

## Children of the Republic of Texas

# Manual of Procedures

*(Includes CRT Related Subjects in DRT MOP)*

### DRT BOARD OF MANAGEMENT (BOM) – CRT Related

#### **DRT Third Vice President General**

*See DRT Bylaws Att. XII, Sec 5 and MOP (CRT and CRT Bylaws)*

The Third Vice President General serves as Director of the Children of the Republic of Texas (CRT). She advises CRT committees, receives nominations and secures impartial Judges for the Roth Trophy and Haltom Trophy. She works with the appropriate District Representative to arrange for the annual CRT Convention and CRT BOM meetings. She directs the chartering ceremonies for new CRT chapters and the day-by-day business and correspondence of CRT.

She shall have control of the CRT funds, including collection of initiation fees and donations to the CRT scholarship fund. She shall pay all expenses from the CRT General Fund, such as those associated with the annual printing and mailing of the CRT Handbook.

Immediately following the CRT Convention, she shall prepare and send the Convention report and a list of the new CRT Officers General to the DRT Recording Secretary General.

She shall correspond with the new CRT Officers General advising them of their duties and instructing them to prepare written descriptions of their individual projects for the CRT Handbook being prepared by the Third Vice President General for distribution to CRT and DRT Chapters. She should attend all district workshops, arrange for the CRT sales table, and encourage the CRT BOM members and members of the CRT Committees to attend the district workshops to assist with the sales table.

The Third Vice President General shall write articles for each issue of Daughters' Reflections. Suggestions for the Fall/Winter issue include a photo and the names of the CRT Officers General along with a brief report of the CRT Convention listing the award recipients, CRT President General's theme and his/her special projects(s). An article for the Spring/Summer issue should include a photo of the current CRT President General with a brief biography which he/she has prepared; reminders of deadlines for entries for CRT awards including Roth Trophy, Haltom Trophy, CRT Scholarship Award and CRT Grandmother Award; information on the upcoming CRT Convention with a registration form; and a list of new CRT Chapters chartered or planning to charter soon.

She shall purchase the Texas-shaped charm given to the CRT Grandmother of the Year and the small, gold-filled gavel and chain given to each Retiring CRT President General.

Entries for the Roth Trophy, Haltom Trophy and Scholarship Awards are submitted to the Third Vice President General by the first of May. She must collect the trophies and have the appropriate engraving done for the new recipients before the CRT Convention.

The Third Vice President shall deliver to her successor all records and information necessary to facilitate the work of this office by the first of August.

### **DRT Convention**

The Third Vice President General is responsible for obtaining assisting and supervising the six official pages at DRT Convention. The CRT President General usually serves as page to the DRT President General. Five other CRT Officers General serve as pages during DRT Convention, and she should submit their names to the DRT Convention Chairman for inclusion in the Convention and arrange for CRT members and CRT committee members to assist with the table.

### **CRT Convention**

The CRT Convention is the third Friday and Saturday in June. Attending this Convention will be the first duty of the newly elected Third Vice President General. She will plan the next two CRT Conventions.

She shall request that the DRT Treasurer General send the three hundred dollars (\$300.00) allotted for the CRT Convention directly to the Convention Chairman (DRT District Representative in charge of the Convention) and meet with the CRT Convention Chairman and her committee to plan the Convention. She shall prepare the program for the CRT Convention, have it checked by the CRT Convention Chairman and then printed.

The CRT Convention Registrar will compile a list of those attending the Convention who are ten years of age on the day of the business session at the Convention and give it to the CRT Director. A CRT Member must be ten years of age to vote.

She notifies CRT Officers General that their reports are due the first of June, informing them of the part of the Convention program they must prepare and present. She prepares the report for the CRT Treasurer General to read at the Convention and prepares the agendas for the CRT BOM and business meetings and forwards them to the CRT President General. She obtains the membership information from the CRT Registrar General.

A much more detailed description of duties and schedule of activities for the Third Vice President General is available and shall be passed along to each successor of this office.

### **CRT Registrar General**

*See DRT Bylaws Art. 1, Sec. 1(c), 2, 5(c), 8; Art. VI, Sec. 1-4, 5(1); Art. IX, Sec. 2(c); Art. XII, Sec 5, 6; CRT Bylaws.*

The CRT Registrar General assists Chapter CRT Registrars with application papers and questions. She should be well acquainted with CRT Bylaws and DRT's MOP, Children of the Republic of Texas.

After carefully examining CRT applications and proof papers, she approves those found acceptable. She signs the application papers and secures the signature of the President General on the application papers and certificates. The signed papers, proof and signed certificates are sent to the Custodian General for completion, microfilming, filing and mailing. She notifies the Chapter Registrar when papers are approved, and she handles all correspondence with Chapter Registrars concerning CRT applications.

To transfer aged-out CRT members to a DRT chapter, the receiving DRT Chapter Registrar shall request in writing a CRT to DRT Transfer Card from the CRT Registrar General. The Chapter Registrar shall send it along with two copies of the original CRT application and two copies of the CRT Transfer to DRT Short Form to the Registrar General. Upon approval the Registrar General shall return the completed CRT to DRT Transfer Card to the CRT Registrar General. (See MOP, Membership, Transfer of Membership, From CRT to DRT)

The CRT Registrar General maintains a card file on each CRT member and maintains records on the following transactions: membership numbers, aged-out children, jewelry cards, and transfers.

Upon request, she issues jewelry cards and instructions for purchasing jewelry and transfer cards with transfer instructions.

A list of children who will reach their twenty-first birthday (aged-out) is received annually from the Business Office. The CRT Registrar General mails notices to Chapter CRT Registrars notifying them of their members who will age out in the next year.

The CRT Registrar General assists the Third Vice President General with the CRT Convention by supplying statistical information on membership and chapter enrollment and by conducting the installation ceremony for new CRT officers.

## **DRT COMMITTEES**

### **CRT Committee**

*See MOP, Committees (General Information)*

The CRT Committee, with the Third Vice President General as chairman, shall assist in the organization of new CRT chapters. In addition to duties found in DRT Bylaws Art. XII, Sec. 5, committee members shall assist the Third Vice President General with her duties, such as CRT sales tables at DRT meetings and Convention. Third Vice President General shall have CRT Committee audit the CRT accounts before the books are turned over to the next Third Vice President General. See CRT Bylaws.

### **CRT Membership Committee**

*See MOP, Committees (General Information), and Bylaws Art. XII, Sec. 6; CRT (General Information, Application for Membership).*

This committee, with the CRT Registrar General as chairman, may consult with the Registrar General and DRT Membership Committee when necessary.

Notes

# CHILDREN OF THE REPUBLIC OF TEXAS (CRT)

## General Information

### Brief History of CRT

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

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

### Application for Membership

A set of CRT application papers may be purchased from the member's sponsoring DRT Chapter's CRT Registrar General. Computer-Version application forms on CR Rom for CRT are available from the Custodian General's office. Instructions for preparation of a CRT application are the same as DRT application papers and may be found in DRT MOP, Membership (Application Preparation Instructions).

Checks or money orders for the initiation fee of ten dollars (\$10.00) or supplemental fee of ten dollars (\$10.00) should accompany the completed application. Make checks or money orders payable to Children of the Republic of Texas.

One check must be sent for each applicant. When a family with two or more applications sends papers at the same time, one check to cover all members of the family is acceptable. A chapter check covering several applicants of different families is not acceptable. This can hold up approval of all others if one application is delayed.

Chapter CRT Registrars will be notified by the CRT Registrar General when an application is approved. If applicant wishes to be notified, a stamped, self-addressed post card may be included with name of applicant, ancestor's name and space for date approved.

### Certificates

After approval, application papers and certificates are signed by CRT Registrar General and DRT President General. They are then given to the DRT Custodian General for processing. The Custodian General mails the membership certificate to the new member and a copy of the application papers to his/her sponsoring DRT chapter. The entire procedure may take a few months.

### Transfers

A girl may transfer to membership in DRT any time after her sixteenth birthday (including aged-out members) by following the procedures outlined in DRT Bylaws, Art. I, Sec. 3(a) and Dec. 5, and DRT MOP, Membership (Transfer of Membership, CRT to DRT). There is a CRT to DRT Short Form which may be used. The required transfer card may be obtained from the CRT Registrar General and accompanies the application for membership to DRT.

## Purchase of CRT Jewelry and Ribbon

Chapter members may obtain jewelry cards and order blanks for jewelry from their Chapter Registrar who will assist them in completing the forms. Members-at-Large should request the card and order blank from the CRT Registrar General. The DRT Third Vice-President General should be contacted concerning ribbon.

## CRT Memorial Marker

Applications for a CRT Memorial Marker should be directed to DRT Fourth Vice President General. All information and instructions for the medallion, including proof required and prices, are on the application form available from DRT Fourth Vice President General whose name and address may be obtained from a DRT Chapter President. A sample of this form is in DRT MOP, BOM/Officers General (Fourth Vice President General). DRT Third Vice President General should be notified by the chapter wishing to sponsor the service. DRT Third Vice President General will coordinate and assist chapter in securing a date and in planning the memorial service.

The marker has been designed with a star of five points, encircled by olive and live oak branches, and the words "Children of the Republic of Texas" with the dates of the Republic and the date of the founding of CRT. The star is emblematic of the Republic, the olive branch of peace, and the live oak indigenous to Texas, of strength and fertility.

## Organizing a CRT Chapter

Five new members are required to organize a new CRT chapter. After these five new CRT members have been approved, the sponsoring DRT chapter must submit a formal written request to DRT Third Vice President General (CRT Director) asking DRT BOM for approval to charter. In the letter, state the name chosen for the CRT chapter and include three suggested dates for the chartering ceremony, indicating the preferred date. The CRT Director will send DRT sponsoring chapter a copy of the Chartering Ceremony and more detailed instructions for the chartering. DRT shall present each new CRT chapter with an engraved gavel and letters of welcome, and a flag pledge card shall be presented to each CRT charter member.

Notes



## CRT Awards



MOP

### CRT Grandmother Award

CRT members present this award annually during the CRT Convention. The award is a Texas-shaped charm, engraved “CRT Grandmother” and the year. Nominees are judged by the CRT BOM on their contributions to CRT. All nominees must be DRT members. Nominations must be received in writing by the CRT President General and DRT Third Vice President General, postmarked no later than the first of May each year.

### Edward Philmore Haltom, Jr. Trophy

This award was begun in 1986 in memory of Edward Philmore Haltom, Jr., a Past President of CRT. This trophy is to be presented annually to the CRT Chapter that is judged to have had the best program or project during the past year. This is a traveling trophy and will be kept by the winning chapter for one year. Each winning chapter will have its name and the year engraved on the nameplate. Nominations must be received by DRT Third Vice President General and postmarked no later than the first of May each year.

### Carolyn DeKeith Cook Roth Memorial Trophy

A gift of the John W. Roth family, this trophy will be presented annually to the young person judged to be the year’s outstanding member. The recipient’s name and the year will be engraved on the nameplate. This is a traveling trophy and will be retained by each winner for one year.

To qualify for the Roth Trophy, a candidate must be an active CRT member exhibiting scholarship and demonstrating involvement in religious activities, sports and community affairs. The resume, sent by the sponsoring DRT chapter, should include a list of CRT activities and cover all other qualifying requirements. Nominations must be received by DRT Third Vice President General postmarked no later than the first day of May each year.

### James Milton Rash Memorial Trophy

The James Milton Rash Memorial Trophy, a traveling trophy, is awarded annually and will be engraved with the name and year of the recipient. The trophy will be awarded to the winning applicant who must be fourteen years of age or older. To qualify for this award, a CRT member must research and prepare an essay of 150-200 words, describing his Republic of Texas ancestor and the ancestor’s contribution to the Republic. Papers will be judged on how the CRT member presents the facts, not on the accomplishments of the ancestor. The DRT Third Vice President General must receive all papers no later than the first day of May each year.

### CRT Award for Scholarship and Leadership

CRT presents this award [minimum of one hundred dollars (\$100.00)] each year at the CRT Convention to a CRT member who is a graduating senior. There may be more than one applicant from any one chapter. Eligibility is as follows:

1. Active member of CRT for the past two years;
2. Proven scholastic ability;
3. Demonstrated leadership ability in school, community or summer part-time work;
4. All requirements for admission to the college or university of his/her choice must have been met;
5. Application for award must have been filed, along with requested letters of recommendations, with the Third Vice President General of DRT by the first of May.



## Application for CRT Award for Scholarship and Leadership

Instructions: Please type or print. Please submit application on or before the first day of May to Third Vice President General. Include with this application a transcript of your high school grades, a letter of recommendation from your CRT sponsor or a member of the DRT chapter which sponsors your chapter (DRT membership number should be shown), and a letter of recommendation from your school principal, counselor or teacher. Form can also be found on the website: <http://drt-inc.org/members>.

CRT Members' Name

Home Address

High School Attending

Address

Name and address of university you plan to attend:

List in order of importance to you awards or honors received during high school:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Additional awards may be listed on separate sheet,

List in order of importance to you high school activities, community activities or part-time work which have added to your leadership abilities. Be sure to indicate any office or position held"

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Additional activities may be listed on another sheet.

Briefly describe what being a member of the CRT has meant to you. Include CRT offices, activities and/or projects in which you have been involved.

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Continue on separate sheet.

## CRT Ceremonies and Services

### Chartering of CRT Chapter



**Call to Order:** DRT Chapter President

**Invocation:** CRT Chaplain General

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

**Pledge to the United States Flag:** CRT Fifth Vice President General

**Pledge to the Texas Flag:** CRT Fifth Vice President General

**Texas, Out Texas**

**Introduction of Guests**

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

**Welcome:** DRT Third Vice President General

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

**Welcome to CRT:** CRT President General

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

This Association, being organized under the Daughters of the Republic of Texas, must conform to their Bylaws.

*(hold up the Indian Paintbrush)*

This Indian Paintbrush not only represents our official flower but also the colors of our organization, green and scarlet. Our motto, "Not for self, but for Texas," exemplifies the trust being placed in the members of the \_\_\_\_\_ CRT Chapter today. May each of you ever be worthy of this trust.

**Objectives of the Association**

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

**Presentation of Charter to CRT Sponsor**

Would the CRT Chapter Sponsor please come forward.

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

**Oath**

Will the members of the \_\_\_\_\_ Chapter please come forward.

Having heard the objectives of this Association, do you promise to work toward achieving these objectives? Your response is, "I do."

Do you promise to uphold the Bylaws of the Children of the Republic of Texas? Your response is, "I do."

**Presentation of Certificates and Roll Call**

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

**Installation of Officers: CRT President General**

The red and green ribbons represent the colors of the Children of the Republic of Texas and are symbols binding you to your office and its duties. As I call your name, please grasp a piece of the ribbon with your left hand.

President:

Vice President:

Secretary:

Registrar:

Chaplain:

Historian:

Sergeant-at-Arms:

*(Use of more officers is up to individual chapters.)*

Please raise your right hand.

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

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

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

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

Sponsor

DRT Chapter Presentation and Explanation

Benediction: (Please stand.)

Almighty God, Heavenly Father, give us calm strength and patient wisdom as we encourage these young leaders to walk before Thee in humility, yet with a high sense of the duties of their oaths.

Give them and all of us carefulness, unselfishness, faithfulness, wisdom and zeal in the affairs committed to them. May we teach them to live whatever is just and true and good, following the example of our savior, Jesus Christ. Amen.

*CRT Memorial Marker Dedication Ceremony*



**Call to Order:** *Chapter President*

**Invocation:** CRT Chaplain General or Minister

**Pledge to United States Flag:** CRT Fifth Vice President General

**Pledge to Texas Flag:** CRT Fifth Vice President General

**Greetings:** *CRT Chapter President*

**Introduction of Guests:** *CRT Chapter President*

**Introduction of DRT BOM:** DRT District Representative

**Introduction of DRT BOM:** DRT President General

**History of CRT:** CRT President General

**Remembering the Deceased CRT Member**

(a teacher, minister or someone particularly qualified)

**Friends,** sung by \_\_\_\_\_

**History of CRT Marker:** Third Vice President General

**Unveiling of Marker:** CRT President General and *CRT Chapter President*

**Placing of Flowers:** CRT BOM and CRT Chapter Members

**Texas, Our Texas,** sung by \_\_\_\_\_

**Presentation of Pages for Book of Memories to CRT Chaplain General:** Sponsoring *CRT Chapter President*

**Benediction:** CRT Chaplain General or Minister

**Reception**

*Note: The cover to be used for the CRT Memorial Marker Dedication Ceremony will be provided by the Cedar Mountain Chapter, CRT, Duncanville. This is a project which has special meaning for this chapter that held the first CRT Marker Dedication Ceremony for Roxanna Kristine McBride, September 8, 1990. The Book of Memory was also provided by this chapter. The chapters need only to illustrate the pages in memory of their deceased member which will be placed in the Book of Memory.*



## CHILDREN OF THE REPUBLIC OF TEXAS BYLAWS (CRT BYLAWS)



WHEREAS, the Daughters of the Republic of Texas deem it advisable to sponsor a Junior Association to be known as “The Children of the Republic of Texas;” and

WHEREAS, this Association is organized under the Daughters of the Republic of Texas (Hereinafter referred to as “DRT”);

THEREFORE, the following Bylaws are submitted:

### ARTICLE I – Name

This Association shall be called “The Children of the Republic of Texas” (hereinafter referred to as “CRT”).

### ARTICLE II – Objectives

The objectives of the Association shall be:

- To encourage the study of Texas history;
- To help preserve the places made sacred by the men and women who achieved Texas Independence;
- To stimulate historical research into the earliest records of Texas;
- To foster the preservation of documents and relics;
- To promote the celebration of all Texas Honor Days;
- To revere the Flag of Texas and to promote the display of same;
- To cherish and preserve TEXAS, ONE AND INDIVISIBLE, as achieved by the Fathers and Mothers of the Texas Revolution.

### ARTICLE III – Membership

#### Section 1. Eligibility

- (a) Any child under twenty-one (21) years of age is eligible for membership, provided he or she is personally acceptable to the Association and is a lineal descendant of a man or woman who, with unfailing loyalty, rendered service for Texas prior to the Annexation Agreement of the Republic of Texas with the United States, consummated on February 19, 1846.
- (b) The applicant must furnish legal proof (certified copy) of his or her lineal descent from a man or woman who served the Republic of Texas in any of the capacities accepted by DRT. See DRT Manual of Procedure (hereinafter referred to as MOP), Membership section (Membership Application Preparation).

#### Section 2. Endorsement

- (a) The application must be endorsed by two members of DRT. Application papers must be obtained from the chapter sponsor who is a member of DRT.
- (b) All applications must be signed in black ink. If an applicant is too young to sign his or her name to the application, the child’s name may be signed by a parent, close relative or guardian, with the name and relationship of the adult before that of the applicant.



### Section 3. Application Papers

- (a) The application papers shall be returned to the chapter sponsor, who sends them to the CRT Registrar General of DRT, who shall determine the eligibility of the applicant according to the membership standards of DRT.
- (b) Application papers for CRT membership-at-large may be obtained from the CRT Registrar General of the DRT. Upon completion, they must be returned to the CRT Registrar General of the DRT for approval.

### Section 4. Transfer to DRT / SRT

- (a) Any girl who is a member of CRT is eligible for transfer to DRT at any time after her sixteenth (16<sup>th</sup>) birthday but before her twenty-first (21<sup>st</sup>) birthday without payment of initiation fee. A boy who is a member of the CRT is eligible for transfer to the Sons of the Republic of Texas (hereinafter referred to as SRT) anytime after his sixteenth (16<sup>th</sup>) birthday but before his twenty-first (21<sup>st</sup>) birthday without payment of initiation fee.
- (b) A transfer card shall be requested from the chapter sponsor, who shall obtain said card from the CRT Registrar General of the DRT. This transfer card shall accompany two typewritten copies of the SRT application for membership or the CRT Transfer to DRT Short Form which is accompanied by two copies of applicant's original CRT application papers. Rules governing DRT membership as outlined in DRT MOP, Membership section, shall be followed. [See DRT Bylaws, Art. I, Sec. 5(c)]
- (c) Any girl who is a member-at-large of CRT may transfer to DRT at any time after her sixteenth (16<sup>th</sup>) birthday but before her twenty-first (21<sup>st</sup>) birthday without payment of initiation fee. Any boy who is a member-at-large of the CRT may transfer to the SRT anytime after his sixteenth (16<sup>th</sup>) birthday but before his twenty-first (21<sup>st</sup>) birthday without payment of initiation fee. A girl may obtain membership papers from the Chapter Registrar of to which she had applied for membership. Upon completion of said papers, as stated above [Art. III, Sec. 4(a) (b)], the applicant shall return the papers to the Chapter Registrar.

### Section 5. Retired CRT Members

- (a) CRT members who have reached the age of twenty-one (21) must be retired from the CRT membership roster, as prepared for the DRT Annual Proceedings, by the chapter sponsor, and from the membership-at-large roster by the CRT Registrar General of the DRT and the DRT Business Office.
- (b) The DRT Chapter's CRT Registrar shall submit the names of girls being retired from CRT membership rosters to the membership chairman of the sponsoring DRT chapter as prospective members. The names of boys being retired from the CRT membership rosters shall be submitted to the SRT as prospective members.

## ARTICLE IV – Fees

### Section 1. Application papers

A charge of four (\$4.00) for application papers shall be payable to CRT, Inc. by DRT, Inc. chapters. A charge of two dollars (\$2.00) for CRT Transfer to DRT Short Form shall be payable to CRT, Inc. by DRT chapters.

### Section 2. Initiation Fee

An initiation fee of ten dollars (\$10.00) made payable to CRT, Inc. shall accompany each application for membership.



**Section 3. Supplemental Lines**

Supplemental lines may be established by submitting an application in duplicate for each ancestor, accompanied by a fee of ten dollars (\$10.00) made payable to CRT, Inc.

**ARTICLE V – Meetings****Section 1. Annual Convention**

- (a) The Annual Convention shall be held by DRT districts in their numerical order. The Convention city is to be decided upon by the Chapters in the district. There shall be a five-year interval between districts hosting the DRT Convention and the CRT Convention. Time and place for the Convention shall be set by the CRT Executive Committee, with the approval of the DRT Third Vice President General and the District Representative.
- (b) There shall be a registration fee of five dollars (\$5.00) for each person attending Convention, including members and guests. This fee shall be received by the host DRT District Representative and applied to Convention expenses if necessary.
- (c) Additional expenses are paid by the host chapters, aided by the DRT allotment of three hundred dollars (\$300.00) for Convention.

**Section 2. Convention Call**

The Convention Call shall be sent to each BOM member of both DRT and CRT, each Chapter Sponsor, and each Member-at-Large by the first day of March.

**Section 3 Eligibility to Vote**

Each CRT member who has paid the registration fee and is ten years or older by the day of registration at Convention shall be entitled to vote. There shall be no proxy votes.

**Section 4. Quorum**

A quorum of Convention shall be a majority of the members ten years or older paying a registration fee.

**ARTICLE VI – Board of Management (BOM)****Section 1. Board of Management**

The Board of Management (hereinafter referred to as BOM) shall consist of all elected officers.

**Section 2. Annual Reports**

Each officer shall make an annual report listing all meetings attended and any work done in connection with his or her office. The report shall be typewritten and double spaced on 8 ½ -by 11-inch paper. One (1) copy shall be sent to the CRT President General and two (2) copies shall be sent to the CRT Director (see Section 18 below) before May 1 of each year.

**Section 3. CRT President General**

The CRT President General shall have general supervision of the Association; shall preside at all meetings of the BOM, the Executive Committee and at the Convention; shall be ex-officio member of all committees, except the Nominating Committee; and shall appoint all committees except the Nominating Committee.



**Section 4. CRT Vice Presidents General**

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

**Section 5. CRT First Vice President General**

The First Vice President General shall serve as aide to the President General, shall serve as Convention Chairman, and shall have general supervision over arrangements for all meetings of the BOM, the Executive Committee and the general assembly under the supervision of the CRT Director.

**Section 6. CRT Second Vice President General**

The Second Vice President General shall be chairman of the Extension Committee and shall supervise and encourage the organization of new chapters.

**Section 7. CRT Third Vice President General**

The Third Vice President General shall be chairman of the Ways and Means Committee.

**Section 8. CRT Fourth Vice President General**

The Fourth Vice President General shall be chairman of the Committee for the Preservation of Relics and Historical Locations.

**Section 9. CRT Fifth Vice President General**

The Fifth Vice President General shall be chairman of the Flag Committee and shall lead the pledges to the United States Flag and the Texas Flag at the Association's meetings.

**Section 10. CRT Recording Secretary General**

The Recording Secretary General shall record the minutes of the BOM, the Executive Committee and the Convention. A copy of all minutes shall be sent to the CRT Director.

**Section 11. CRT Corresponding Secretary General**

The Corresponding Secretary General shall conduct all correspondence of the Association as authorized by the President General and the BOM.

**Section 12. CRT Treasurer General**

The Treasurer General reports an account of receipts and disbursements at the CRT Convention as prepared by the CRT Director.

**Section 13. CRT Chaplain General**

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

**Section 14. CRT Registrar General**

The Registrar General shall maintain a correct membership roster and shall work in close cooperate on with the CRT Registrar General of the DRT who handles CRT applications. Information on inter-chapter transfer and transfers for the CRT to DRT shall be obtained from the CRT Registrar General of the DRT. The Registrar General shall also serve as chairman of the Credentials Committee at the Annual Convention.



**Section 15. CRT Historian Custodian General**

The Historian General shall maintain a history of the Association, shall compile a scrapbook of publicity and other articles of interest as well as photos of CRT activities, and shall display the scrapbook at Convention.

**Section 16. CRT Custodian General**

The Custodian General shall be entrusted with the care of all properties belonging to CRT. Said properties include a United States flag, a Texas flag and the CRT Flag.

**Section 17. CRT Parliamentarian General**

The Parliamentarian General shall attend all meetings of the BOM, the Executive Committee and the Convention, and shall advise on parliamentary procedure and interpret the Bylaws upon request.

**Section 18. CRT Director**

- (a) The Third Vice President General of the DRT shall be the CRT Director. She shall be custodian of any funds of the Association and shall pay any bills owned by the CRT from the account. She shall sign all checks drawn on the treasury and report all receipts and disbursements to the Treasurer General of the CRT for the report at the Annual Convention. She shall have her CRT Committee audit the accounts before the books are turned over to the next Third Vice President General. She shall act as liaison between the CRT and the DRT on all matters. She shall attend all meetings of the BOM, the Executive Committee, and the Association. She shall be ex-officio members of all committees.
- (b) She shall assist the host CRT and the DRT chapters in planning the Annual Convention. She shall supervise allocation of the CRT Convention funds provided by the DRT.

**ARTICLE VIII – Nominations and Elections****Section 1. Nominating Committee**

- (a) A Nominating Committee shall be composed of one voting-age member from each chapter represented at the Convention.
- (b) The Nominating Committee shall meet immediately after adjournment of the BOM meeting and elect a chairman. The Parliamentarian General shall serve as chairman pro tempore until a chairman is elected.
- (c) If a vacancy occurs on this committee, the President General shall appoint a replacement.
- (d) The CRT Director shall be present at the meeting of the Nominating Committee as an advisor. [Members as young as ten (10) years old may serve on the committee and should have the guidance of the Director.]
- (e) The Nominating Committee shall submit at least one name for each elective office.
- (f) A chapter shall have no more than three (3) members serving on the BOM including the Retiring President General.

**Section 2. Elections**

- (a) Any member of voting age who has been an active member in CRT for two complete years, resides in Texas or in a state bordering Texas, and is in attendance at the Convention shall be eligible for office.
- (b) Officers shall be elected and installed at the Convention and shall serve for a term of one year or until their successors are elected and installed.
- (c) No member shall be elected to the office of President General at a Convention held in his or her city of residence.



- (d) For a member to be elected to the office of President General or First Vice President General, he/she must be at least (16) years of age by September 1 of the year elected and have served at least two (2) complete years on the BOM.
- (e) Nominations may be made from the floor; consent of all nominees to serve if elected must be secured prior to election.
- (f) If there is but one nominee for each office, the election may be by voice. If there are nominations from the floor, election for that office shall be by ballot and a majority shall elect.
- (g) A vacancy in any office shall be filled by the Executive Committee and ratified at the next meeting of the BOM.

## **ARTICLE IX – Executive Committees**

### **Section 1. Membership**

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

### **Section 2. Appointments**

The Executive Committee shall approve the appointment of standing or special committees.

### **Section 3. Quorum**

Three members of the Executive Committee shall constitute a quorum.

## **ARTICLE X – Committees**

### **Section 1. Standing Committees**

There shall be the following standing committees; Convention, Extension, Ways and Means, Preservation of Relics and Historical Locations, and Flag Committee.

### **Section 2. Special Committees**

There may be special committees such as Bylaw, Honor Days, Texas Songs, appointed when necessary by the President General, with the approval of the Executive Committee.

## **ARTICLE XI – Chapters**

### **Section 1. Organization**

When five members of the Association are living in an area where there is not CRT chapter, a chapter may be organized by the Extension Committee of the CRT under the leadership of a sponsor selected from a local chapter of the DRT. Approval must be obtained from the Third Vice President General, DRT. They may elect officers and write Bylaws, provided their Bylaws conform to the Bylaws of the CRT.

### **Section 2. Membership**

No person can become a member of a CRT chapter without becoming a member of the General Association of CRT.

### **Section 3. Dues**

- (a) Each chapter may assess such dues as its members think necessary for carrying out its objectives.
- (b) Each chapter has the authority to transfer members to “membership-at-large” if members have not participated in chapter activities within a two-year period.



### **Section 4. Reports**

Each Chapter Sponsor shall send two typewritten reports of the chapter's activities and membership roll to the Recording Secretary General of the DRT before May 1 for inclusion in the DRT Annual. Each sponsor shall also send one copy of said annual report and membership roll to the CRT Director.

### **Section 5. Disbanding Chapters**

- (a) Disbanding Chapters: A chapter whose membership falls below five members shall be given one year thereafter to increase its membership to the required number, being so notified by the CRT Registrar General of DRT. If the required membership is not attained within one year, the CRT Registrar General of DRT shall report to the BOM, and it shall declare the chapter disbanded.
- (b) The Sponsor of a disbanding chapter shall contract the membership and inform them of the chapter's disbanding. The following options shall be given to each member by the Sponsor: (1) transfer to another CRT chapter; (2) transfer to Member-at-Large; and (3) transfer to a DRT or SRT chapter. The Chapter Sponsor shall make all the necessary transfers without charges.
- (c) The Sponsor of the disbanding chapter shall send all files, application papers, minutes, and charter, as well as any other materials belonging to the chapter, to the Custodian General of DRT for filing at Headquarters in Austin.

## **ARTICLE XII – Amendments**

### **Section 1. Bylaws**

The Bylaws of this Association shall be amended only at regular Convention of this Association.

### **Section 2. Proposed Amendments**

Members of the CRT wishing to propose amendments to these Bylaws shall send proposals in writing to the CRT Director prior to the first day of February. The CRT Director shall notify the President General who shall immediately appoint a committee to study the proposed amendments and present them to the Annual Convention.

### **Section 3. New Bylaws**

Any new Bylaw accepted by the Convention automatically replaces the conflicting former bylaw.

## **ARTICLE XIII – Parliamentary Authority**

The current edition of **Robert's Rules of Order Newly Revised** shall govern this Association on all issues not covered by these Bylaws.



## **By-Law & Standing Rule Changes that were in the Annual Proceedings**

Forgotten in Manual of Proceeds

### **page 359 Year 1979 in the DRT Annual Proceedings**

The convention approved recommendations from the BOM that:

1. A wall hanging be created from the completed trophy plates of the Roth Trophy and that wall space be requested from the DRT BOM at the DRT Museum in Austin.
2. A CRT Past President General's Ribbon be created, a bolt be purchased by the CRT and kept by the CRT Director for sale to Past Presidents General.

### **1984**

#### **Two bylaw changes were presented to the Convention.**

**Article VII, Section 12.** Amend to read." The Treasurer General shall keep an accurate and up to date account of all receipts and disbursements as reported to him by the CRT Director and shall report to the membership at the annual Convention. The Treasurer General shall be in charge of the registration receipts at the Convention."Motion carried.

**Article VII Section 18** Amended to read: "The Third Vice President General of the Daughters of the Republic of Texas shall be custodian of any funds of the Association and shall pay any bills owed by the Children of the Republic of Texas from the account. She shall act as LIASION between the Children of the Republic of Texas and the Daughters of the Republic of Texas on all matters. She shall attend all meetings of the Board of Management, the Executive Committee, and the Association. She shall be ex-officio member of all Committees." Motion carried.

#### **1990 CRT BY Laws and resolutions**

Danielle Moody, Recording Secretary General, moved by the direction of the BOM that the following Resolutions be adopted.

1. That a fund raiser for the 1990-1991 CRT year be an Indian Paintbrush pin. Adopted
2. That in order to raise funds various items be purchased to sell under the guidance of the CRT Director. Adopted
3. That the red and green of the Indian Paintbrush being the official colors of the CRT, a red and green ribbon be adopted as the official ribbon. Adopted
4. That the CRT use the ribbon with red stripe in center and green on both sides as its official ribbon. Adopted

### **1994 DRT Annual Proceedings, page 222**

David Foster, CRT President General, conducted the CRT Official Flag Contest. The flag was chosen by the Convention and will be displayed at the Annual CRT Convention in Houston next June. Flag design was adopted.

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## STANDING RULES

1. CRT shall own a membership pin with bar attached for the use of the President General during his or her term of office. The President General shall present said pin to the newly elected President General during the installation service.
2. The Retiring President General shall be presented with a small gold-filled gavel pin with a chain to be attached to his or her personal membership pin. This pin shall be ordered from J. Brandt Co., Inc., 2816 W. Lancaster Avenue, Ft. Worth, TX 76107, phone 817-877-0513, by the CRT Director and shall be paid for from the treasury of the CRT.
3. The President General's official ribbon shall be passed from one President General to the next.
4. A permit must be secured through the CRT Registrar General of DRT by the CRT local sponsor in order to purchase CRT insignia and ancestral bars. A CRT member-at-large must obtain the permit directly from the CRT Registrar General of DRT.
5. An annual Grandmother's Award will be presented during the CRT Convention. The award is a Texas-shaped charm, engraved "CRT GRANDMOTHER" and the year. Nominees are judged by the CRT BOM on their contributions to CRT. All nominees must be DRT members. Nominations must be received in writing by the President General no later than the first day of June.
6. At the CRT Convention, CRT will present a monetary award to one CRT member who is a high school graduating senior who has exhibited scholarship and leadership and who will enroll in a college or university in the fall. The award will be a minimum of one hundred dollars (\$100.00). Eligibility is as follows:
  - a. Applicant must have been an active member of CRT for the past two years.
  - b. Applicant must have proven scholastic ability.
  - c. Applicant must have demonstrated leadership ability in school, community or summer part-time work.
  - d. Applicant must have met all requirements for admission to the college or university of his/her choice.
  - e. Applicant must have filed his/her application with requested letters of recommendation with the Third Vice President General of the DRT by the first day of May.
  - f. There may be more than one applicant from any one chapter.



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**End of Manual of Procedure**