Granddaughters Club Pin
 - a. Club Officer Bar

- b. General
- c. Division
- 53. Great-Great-Great-Granddaughters Club Pin
 - a. Club Officer Bar
 - b. General
 - c. Division
- 54. Ex Presidents Council Pin
- 55. Presidents Council Pin
 - a. Club Officer Bar

An asterisk*means that a UDC Associate Member may wear the pin on her Official Associate Ribbon.

- b. UDC Official Ribbon.** The insignia listed above shall be placed on a UDC Official Ribbon that is 8", 12" or 16" long. A maximum of four Ribbons may be worn side by side. Lengths may not be mixed. The 16" Ribbon may be folded over for added strength for an 8" Ribbon. A 24" Ribbon may be folded over for a 12" Ribbon. A 32" Ribbon may be folded over for a 16" Ribbon. Magnetic Ribbons with padding are available from the Business Office. They are available in single, double, triple and quadruple widths, in all three lengths.

4. ANNUAL DIVISION CONVENTION

- a. Order of Business.** The following shall be the Order of Business for the Annual Division Convention with the last 15 (fifteen) minutes of each Business Session reserved for the presentation of new business.
 - 1. Call to Order
 - 2. Invocation
 - 3. Pledge of Allegiance to the United States Flag
 - 4. Singing of the National Anthem
 - 5. Salute to the Virginia Flag
 - 6. Singing of *Carry Me Back to Ole Virginny*
 - 7. Salute to the Confederate Flag
 - 8. Singing of *Dixie's Land*
 - 9. UDC Opening Ritual and Prayer
 - 10. Roll Call of Division Officers, Appointed Officers, District Chairmen. Past Division Presidents. Honorary Presidents of Division, Chairman of the Board of Trustees, and Chairmen of Standing and Special Committees
 - 11. Roll Call of Chapters and Presentation of Flags
 - 12. Credentials Report
 - 13. Presentation of Official Convention Program
 - 14. Presentation of Convention Rules
 - 15. Reports of Division Officers
 - 16. Reports of Appointed Officers
 - 17. Recommendation of Division Executive Committee
 - 18. Reports of District Chairmen

19. Report of Board of Trustees
20. Reports of Standing Committees
21. Reports of Special Committees
22. Reports of Division Clubs
23. Final Credentials Report (during final Business Session and immediately prior to delegate voting in odd-numbered years)
24. Election of Division Officers (during final Business Session in odd-numbered years)
25. Unfinished Business
26. Presentation of New Business by New Business Committee (last 15 (fifteen) minutes of each Business Session)
27. Reading of Communications
28. Reading and Approval of Minutes (beginning of each Business Session)
29. Installation of Division Officers and District Chairmen (during final Business Session in odd-numbered years)
30. Singing of *Blest Be the Tie that Binds*
31. Adjournment

b. Business Session

1. At the Roll Call of Chapters during the Opening Business Session, each Chapter shall present a green flag (money) and a Confederate flag. The green flags shall be placed in a fund designated by the Finance Committee, and the Confederate Flags shall be presented to the Hostess Chapters. If a Chapter presents two green flags. One shall be given to the Hostess Chapters and the other to the fund designated by the Finance Committee.
2. During the Opening Business Session, the Division President shall appoint 3 Timekeepers and 3 Tellers to serve during the Annual Division Convention.
3. During the Business Sessions, the use of recording devices (except by the Division Recording Secretary) is prohibited without prior approval.

c. Historical Evening.

1. The Total number of Awards is limited to eight. The Division President may reduce this number or allow additional awards under special circumstances.
2. The Division Executive Committee shall determine the number of awards in each of the categories of Military Service Awards, Space Awards, American Patriotic Awards, Homeland Defense Awards and Meritorious Service Awards. The Crosses of Military Service shall be given preference for bestowal during Historical Evening.
3. The applications for awards shall be received by the Recorder of Military Service Awards or appropriate Committee Chairman by June 15 and this information shall be passed to the Division President for Approval by the Division Executive Committee.
4. The bestowal service shall follow the applicable protocol for the bestowals as found in the UDC Ritual or Manuals.

d. Memorial Service. Roll Call at the Memorial Service shall be by District with one white flower provided for each District reporting deceased members. Special Memorials to a deceased member other than a past or present Division Officer shall be limited to 200 words.

e. Annual Reports. Reports shall be in triplicate, typed double-spaced. Reports may be submitted electronically. The maximum length of reports exclusive of statistics shall be as follows:

Division Officers other than the President	500 words
Appointed Officers	500 words
District Chairmen	250 words
Committee Chairmen	250 words
Chapter Narrative Report	300 words
Division Clubs	250 words

f. Prizes

1. **Checks.** No prize may be offered by a Division Officer or Chairman or printed in the *Historian's Yearbook* or *Annual Division Minutes* until a check for the correct amount payable to “Treasurer Virginia Division” is received by the Division Treasurer within 15 days after adjournment of the Annual Division Convention. No prize shall be awarded unless printed in the *Annual Division Minutes*.
2. **Essays.** The minimum prize offered for essays by individuals or Chapters shall be \$15.
Categories. The categories for awards and prizes that are judged according to Chapter membership shall be: Chapters with 7 to 40 21 members; and Chapters with 41 22 or more members. **This number may be adjusted based on the median number of members in Virginia Chapters. The Division Treasurer shall provide the annual head count report to the Bylaws Chairman in even numbered years so this number may be adjusted.**
3. **Virginia Division Awards.** Awards offered by the Division shall be funded as follows:

Annual Division Awards	Maximum Amount
Vice President	\$ 60.00
Registrar	\$ 25.00
Historian	\$120.00
Recorder of Military Service Awards	\$ 25.00
Historical Work with Students Committee	\$150.00
Magazine Committee	\$ 60.00
Publicity Committee	\$ 15.00

4. **Banners.** The following banners shall be bestowed according to rules established by the Division and printed in the Rules section of the *Annual Division Minutes*:

Banner	Judges	Level	Purpose
<i>Alice Whitley Jones</i>	President Historian Finance Chairman	Chapter	Historical Project
<i>Minnie C. Eller</i>	Vice President	District	Highest Report Points; Achieving UDC objects
<i>Mrs. John S. Goldsmith</i>	Third Vice President	Chapter	Support to CofC
<i>Randolph-Walke</i>	Registrar	District	Largest Net Increase in Membership

g. Expenses

1. An amount not to exceed \$1,500 or the registration fees, whichever is greater, shall be appropriated annually for Annual Division Convention expenses. This amount shall not include the Parliamentarian expenses, the Historical Evening speaker honorarium, or the Memorial Service wreath.
 - a. The Parliamentarian shall be selected by the Division President, and her expenses shall be paid by the Division.
 - b. The Historical Evening speaker may receive an honorarium of up to \$100, which shall be paid by the Division.
 - c. The cost of the wreath and flowers for the Memorial Service shall not exceed the prevailing price, which shall be paid by the Division.
2. Convention expenses shall be approved by the Division Convention Committee Chairman before being presented to the Division President for approval.

h. Annual Division Minutes

The Division Recording Secretary who compiled the *Minutes* shall arrange for the printer to send of the *Minutes* as follows:

1. **Each District Chairman:** number of copies ordered for the Chapters in her District
2. **Division President:** 5 complimentary copies
3. **Outgoing Division President:** 1 complimentary copy
4. **Division Recording Secretary who compiled the *Minutes*:** 11 complimentary copies, which she shall distribute as follows:
 - a) **Three copies to:** Chairman of Custodian of Division Minutes Committee
 - b) **Two copies to:** Library of Virginia (800 E. Broad Street, Richmond, VA 23219-8000)
 - c) **One copy each to:**
 - 1) President General.
 - 2) UDC Business Office for the Brewer Library.
 - 3) Division Parliamentarian (PKP).
 - 4) Auditor.
 - 5) Chairman of Division Files Committee: Virginia Museum of History & Culture (PO. Box 7311, Richmond, VA 23221-0311).

5. SALES POLICY

Only items approved by the Division President or District Chairman, respectively, shall be available for sale at Annual Division Convention or District Conference. All sales shall benefit Virginia Division UDC or CofC, a Chapter of Virginia Division UDC or CofC, or a sponsored project. Sales by Chapters in other Districts are allowed at District Conferences.

6. SCHOLARSHIPS

The following gift scholarships shall be offered by Virginia Division based on criteria established by the Division. Other gift scholarships may be offered as funds become available. Scholarships may only be awarded to students pursuing a Bachelor's degree at a 4-year college or university, unless otherwise noted. All scholarship recipients are expected to maintain a 3.0 GPA.

<u>State Education Fund</u>	<u>Individually Funded</u>	<u>Endowed</u>
Catherine Custis Taylor Gaffigan Memorial Stonewall Jackson Memorial Janet Weaver Randolph Memorial	Jennie Gunn Ball Margaret Hart Barnes Memorial Rives Cosby Ford Memorial Preston Goss Glazebrook Memorial Mary Custis Lee Memorial Matthew Fontaine Maury Captain Sally Tompkins Nursing & Allied Health Sciences Mary Anne Williams Memorial Martha Anthony E. Elizabeth Snedden Mary Moore Williams Richard Poplar Towberman-Epperson Veterinary Medicine/ Surgery	Fitzhugh Lee Memorial Marrow Memorial Washington & Lee <u>CofC</u> Howard Stiles Nuckols Beatrice Bland

a. Scholarships paid by the Division from the State Education Fund

1. *Catherine Custis Taylor Gaffigan Memorial* - Transferable. Freshman through senior. Undergraduate only.
2. *Stonewall Jackson Memorial* - Virginia Military Institute, Lexington. VA. Fourth through First Classman. Preference given to descendants of Confederate Veterans who were VMI cadets.
3. *Janet Weaver Randolph Memorial* - College of William & Mary, Williamsburg, VA. Freshman through Senior. Undergraduate females only.

b. Scholarships paid by the Division from the individual scholarship funds

1. *Jennie Gunn Ball* -Transferable - Freshman through senior. Undergraduate only.
2. *Margaret Hart Barnes Memorial* - Transferable. Freshman through senior. Undergraduate only.
3. *Rives Cosby Ford Memorial* - Transferable. Freshman through senior. Undergraduate only.
4. *Preston Goss Glazebrook Memorial* - University of Virginia, Charlottesville, VA. Freshman through graduate. History majors or minors only.
5. *Mary Custis Lee Memorial* - Transferable. Freshman through senior. Undergraduate only.
6. *Matthew Fontaine Maury* - Transferable. Freshman through senior. Undergraduate only.
7. *Captain Sally Tompkins Nursing & Allied Health Sciences* - Transferable. Females only. Nursing or healthcare majors only.
8. *Mary Anne Williams Memorial* - Transferable. Freshman through graduate. Pre-Med or Engineering majors only.
9. *Martha Anthony* - Transferable. Freshman through senior. Undergraduate only.

- 10. *E. Elizabeth Snedden* - Transferable. Community College or Vocational-Technical School only. Awarded for the duration of the student's course of study.
- 11. *Mary Moore Williams* - Transferable Freshman through senior Undergraduate only
- 12. *Richard Poplar* - Transferable Freshman through senior Undergraduate only.
- 13. *Towberman-Epperson Veterinary Medicine/Surgery* - Awarded to a student who has successfully completed all prerequisites, required courses leading to a declared degree in Veterinary Medicine and/or Surgery. Confederate lineage is not a requirement, but the applicant must be a United States citizen and have a GPA of 3.5 or above. The college or university must be fully accredited in Veterinary Medicine.

c. Endowed Scholarships paid by the schools to recipients chosen by the Division

- 1. *Fitzhugh Lee Memorial*. Virginia Military Institute. Lexington. VA. Paid by Virginia Military Institute from a \$5,000 endowment. Fourth through First Classman. Preference given to descendants of Confederate Veterans who were VMI cadets.
- 2. *Marrow Memorial*. University of Richmond or Westhampton College, Richmond. VA. Paid by University of Richmond from a \$10,000 endowment. Freshman through senior. Undergraduate only.
- 3. *Washington & Lee*. Washington & Lee University. Lexington, VA. Paid by Washington & Lee from an endowment. Freshman through senior. Undergraduate only.

d. Children of the Confederacy scholarships (administered by Virginia Division CofC)

- 1. *Howard Stiles Nuckols*
- 2. *Beatrice Bland*

7. ACADEMIC AWARDS

The Division shall annually bestow academic awards to honor noteworthy Confederates at the following institutions of higher learning:

- a. Matthew Fontaine Maury Award at Virginia Military Institute.
- b. Captain Sally Tompkins Award at the Virginia Women's Institute for Leadership at Mary Baldwin College.
- c. J.E.B. Stuart-Real Daughters Award at Virginia Polytechnic Institute and State University (Virginia Tech).
- d. Moses Ezekiel Award at Liberty University.

8. CHILDREN OF THE CONFEDERACY

Virginia Division shall provide annual financial support to Virginia Division. CofC, as follows:

ITEM	MAXIMUM AMOUNT
Annual Division Convention prizes	\$ 50.00
Annual Division Convention Hostess Chapter expenses	\$ 75.00
Printing of CofC <i>Minutes</i> (including Bylaws)	\$150.00
Advertisement honoring Virginia Division CofC President in Virginia Special Issue <i>UDC Magazine</i>	1/3 page

9. EXPENSES, REIMBURSEMENTS, AND ALLOTMENTS

The following annual expenses shall be paid directly or reimbursed by Virginia Division. Receipts shall be required for all expenses.

	Expense	Maximum Amount
Division	Battle of First Manassas Ceremony	\$300 (three hundred dollars) for printed programs, speaker's honorarium and wreath.
	Newsletter (<i>Old Dominion Bulletin</i>) (5 issues)	Least expensive photocopying and mailing costs.
	Virginia Division Special Issue of <i>UDC Magazine</i>	Inside front cover and no more than two photos for Division News to be use at the discretion of the UDC Division President.
President	Office expenses, excluding postage	\$400 (four hundred dollars) may be used for supplies at the Division President's discretion, for additional travel, or other expenses incurred, with approval of the Finance Committee.
	General Spring Board	Mileage at 14¢ (fourteen cents) per mile; ½ room at event hotel for 1 (one) night; Division President's Council dinner and Board luncheon.
	Mid-year and called Division Executive Committee meetings	Mileage at 14¢ (fourteen cents) per mile; ½ standard room (max. \$100 -\$50) (one hundred fifty dollars) for 1 (one) night if more than 100 (one hundred) miles from home.
	District Conferences	Mileage at 14¢ (fourteen cents) per mile; ½ standard room (max. \$100) (one hundred dollars) for 1 (one) night if more than 100 (one hundred) miles from home.
	Massing of the Flags	Mileage at 14¢ (fourteen cents) per mile.
	CofC Annual Division Convention	Mileage at 14¢ (fourteen cents) per mile; ½ standard room for 1 (one) night if more than 100 (one hundred) miles from home.
	CofC Annual General Convention (when hosted by Division)	Mileage at 14¢ (fourteen cents) per mile; ½ standard room at Convention hotel for 3 (three) nights.

	Battle of First Manassas Ceremony	Mileage at 14¢ (fourteen cents) per mile; ½ standard room (max. \$100-\$50) (one hundred fifty dollars) for 1 (one) night if more than 100 (one hundred) miles from home.
	Annual Division Convention	Mileage at 14¢ (fourteen cents) per mile; ½ standard room at Convention hotel for (3) three nights; Convention-sponsored meals.
	Annual General Convention	Mileage at 14¢ (fourteen cents) per mile; airfare on most economical carrier, or surface transportation by the most economical means; ½ standard room at Convention hotel for 5 (five) nights; Presidents Council dinner, <i>Magazine</i> Luncheon, Division Presidents Banquet, Memorial Service bus, Friendship Evening and corsage.
	Events sponsored by Division Executive Committee or Annual Division Convention	Mileage at 14¢ (fourteen cents) per mile.
	VMI, VPI, and VWIL academic award ceremonies	Mileage at 14¢ (fourteen cents) per mile.
	Scrapbook	\$150 (one hundred fifty dollars).
Third Vice President	CofC Annual Division Convention	Mileage at 14¢ (fourteen cents) per mile; ½ standard room at Convention hotel for 1 (one) night.
	CofC Annual General Convention	Mileage at 14¢ (fourteen cents) per mile; airfare on most economical carrier, or surface transportation by the most economical means; ½ standard room at Convention hotel for 3 (three) nights.
District Chairmen	Office expenses including postage (per Chairman)	\$10 (ten dollars) multiplied by number of Chapters in District.
Organization of New Chapters Committee	Organizational Work	\$65 (sixty-five dollars) per Chapter with Division President and Finance Committee approval
Division Webmaster	Website	Annual charge not to exceed \$400 (four hundred dollars).
Parliamentarian (PRP)	All executive Committee meetings	Professional fees, milage at current government mileage rate, meals, and a standard single room for 1 (one) night if over 50 (fifty) miles from home.
Publicity Chairman	<i>Division Pressbook</i>	\$150 (one hundred fifty dollars) toward production of <i>Division Pressbook</i> .

10. DIVISION HEADQUARTERS FUND GRANTS

- a. **Grants may be made** from the Division Headquarters Fund for the preservation or conservation of a Virginia War Between the States item.
- b. **Applications for a grant may be made by:**
 - 1. Virginia Division UDC or its Chapters.
 - 2. Virginia Division CofC or its Chapters.
- c. **Applications must be submitted** to the Division Headquarters Committee. The request must include:
 - 1. Item description, provenance, location and current photograph.
 - 2. Two current, professional, detailed work estimates of the preservation or conservation cost with full name, address, and contact information of the company or person who will perform said work. If only one estimate is available, the applicant must explain the reason.
 - 3. Future location and use of said item.
 - 4. Financial plan for additional fundraising and a timeline for project completion.
- d. **Process.** The Division Headquarters Fund Committee shall review applications and submit same with its recommendations to the Finance Committee for its consideration at least four weeks prior to the Mid-year Division Executive Committee meeting or the Annual Division Convention. The Finance Committee shall submit its recommendations to the Division Executive Committee for final approval.
- e. **Restrictions.** No further grant requests from the same entity shall be considered until the preservation or conservation of said item has been completed. No entity shall be awarded a grant in consecutive years.
- f. **Funds.** Grants shall be in the amount of \$500, \$2,000, or \$4,000, contingent on the cost of the project and funds available. Grants shall be made only from the previous year's interest income and shall not exceed 75 percent of said income.

11. MONUMENT DEFENSE FUNDS

- a. **Grants may be made** from the Monument Defense Fund for legal fees to prevent a monument or marker from being moved from its current location. Grants may also be requested to assist with fees associated with moving a monument or marker, if it has been determined that the monument or marker must be moved or if it must be moved for its protection.
- b. **Applications for a grant may be made by:**
 - 1. Virginia Division UDC or its Chapters
 - 2. Virginia Division CofC or its Chapters.
- c. **Applications must be submitted** to the Monuments, Markers and Historic Sites Committee. The request must include:
 - 1. Monument or marker description, location, nature of protective action to be taken, and a current photograph.
 - 2. In the case of legal action, include an estimate of the number of attorney hours, court costs, and other fees associated with the legal work to protect the monument. This estimate should come

from the attorney(s) that have agreed to accept the case. This must include the full name, address, and contact information for the law firm(s).

3. If moving a monument or marker is required, include a current, professional, detailed work estimate for the preservationist or monument company that will be moving the monument or marker. This must include the full name, address, and contact information for the company that will perform said work.
4. Financial plan for additional fundraising and an estimated timeline for the legal proceedings or movement of the monument or marker.

d. Process. The Division Monuments, Markers, and Historic Sites Committee shall review applications and submit same with its recommendations to the Finance Committee for its consideration. The Division Finance Committee shall submit its recommendations to the Division Executive Committee for final approval.

e. Restrictions. The funds are released at the discretion of the Division Finance Committee,

VIRGINIA DIVISION CALENDAR

September 1	<ul style="list-style-type: none"> • UDC year begins • Per capita taxes are payable
Monthly on 15th and last day	<ul style="list-style-type: none"> • Due date. Division Registrar sends report to Registrar General, Division President and Division Treasurer
Monthly	<ul style="list-style-type: none"> • Due date. Division Treasurer sends remittances to Treasurer General and provides report to Division President and Finance Committee Chairman
Quarterly	<ul style="list-style-type: none"> • Due date. Division Officers and Chairmen submit expense reports to Division President, und Division President submits expense report to Finance Committee Chairman
September 15	<ul style="list-style-type: none"> • Due date. Memorial Committee Chairman provides list of deceased members to the Division President, Division Recording Secretary, Division Treasurer, and Chaplain of General; Special Memorials to Division Recording Secretary; and remittances for Special Memorials to Division Treasurer.
Early September <i>(i.e., 30 days before Annual Division Convention)</i>	<ul style="list-style-type: none"> • Due date. Division Treasurer provides Chapter membership report to Division Registrar • Deadline. Chapters delinquent in per capita tax payment denied representation at the Annual Division Convention
Early September <i>(i.e., 25 (twenty-five) days before Annual Division Convention)</i>	<ul style="list-style-type: none"> • Due date. Division Registrar provides Chapter membership report to Credentials Committee Chairman
September 30	<ul style="list-style-type: none"> • Due date. September issue of <i>Old Dominion Bulletin</i> distributed
Mid-September and mid-November <i>(i.e., 6 (six) months before the District Conference)</i>	<ul style="list-style-type: none"> • Restriction. Earliest date at which a Chapter may submit to the District Nominating Committee its endorsement of one of its members for District Chairman

7 (seven) days before opening of Annual Division Convention	<ul style="list-style-type: none"> • Deadline. Chapter credentials forms received by Credentials Committee Chairman
1 (one) day before opening of Annual Division Convention	<ul style="list-style-type: none"> • Division Executive Committee meeting
1st full weekend in October	<ul style="list-style-type: none"> • Annual Division Convention
Adjournment of Annual Division Convention	<ul style="list-style-type: none"> • Deadline. Division Officer and Chairman reports due to Division Recording Secretary • Deadline. District order for Annual Division Minutes from District Chairmen due to Division Recording Secretary
10 (ten) days after opening of Annual Division Convention	<ul style="list-style-type: none"> • Due Date. Credentials Committee Chairman provides Division Recording Secretary with list of Convention attendees and Chapter representation by Delegate or Proxy
15 (fifteen) days after adjournment of Annual Division Convention	<ul style="list-style-type: none"> • Deadline. Checks for prizes to be awarded at next Convention received by Division Treasurer
30 (thirty) days after adjournment of Annual Division Convention	<ul style="list-style-type: none"> • Deadline. Final request for Division reimbursement of expenses for the current year of term of office. • Deadline. Division Convention Committee Chairman provides to the Division President and the Finance Committee Chairman an itemized accounting of all funds received and paid
October 31	<ul style="list-style-type: none"> • Due Date Annual Financial Reports of Chapters and Districts due to Division Treasurer • Due Date. Annual Financial Reports of Division Clubs due to Treasurers of General Clubs with copy to Division Treasurer • Due Date. Annual Financial Reports of CofC Division and CofC Chapters due to Division Third Vice President with copy to Division Treasurer
November 15	<ul style="list-style-type: none"> • Deadline. UDC Magazine information for March Virginia Division Special Issue due to Magazine Committee Chairman. Due to UDC Business Office by December 1. • Due Date. Annual Financial Reports of CofC Division and CofC Chapters forwarded by Division Third Vice President to Third Vice President General
November 30	<ul style="list-style-type: none"> • Due Date. Division Annual Financial Report by Division Treasurer due to Treasurer General • Due Date. Annual Financial Reports of Chapters and Districts forwarded by Division Treasurer to Treasurer General
December 31	<ul style="list-style-type: none"> • Deadline. December issue of <i>Old Dominion Bulletin</i> distributed
January 1	<ul style="list-style-type: none"> • Due Date. Division Custodian remittance and sales report due to Division Treasurer
January 15	<ul style="list-style-type: none"> • Due Date. General and Division scholarship information provided by Division Second Vice President to Chapters

Mid-January to mid-March (<i>i.e., 60 days before the District Conference</i>)	<ul style="list-style-type: none"> • Due Date. District Nominating Committee considers candidates for District Chairman
January 19	<ul style="list-style-type: none"> • *Memorial Committee Chairman arranges for a wreath to be placed at Lee Chapel on the birthday of General Robert E. Lee
February 1	<ul style="list-style-type: none"> • Due Date. Distribution of <i>Annual Division Minutes</i>
Early February (<i>i.e., 8 (eight) months before Annual Division Convention</i>)	<ul style="list-style-type: none"> • Restriction. Earliest date at which a Chapter may submit to the Nominating Committee Chairman and the appropriate District Chairman its endorsement of one of its members for Division office
February 15 February 4-11-18-25	<ul style="list-style-type: none"> • Due Date. Chapter annual obligations due to Division Treasurer
March 1	<ul style="list-style-type: none"> • Due Date. Division Treasurer sends General per capita lax to Treasurer General
Mid-year Division Executive Committee Meeting	<ul style="list-style-type: none"> • Due Date. Chapter <i>Annual Report Packets</i> and District <i>Annual Report Packet</i> provided by Division Recording Secretary to District Chairmen • Due Date. District Conference Calls mailed
March 8	<ul style="list-style-type: none"> • Executive Committee Meeting
March 16	<ul style="list-style-type: none"> • Sixth District Conference – Princess Ann 435
March 22	<ul style="list-style-type: none"> • Fifth District Conference – Fort Lowry 2695
March 29	<ul style="list-style-type: none"> • Third District Conference – Farmville 45
March 31	<ul style="list-style-type: none"> • Due Date. March issue of <i>Old Dominion Bulletin</i> distributed
April 5	<ul style="list-style-type: none"> • Spring Board (morning) & Massing of the Flags (afternoon)
April 12	<ul style="list-style-type: none"> • Fourth District Conference – Black Horse 9
April 26	<ul style="list-style-type: none"> • Second District Conference – Rockbridge 2568 • Due Date. Division Custodian remittance and sales report due to Division Treasurer
May 1	<ul style="list-style-type: none"> • Deadline. Proposed amendments to Division Bylaws received by Bylaws Committee Chairman (<i>even-numbered years only</i>)
May 3	<ul style="list-style-type: none"> • First District Conference – Hamilton Wade 949
Mid-May to early July (<i>i.e., 60 (sixty) days after District Conference</i>)	<ul style="list-style-type: none"> • Deadline. Report and remittance for Annual Division Minutes by District Chairman due to Division Treasurer
June 1	<ul style="list-style-type: none"> • Deadline. Chapter annual obligations due to Division Treasurer • Notices. Division Treasurer notifies Presidents of delinquent Chapters that unless taxes are paid within 30 (thirty) days they shall be denied representation at the Annual Division Convention
June 3	<ul style="list-style-type: none"> • Memorial Committee Chairman arranges for a wreath to be placed at the Jefferson Davis Monument in Richmond on the birthday of President Jefferson Davis

June 30	<ul style="list-style-type: none"> • Due date. June issue of <i>Old Dominion Bulletin</i> distributed
Late June (i.e., 100 days before Annual Division Convention)	<ul style="list-style-type: none"> • Due date. Proposed amendments to Division Bylaws sent by Bylaws Committee Chairman to General Bylaws Committee Chairman (even-numbered years only)
July 1	<ul style="list-style-type: none"> • Restriction. General per capita tax received by Treasurer General for a member to have voting privileges; be counted in Chapter voting strength; be eligible to be a Delegate or an Alternate to meetings of the General Organization or the Division
July June 15	<ul style="list-style-type: none"> • Due date. Memoranda <i>Memorandum of Fact</i> and/or applications for Military Service Awards to be bestowed at the Annual Division Convention due to Division Recorder of Military Service Awards
August 1	<ul style="list-style-type: none"> • Due date. District and Chapter Annual Reports provided by District Chairmen
Early August (i.e., 60 (sixty) days before Annual Division Convention)	<ul style="list-style-type: none"> • Due date. Nominating Committee considers candidates for Division Office
August 15	<ul style="list-style-type: none"> • Due date. Division Custodian remittance and sales report due to Division Treasurer • Due date. District and Chapter Annual Reports provided by District Chairmen due to Division Officers and Committee Chairmen • Due date. Copy of proposed amendments to Division Bylaws provided by Bylaws Committee to Division President and Division Recording Secretary • Due date. Convention information provided by Division Convention Committee Chairman to Division Recording Secretary
Late August (i.e., 40 days before Annual Division Convention)	<ul style="list-style-type: none"> • Deadline. Convention Call and proposed amendments to Division Bylaws (even-numbered years only) sent by Recording Secretary to Division Officers, Appointed Officers. District Chairmen, Past Division Presidents, Honorary Presidents of Division, Committee Chairmen, and Chapter Presidents
August 31	<ul style="list-style-type: none"> • Deadline. General per capita tax received by Treasurer General or a member is dropped from membership • Notice. Notice of delinquent taxes on a minimum of seven members sent by Division President to delinquent Chapters • Due date. August issue of <i>Old Dominion Bulletin</i> distributed • Division Treasurer closes books for the fiscal year • UDC year ends