



TEXAS SOCIETY
COLONIAL DAMES XVII CENTURY

STATE OFFICER DIRECTIVES

CHARLEEN ANN MULLENWEG
STATE PRESIDENT
2025-2027

Materials enclosed are for use for the 2025-2027 term



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Welcome to the 2025-2027 term and to the Texas Society Summer Packet! The Summer Packet is produced at the beginning of each term and contains the directives the chapter will use to fulfill the object of the Society. It also contains all the forms that are used by the chapters to report chapter activities to the State Society.

This year's Summer Packet contains the following documents:

- State Officer and State Committee Directives
- Chapter President's Annual Reports Packet
- State Treasurer's Annual Report Packet
- State Registrar's Annual Report Packet
- National Summer Packet

The National Summer Packet contains directives and forms created by the National Officers and Committee Chairs and used by state societies and chapters to report activities. Most state societies use those forms, but the Texas Society creates and uses its own forms and state directives. State and National directives work together to provide the framework and guidance for carrying out the work of our Society.

The State Officer and Committee Directives are combined with selected National Directives used during the year so the Chapter Presidents will have ready access to forms used to report activities, administer scholarships, participate in contests, and submit credentials for the National Conference.

The National Society logo is found on all National Society directives and forms. The State Society Logo is found on all Texas Society directive and form. Every form is fillable so information can be typed directly onto the form. Texas Society forms are for use only within Texas and sent directly to the person listed on the form. State forms are not to be mailed to the National Society. Any National forms included in this packet are mailed to the person listed on the form and never mailed to the State Society.

The Treasurer's Packet and Registrar's Packet are separate from the rest of the chapter forms since these officers have different reporting deadlines. The State Treasurer and the State Registrar Packets are emailed directly to each chapter treasurer and chapter registrar. The report forms in these packets are returned directly to the respective state officer.

All parts of the State Summer Packet are available on the Texas Society members only website. Please contact your state counterparts if you have questions.

In Dames Friendship,

Charleen Ann Mullenweg
Texas Society President
2025-2027



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

Charleen Ann Mullenweg, State President

3736 Bee Caves Rd., Ste. 1-206, West Lake Hills, TX 78746-5378

Telephone: 512-300-7567 Email: cmullenweg@gmail.com

Dear Chapter Presidents,

As your chapter's elected president, you provide leadership by organizing activities and setting chapter goals. Your members look to you for direction, guidance, and encouragement. Each of us has duties specific to our office, but more important than our individual needs is the need to function as a team. "***Shine Together as a Family***" is the Texas Society's goal for the next two years.

You will find five sections in the 2025-2027 Summer Packet: the State Officer Directives, State Committee Chair Directives, the Chapter President's Annual Reports Packet, the Treasurer's Packet, and the Registrar's Packet. The directives provide the framework the chapter will use to fulfill the object of the Society. The Reports Packet provides everything needed to report your chapter's achievements, activities, and social events to the Texas Society. The Chapter President will return the completed Chapter Annual Report Packet to the State Reports Chair **to be received** by January 2nd of each calendar year of the term. All five parts of the Summer Packet will be posted on our Texas Society Members Only Website. Officer and Chair contact information is available on our website and in the State Directory.

The annual reporting period is January 1 to December 31. Please give your chapter officers and chairs the appropriate report forms from this packet so they can plan their activities. Have them fill out the report form and return to you prior to December 15th each year. The Chapter President should complete the form for any committee that does not have a chair. If there is nothing to report, then please check "No Report" on the form and return it with the rest of the reports in the packet. A checklist is included in the reports packet to assist in gathering forms that should be sent to the State Reports Chair.

The Reports Chair must receive your reports by January 2. She will then collate them and mail to the appropriate state officers and chairs by January 15. This timeframe is tight, so please do not delay in sending your reports to the Reports Chair.

The State Executive Board Officers and State Committee Chairs are your leadership team for this term, and we are honored to serve Texas Dames! We are here to answer questions, to offer guidance, and to assist you in any way, at any time. Please do not hesitate to call on us!



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

Janet Hicks, State First Vice President

2222 Ashford Hollow Ln., Houston TX 77077-5814

Telephone: 281-584-0136 Email: jehicks.tx@gmail.com

The State First Vice President has several duties acting as chairman for the Printing and Publication Committee, the State Conference Committee, and the Finance Committee. In addition, the First Vice President, in conjunction with the State Registrar, creates the Texas State Directory in the first year of an administration. First and foremost, however, she is there to support the State President should the State President be absent or require other assistance.

Texas has two State Vice Presidents, but this is not always the case at the chapter level. Some chapters may have a First and Second Vice President while others will have a single Vice President. Often the chapter first Vice Presidents will arrange chapter programs and meeting places, create chapter yearbooks, plan service projects or chair committees. The duties of the Chapter Vice President(s) should be articulated in the chapter bylaws and standing rules.

Regardless of their ongoing duties, like the State First Vice President, the Chapter First Vice Presidents are there to take over for the Chapter President should she be absent or unable to perform her duties. It is therefore a good idea for all chapter First Vice Presidents to review the National Society Bylaws/Standing Rules, the National Handbook, the Texas Society Bylaws/Standing Rules, the Texas Society Procedure Manual, and Robert's Rules of Order Newly Revised in addition to her Chapter Bylaws/Standing Rules. The Texas Society Procedures Manual, found on the Texas Members website, is particularly helpful in understanding your role. Chapter meetings are conducted using parliamentary procedures articulated in Robert's Rules of Order. While parliamentary procedures can be daunting at first viewing, common practices like handling motions should be reviewed in case you are asked to chair a chapter meeting.

There are no reports that you must file with the State First Vice President. However, I am always available to answer questions or help you in any way that I can. Please don't hesitate to contact me or any other State Officer if you have questions or concerns.

Congratulations on your new position and I wish you an exciting and successful year.



"Shine Together as a Family"

STATE DIRECTORY ORDER FORM

The 2025-2027 State Directory, including the Revised Bylaws and Standing Rules, is a valuable resource for all Texas Dames. The Directory includes contact information for all National Officers & Chairmen, State Officers & Chairmen, Chapter Presidents & Officers, and every member of the Texas Society. Do you want to know if another Texas member shares your ancestor or might have proved your Heraldry/COA ancestor? You can find that information in the State Directory!

Now you can order these fantastic books until 15 January 2027! Directories will be printed in sets of ten.

The price for pickup at a state meeting is \$20.00, or a mailed copy is \$28.

(Select your purchase option below)

- I want to pick up the Directory at a state meeting
 Please mail the Directory to me at the address below

TOTAL ENCLOSED: \$ _____

PRINT YOUR NAME AND ADDRESS BELOW

Name: _____

Address: _____

City State & Zip: _____

Email: _____

Phone: _____

Please make checks payable to TSCDXVIIC and write "State Directory" in the memo line. Mail this form and your check to:

Janet Kres, State Treasurer
P.O. Box 80635
Austin, TX 78708-0635

For use only during the 2025-2027 term



Shine Together as a Family

2025-2027 State Conference Benefactor Fund Donation Form

Our State Conference is a vital means of support for our Society by offering us a place to our foster friendships, exchange ideas, learn new things, and be a part of the projects that benefit our communities and our country. Contributions from Chapters or Members to the Conference Benefactor Fund help the Texas Society provide everyone with a higher quality conference experience.

Chapter Presidents, please distribute this form to all members.

The names of our contributors are published in the conference program. Please print your chapter name and your name as you wish it to appear in the program. Please write clearly.

Name: _____

Chapter Name: _____

Donation: \$ _____

PRINT YOUR NAME AND ADDRESS BELOW

Name: _____

Address: _____

Email: _____ **Phone:** _____

Please make checks payable to **TSCDXVIIC** and write “**Conference Benefactor**” in the memo line.
Mail this form and your check to:

Janet Kres, State Treasurer
P. O. Box 80635, Austin, TX 78708-0635
Telephone: 512-836-5773 Cell: 512-658-1721 Email: janetkres800@gmail.com



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

Ann E. Jones, State Second Vice President

20426 Long Cypress Dr, Spring, TX 77388-5294

Telephone: 281-620-4052 Email: aejones222@aol.com

The office of State Second Vice-President informs state members about and provides opportunities to support the State President's plans and project.

The outstanding organization that our new State President, Charleen Mullenweg, has selected as her State President's Project is Day1Bags. A few years ago, Hunter Beaton was working on his Eagle Scout Project and decided to focus on helping foster children in his community. He was horrified to see that these children were carrying all their possessions in trash bags and grocery bags as they moved from shelter to shelter or in and out of homes. He began collecting duffel bags, backpacks, and vital document bags for these foster youth and distributing them throughout the community. In the years since then, he has expanded the project to form Day1Bags. He began to reach out to all of Texas, then to communities across the United States. The projects have also expanded to include campaigns to Adopt a Senior from foster care and a cool project called A Serenity Activity Pack (ASAP – more below). Day 1 Bags has managed to provide 48,000 bags across 23 states thus far – and we hope to help them grow!

You can find several campaigns on the Day1Bags website, but Hunter is currently most interested in working on the ASAP campaign. This project is to provide first responders (especially law enforcement) with a bag filled with items like small toys, stuffed animals, coloring and activity books, and various comfort supplies for when they encounter children in trauma situations. The hope is that these supplies will allow the traumatized children to have a positive encounter with the first responders, but also to be able to remove themselves mentally from the trauma so that they can help themselves and the first responders. Day1Bags aims to equip every law enforcement vehicle across the state with these bags – a lofty goal!

Another project for our crafty-minded Ladies – As part of their Adopt a Senior Campaign, Day1Bags has been gathering handmade quilts, bags, and utility totes to give to high school seniors who are graduating from high school and the foster care program. All of these kids need hats, scarves, gloves, and sweaters as well when it gets cold. You can check out this project at www.day1bags.org.

To help fund this Project, President Mullenweg has designed a beautiful pin which is being produced this summer. By purchasing and wearing this lovely pin, members monetarily support her outstanding President's Project and the kids who receive its charitable benefits. There will also be other items available for purchase to support this Project from our State President's Project Sales Committee.

Please be a part of this worthwhile and impactful team with your donations to this Project through your chapter or through your purchases! In addition, consider creating chapter service projects to support this Project as a chapter!

Let's Shine Together as a Family and make a great, positive impact on the lives of these precious children.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

Martha Dusek Ginn, State Chaplain

4511 Seventh St., Lubbock, TX 79416-4712

Telephone: 806-789-8730 Email: marginn@sbcglobal.net

Welcome to all Chapter Chaplains! Your work is vital to our chapter members and to the Texas and National Societies. You have volunteered for an important position in your Chapter, and I am here to assist you as we work together to care for the spiritual and emotional needs of our Chapter members.

As State Chaplain, I am responsible for managing the death records for Texas members and for conducting the Memorial Service at our State Conference each year. I am also responsible for sending birthday cards to our Texas members who are 90 and older acknowledging their special day.

As Chapter Chaplain, it is very important that you communicate regularly and directly with Chapter members in need so you can offer prayer and emotional support, send messages of cheer to those members who are ill, house-bound or isolated, and send sympathy cards to bereaved members and to the families of deceased chapter members. The Chapter Chaplain offers a prayer at the opening and closing of each meeting and chapter ceremonial occasions and conducts an annual memorial service for Chapter members who have passed away during the year.

Please create a correct and up-to-date list of your chapter members 90 years of age and older and send that list to me by US Mail or e-mail no later than September 1 each year. Please report member deaths to the Chapter Treasurer and State Chaplain as soon as possible after the death has occurred. The Chapter Treasurer reports the death notification to the National Society in the national member's only website.

The Chapter Chaplain is required to submit the Chapter Chaplain's Yearly Report Form to the State Reports Chair each year. The Chapter Chaplain's Yearly Report Form is a fillable PDF form, which means you can open the form and type the details of member deaths directly into the form. The form can also be printed and filled in by hand. This report is due to the State Reports Chairman by January 2nd and contains the details of member deaths that have occurred in the previous calendar year.

Enjoy your time as Chapter Chaplain. Caring for the emotional well-being of our chapter members is vital to the Texas Society. Do not hesitate to contact me with any questions you may have. I am looking forward to our shared experience of caring for and memorializing our Chapter members.



TEXAS SOCIETY COLONIAL DAMES XVII CENTURY

STATE CHAPLAIN

Martha Dusek Ginn

4511 Seventh Street

Lubbock, TX 79416-4172

Phone: (806) 797-1910 Email: maginn@sbcglobal.net

90 YEARS OLD OR GREATER BIRTHDAY FORM

The State Chaplain sends a birthday greeting card for active members who are 90 years old or greater. Please complete the form and forward it to the address above for all Dames in your chapter who are 90 years old or greater.

Member Name: _____

Member #: _____ Date of Birth: _____

Mailing address: _____

Chapter Name: _____ Chapter ID#: _____

Member Name: _____

Member #: _____ Date of Birth: _____

Mailing address: _____

Chapter Name: _____ Chapter ID#: _____

Member Name: _____

Member #: _____ Date of Birth: _____

Mailing address: _____

Chapter Name: _____ Chapter ID#: _____

Member Name: _____

Member #: _____ Date of Birth: _____

Mailing address: _____

Chapter Name: _____ Chapter ID#: _____



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

CHAPLAIN GENERAL

Kimberly Jo Alexander

215 Covedale Circle

Madison, AL 35757-8432

Phone: (256) 508-9987 Email: alexander.kimberly@gmail.com

90 YEARS OLD OR GREATER BIRTHDAY FORM

The Chaplain General sends a birthday greeting card for active members who are 90 years old or greater. Please complete the form and forward it to the address above for all Dames in your chapter who are 90 years old or greater.

Member Name: _____

Member #: _____ Date of Birth: _____

Mailing address: _____

Chapter Name: _____ Chapter ID#: _____

Member Name: _____

Member #: _____ Date of Birth: _____

Mailing address: _____

Chapter Name: _____ Chapter ID#: _____

Member Name: _____

Member #: _____ Date of Birth: _____

Mailing address: _____

Chapter Name: _____ Chapter ID#: _____

Member Name: _____

Member #: _____ Date of Birth: _____

Mailing address: _____

Chapter Name: _____ Chapter ID#: _____



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

Barbara Lane Glodt, State Recording Secretary
3203 Kirchwood Dr., Plainview, TX 79072-2200
Telephone: 806-774-0608 Email: barbaraglodt@hotmail.com

State Officers, State Committee Chairs and Chapter Presidents, part of your job is to submit reports to be placed in the official minutes which outline your endeavors on behalf of the Texas Society Colonial Dames XVII Century. The following will help in preparing those reports.

Fall Board of Management meeting (August 15-16, 2025)

- State Officers – Please submit a written report to be included in the meeting minutes.
- State Chairmen – Please submit a written report to be included in the meeting minutes.
- Chapter Presidents – You do not need to submit a report at the Fall BOM.
- Deadline for written reports - Submit any time prior to or at the meeting or before August 30.

State Conference (February 25-28, 2026)

- State Officers, State Chairmen and Chapter Presidents please submit a report and follow instructions below. The report may be sent prior to the meetings.
- Deadline for written reports: Submit any time prior to or at the meeting or before March 10.

REPORT FORMAT: The State Recording Secretary prefers you submit your report via email. You may attach a Microsoft Word document or type your report in the body of the email. If you are unable to submit electronically, you may mail your paper copy to the address above. Please include the following information in your report:

- Your name, the name of the Officer, Chairman, or Chapter President if you are submitting the report for someone else.
- The Office, Committee, or Chapter Name
- Whether the report is for the Fall Board of Management Meeting or State Conference.
- When sending your email please enter in the subject line of the email: State Office, Committee, or Chapter Name and meeting name. For example: “Recording Secretary 2025 Fall BOM”; “Insignia 2026 State Conference report”; “Col. Cole Digges Chapter report 2026 State Conference”.

If you have a question or technical issue, please don't hesitate to email or call me.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

Lori Snipes King, State Corresponding Secretary
15518 Wimberly Way, Cypress, TX 77429-6099
Telephone: 832-758-0912 Email: txcorrsec@aol.com

The State Corresponding Secretary shall conduct the correspondence of the State Society and shall prepare and email notices as required by the State President or the Board of Management.

The Corresponding Secretary also serves as Editor of the state *Colonial Crier* newsletter. Chapters are encouraged to submit articles about chapter activities to the *Colonial Crier*, including pictures. The *Colonial Crier* is an important source of Texas Society news and announcements.

In addition, she creates the Summer Packet, which shall also be going out to the Board of Management and the chapter presidents this summer to be distributed to their chapter officers and chapter chairs.

Not all chapters will have a separate Chapter Corresponding Secretary. If they do, the duties of this position will be stated in the chapter bylaws. Usually, these duties will center around communication with the chapter members. The Chapter Corresponding Secretary may maintain a membership roster of the chapter with all forms of contact information, and this might include an email distribution list so that she can disseminate pertinent information to the members at the request of the Chapter President. There are no year-end reports that she must file with her state counterpart.

NOTE: Deadline for articles for the Winter 2025 *Colonial Crier* Newsletter is **Nov. 15**. Looking forward to receiving articles and photos of what chapters have been involved in since the prior newsletter! The State President and Editor reserve the right to edit for fit, accuracy & redundancy.

It is important for all members to keep their contact information up to date and to immediately report any changes, including email, to your Chapter Treasurer and/or Registrar. If you have any questions, please contact this officer.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

Anna Dyer Weil, State Organizing Secretary
2386 Nature View Loop, Driftwood, TX 78619-2134
Telephone: 832-431-0888 Email: annadweil@gmail.com

The goal of this officer is to have vibrant, strong chapters who attract new members with their enthusiasm and love of country.

The duties of the State Organizing Secretary are to assist Chapters in adding new members as well as enjoying the friendships and activities already produced through membership in Colonial Dames XVII Century. Any Chapter may request assistance in seeking ways to encourage new membership through publicity, interesting programs and a welcoming first impression.

The State Organizing Secretary assists in the organization of a new Chapter. She appoints the Organizing Chapter President with the approval of the State President, the Organizing Secretary General and the President General. She transmits the information about the Organizing Chapter including the Organizing Chapter President's name and address as well as the area of the state where the Chapter is organizing. The Organizing Chapter President is appointed for a one-year term which may be extended as needed. The State Organizing Secretary supports the Organizing Chapter and its President throughout the procedure to its successful conclusion as a new Chapter for our Texas Society.

There are also procedures for merging chapters and disbanding chapters which are supported through the State Organizing Secretary. This officer is here to help you.

This officer welcomes questions and suggestions about encouraging more membership in our wonderful Texas Society. Please contact this officer with news of your successes as well as your concerns.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
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Janet Stineman Kres, State Treasurer

P. O. Box 80635, Austin, TX 78708-0635
Telephone: 512-836-5773 Email: janetkres800@gmail.com

Please see the 2025-2027 State Treasurers Packet for the State Treasurer's Directives.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

Kimberley Calaway, State Registrar

2028 Tarver Rd., Burleson, TX 76028-1714
Telephone: 817-228-2116 Email: aapcolonialdames17c@gmail.com

Please see the 2025-2027 State Registrar Packet for the State Registrar's Directives.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

Belinda Brouette, State Historian

8804 Capitol View Dr., Austin, TX 78747-5403

Telephone: 650-223-5695 Email: belinda.brouette@gmail.com

Texas Dames are the torch bearers for sharing our country's history and documenting our Society's activities. It is so important that we educate our youth so they now about our country's history so they may understand who we are as a nation. There are many ways in which this may be accomplished.

First, make sure you understand the job of the historian for your chapter. Review the Historian's duties as found in the Texas Society Procedure Manual and review all directives and guidelines in the Texas Society Summer Packet. Read your bylaws for all three parts of our Society - National, State and Chapter. Bylaws may be downloaded from both the Texas Society and the National Society members only websites.

Review and download programs available on the National members only website and use them to share our country's history with your chapter. To obtain our online programs log on to the National website, choose members, then select programs from the dropdown menu.

Interesting programs educate our members and help your chapter increase membership. If your chapter has an exceptional program that they would like to share, email the program to the Historian General for review. If the program meets guidelines, it will be made available for other chapters and states to use. As your chapter is choosing programs, consider recommending a historical program. Program ideas can include a guest speaker, a chapter member's historical presentation, or a trip to a local historic site.

Reaching out to the youth of our community is the objects of Colonial Dames XVII Century. Volunteer to give a program on colonial history at a local school. Make a traveling trunk of colonial items to share with local schools. Plan something special for Colonial History Month. Sponsor an essay contest - encourage sixth through twelfth graders to participate in colonial essay contests by checking <https://www.nhd.org/> for information.

Keeping a scrapbook of your chapter's activities! It is extremely important to archive your chapter's accomplishments. The scrapbook may be the traditional notebook format, placed on a flash drive or made into a special hard cover book like is produced by online companies like Shutterfly. Archive photographs, programs, and newspaper articles. Use these items to tell your chapter's story.

The State Historian prepares the State President's scrapbook, which is a chronicle of her term in office. When our State President visits your chapter, please save photos, newspapers articles, special favors, and programs and forward those to the State Historian. They will become part of the State President's Scrapbook. Please email high resolution copies of photographs taken at our Fall Workshop/Board of Management Meetings and State Conferences. Be sure to include a short summary of the activities as well as names of the people in the pictures.

Resources: [Services to Commemorate Historical Patriotic Days](#) ; [Historical Document Collection](#)



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century

TEXAS SOCIETY HISTORY AWARD APPLICATION FORM

Chapters, mail this report to the State Historian so it is received by February 1

Belinda Brouette, State Historian

8804 Capitol View Drive

Telephone: 650-223-5695 Email: belinda.brouette@gmail.com

Date: _____

Chapter Name: _____ Chapter #: TX _____ # Members: _____

Preparer's Name: _____ National # _____ [] President [] Chairman

Address: _____
(Number) (Street) (City) (State) (Zip +4)

Telephone: _____ Email _____

NOMINEE INFORMATION

Name: _____

Address: _____

Telephone: _____ Email: _____

The Texas Society History Award honors any individual, whether a member or non-member, who has demonstrated outstanding service in their community supporting national, state, or colonial history. In a paragraph of 500 words or less, please explain the professional or volunteer work the nominee has performed related to historic preservation or education and the impact that work has made.

Points will be awarded based on the extent of a nominee's work, such as number of years served or breadth of activities, and the significance of its impact. Twenty-five percent of a nominee's score will be dependent upon extent of work, and seventy-five percent will be dependent upon significance.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

Susan Stephenson Reno, State Librarian

735 San Juan Dr, Duncanville, TX 75116-3919

Telephone: 214-236-1602 Email: teacherreno@hotmail.com

It is a sincere pleasure to work with all our Texas members for the improvement of our National and Local Libraries. We will be concentrating on books that deal with vital records and research in our localities and states.

Monetary donations for the National Library must be reported to the State Treasurer.

To donate a book to the National Library, please request the most recent "Library Wish List" from the Librarian General, Vicki Lynn Presley (afcp2@juno.com). Next, fill out the "Book Donation Form." After permission is granted, order the book and then send it to Headquarters.

Book donations to local libraries must be of genealogical value and well documented. Our focus is to acquire books of records for state/counties/municipalities that would serve to document lineages and support our research endeavors. Especially desired are books of the following types of records: birth, death & marriage registers, probate, estate, deed, tax, court, church registers (not histories) and cemeteries. Many of these types of books are produced by local historical/genealogical groups and do not receive national publicity. Therefore, they remain unknown to the National Library. Your assistance in sharing these books with us is important for our acquisition program.

Unless documentation is attached from the local libraries, CREDIT CANNOT be given to the chapter for Monetary donations, Book donations and Volunteer Hours. Forms need to be documented and signed by the library for Dames who have worked as volunteers in local libraries. Chapter credit will be given for volunteer hours recorded on the Annual Librarian's Report.

A donation of \$100.00 to the National Library will entitle the donor to purchase the Library pin from City Pride which may be worn on your ribbon.

Book Plates are available from the National Headquarters or on-line supplies from the National Headquarters Website. Click on *Supplies* from the *Dashboard*. Scroll down to *Member Supplies*. There are two types of plates you can purchase IN Honor Of, or IN Memory Of. These are wonderful ways to honor or remember our own chapter members.

Thank you for your many donations of money, books, and volunteer hours in support of our National and Local Libraries.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
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Kay Bakken, State Financial Examiner
9667 North US Highway 183, Gonzales, TX 78629-5160
Telephone: 830-857-0408 Email: bakken.kay@gmail.com

REPORT OF INTERNAL FINANCIAL REVIEW COMMITTEE

Submit this report to the State Financial Examiner no later than **November 30th** annually.

CHAPTER NAME: _____

CHAPTER NUMBER: TX_____ REPORT DATE: _____

We the undersigned members of the Internal Financial Review Committee have examined the records of the Chapter Treasurer, namely the account registers for checking, savings, bank statements, and supporting documentation. **We find the records of the chapter to be in good order and their contents to appear reasonable.**

Signed:

Print Name

Signature

Print Name

Signature

Print Name

Signature



TEXAS SOCIETY
COLONIAL DAMES XVII CENTURY

STATE COMMITTEE DIRECTIVES

CHARLEEN ANN MULLENWEG
STATE PRESIDENT
2025-2027

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NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
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AWARDS, GIFTS, AND SPECIAL ACTIVITIES COMMITTEE

Kay Miller-Campbell, Chair

3331 Candlepine Drive, Spring TX 77388

Telephone: 832-458-9462 Email: kmiller5469@comcast.net

This committee grants recognition at the State Conference and also at the National Conference. Awards are outlined in the Standing Rule 8 of the *Bylaws of the Texas Society Colonial Dames XVII Century*. The period to be covered for Chapter accomplishments is January 1st to December 31st.

State Awards may be made in the following categories:

1. New Members by Application,
2. New Junior Members by Application,
3. Number of Supplementals,
4. Contributions to National and State Funds,
5. Contributions to National General Scholarship and Texas Scholarships: The Massengill-Harding Scholarship, Texas Society Scholarship, and Dale Etter Cook Memorial Scholarship
6. Contributions to National Pocahontas Scholarship,
7. National and Local Library Donations,
8. Insignia Purchased,
9. Veterans Service Hours and Value of Items Donated,
10. Colonial Research,
11. Colonial Heritage,
12. Historical Markers,
13. Grave Markers,
14. Public Relations.

Chapter entries for judging are based on membership and are divided into 3 Divisions: Division I: Chapters with 10 to 25 members; Division II: Chapters with 26 to 50 members; Division III: Chapters 51 members and over.

Membership is based on the number of members whose dues have been paid by December 1 and sent to the State Treasurer by December 15. Awards Chair will verify with the State Treasurer the number of paid members and the amount of donations.

IMPORTANT DEADLINE:

January 2 for Chapters: Awards, Gifts and Special Activities Form to State Reports Chair, including the Chapter Treasurer's Remittance Form listing all monetary donations to the National Society and Texas Society.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
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BYLAWS COMMITTEE

Charissa “Chris” Womack, Chair
1501 Haverford Lane, Lantana, TX 76226
Telephone: 214-213-7395 Email: chris.womack1@outlook.com

The Bylaws, Standing Rules, and Procedures committee is responsible for preparing suggested changes to the Texas Society bylaws, and to have those changes ready for consideration by the elected delegates during at the annual state conference. State Parliamentarian Cheryl Giordano and State Organizing Secretary Anna Weil are members of this committee.

Officers, committees, chapters or members may suggest bylaws changes, which must be given to the committee for consideration well in advance of the state conference. The Bylaws Committee is required to send our recommendations to the membership 60 days prior to the conference, and to have them posted on the Texas members only website 45 days prior to the conference.

This committee also prepares recommended changes to the Texas Society standing rules, which may be recommended by officers, committees, chapters, or members. As stated in Roberts Rules of Order, Standing Rules are administrative in nature, and may be passed at any regular meeting of our organization by a majority vote of members present. They are not required to be sent to the membership in advance of the meeting.

When standing rule amendments are considered by the Board of Management, only members of the board of management may vote on these changes. As stated in our state bylaws, the Board of Management consists of all elected state officers, honorary state presidents, chairs of state committees, chapter presidents, and any elected National officers, honorary National officers, and National chairmen who are members of the Texas Society.

In addition to bylaws and standing rules, this committee updates the Texas Society Procedures Manual, which contains the processes and procedures used by state officers, state committees, and chapter presidents. The manual was completely revised in 2022, and this committee will start reviewing it for any updates beginning in October. Officers, chairs, chapters, or members may recommend changes to this manual.

Chapter Presidents, please provide a copy of your current chapter bylaws to the State Parliamentarian for review, and give her a new copy when your chapter makes changes. National and State bylaws have been completely revised starting in 2022. Those changes automatically apply to your chapter bylaws, and this committee is here to help the chapter understand and make those revisions. A Chapter may not adopt Bylaws that conflict with the National and State Bylaws. The National Society controls the membership process, and that process is required to be followed by all chapters.

A copy of the Texas Society bylaws and standing rules, and the procedure manual are available for download from the Texas members only website. Get to know your chapter, state and national bylaws, and educate your members about them. This helps your members understand the organization they have joined.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

COLONIAL HERITAGE, RESEARCH AND RECORDS

Natalie "Robin" Wooten Carter, Chair
865 Georgia Ave., Burleson, TX 76028-2244
Telephone: 214-288-7473 Email: carterr@sbcglobal.net

The Committee for Colonial Heritage, Research and Records speaks to the heart of our beloved Society as we strive, as individuals and collectively, to preserve our heritage. We spend hours in research leading to find records and record-keeping. This is who we are!!!! Chapters oftentimes would like to have solid ideas of what they can do to forward this important work. Some chapters are small and are unable to undertake a big project. Others are large and welcome a challenge. I encourage you to celebrate Colonial Heritage Day, Week or Month. Here are a few ideas:

1. Your chapter might be interested in placing their members' family research in a local library under the library's Family Files. This could, of course, be edited to exclude living generations. (Check first with your library to make certain they collect family files.) This can be very helpful to future researchers!
2. Perhaps a member's ancestor was instrumental in settling the community. If so, plan a Heritage Hour at your historical society, library or community center.
3. Host a Genealogy Day at a local library for prospective members.
4. You might choose to set a goal of recording tombstones in an abandoned or old cemetery and give that information to a local library. (Not all tombstones have been recorded.)
5. Consider obtaining permission from a church to copy their old records and place the copy in a library or house it with a genealogical or historical society. You would be surprised how many churches do not have an extra copy at an offsite location. Old Bible records can likewise be copied.
6. Colonial Heritage Month could be celebrated by setting up a display at your library, historical society or city hall. If your community has a long history, you could create a poster or timeline of its development.
7. Do you live near a historic fort, trail or roadway? If so, give a program about it. Talk it up at meetings of your other organizations. You might also present this to a school class or community group. You live in the Southwest? Perhaps your ancestors traveled by one of those old trails or roads.
8. Host a "Grandmother's Heirloom" Day. Members and prospective members can bring an item to a meeting and tell its family significance. Do you have a very old letter, an item made by an ancestor, or a piece of jewelry? Perhaps a few members can wear a costume from the era of their ancestor.

REMEMBER: DO NOT send research material to this committee or headquarters!! Chapters wishing for more program ideas are encouraged to look online at the programs available through our headquarters. The order form is in the Summer Packet. Keep a copy or list of all records and material donated to local libraries, historical societies or genealogical societies. Be sure to save a copy of publicity for your events. If your chapter has a program that was well received, please include information about it on the back of the report form. I'd love to know if your chapter presents a program on an old fort, trail or roadway!



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

COMMUNITY OUTREACH COMMITTEE

Kay Harris-Kellar, Chair

3224 Stirrat St., Pflugerville, TX 78660-5694

Telephone: 425-346-9556 Email: kayharris28@yahoo.com

The Community Outreach Committee honors chapters and individual members serving their communities in ways that are not recognized by other Texas Society committees. This Committee seeks to identify activities of a chapter and/or the chapter's members who have gone above and beyond the call of duty facilitating programs/education/conservation that **support** outreach to the local community.

Chapters are encouraged to submit an application for the chapter and/or an individual chapter member for these three Community Outreach awards. The application should be in a letter format and should include documentation that demonstrates the service performed.

The **Dames Who Make A Difference Award** honors an individual chapter member for outstanding *personal* service in any area of community outreach performed *outside* of Colonial Dames XVII Century. The service may not be related to conservation, which fall under the Community Conservation Award. The service must be above and beyond the responsibilities and requirements of any chapter office or committee position.

The **Chapter Outstanding Community Service Award** honors the *chapter as a whole* for outstanding service to the community through special projects in any area of community outreach other than projects related to conservation, which fall under the Community Conservation Award. The service must demonstrate an impact to the community and will be judged on criteria that includes member participation, time spent on the project, donations to the project, and the overall impact on the community. Please submit photos, newspaper articles, letters, etc., to show your chapter's project achievements.

The **Community Conservation Award** honors the chapter as a whole for projects that preserve our country's grandeur, to include its wildlife, forests, rivers, and natural gardens. **The theme for this award is "Celebrate Our Natural World."** This award recognizes those chapters and/or individual members for projects that improve the environment of their community with an emphasis on 1) pollinator garden/habitat, 2) conservation, and 3) recycling. Get your chapter involved in preserving our country's grandeur, its wildlife, forests, rivers, and natural gardens. We are the stewards of this planet and we live in a country of natural beauty. Our ancestors were grateful for the land, the water, the timber, and the clean air that greeted them. Keeping American beautiful is part of our heritage. Let's do our part as individuals and as chapters.

The Community Outreach committee looks forward to recognizing chapter activities at the luncheon at State Conference. Texas Dames and their chapters really do make a difference!



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century

COMMUNITY OUTREACH COMMITTEE
DAMES WHO MAKE A DIFFERENCE AWARD
2025-2027 APPLICATION FORM

Chapters, mail this report to the Community Outreach Chairman so it is received by February 1

Kay Harris-Kellar, Chair
3224 Stirrat St., Pflugerville, TX 78660-5694
Telephone: 425-346-9556 Email: kayharris28@yahoo.com

Report Date: _____
Chapter Name: _____ Chapter #: TX _____ # Members: _____
Preparer's Name: _____ National # _____ President Chairman
Address: _____
(Number) (Street) (City) (State) (Zip +4)
Telephone: _____ Email _____

NOMINEE INFORMATION

Chapter Name: _____ Chapter #: TX _____
Name: _____ National # _____
Address: _____
(Number) (Street) (City) (State) (Zip +4)
Telephone: _____ Email _____

The **Dames Who Make A Difference Award** honors an individual chapter member for outstanding *personal* service in any area of community outreach performed *outside* of Colonial Dames XVII Century. The service may not be related to conservation, which fall under the Community Conservation Award. The service must be above and beyond the responsibilities and requirements of any chapter office or committee position.

Start early and allow plenty of time to thoroughly describe and document all of your member's activities. Please submit photos, writings, recordings, newspaper clippings, or any other type of supporting documentation that demonstrates the member in action.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century

COMMUNITY OUTREACH COMMITTEE

CHAPTER OUTSTANDING COMMUNITY SERVICE AWARD
2025-2027 APPLICATION FORM

Chapters, mail this report to the Community Outreach Chairman so it is received by February 1

Kay Harris-Kellar, Chair
3224 Stirrat St., Pflugerville, TX 78660-5694
Telephone: 425-346-9556 Email: kayharris28@yahoo.com

Report Date:
Chapter Name: Chapter #: TX
Preparer's Name: National # President Chairman
Address: (Number) (Street) (City) (State) (Zip +4)
Telephone: Email

NOMINEE INFORMATION

Chapter Name: Chapter #: TX # Members:
Chapter Contact Name: National #
Address: (Number) (Street) (City) (State) (Zip +4)
Telephone: Email

The Chapter Outstanding Community Service Award honors the chapter as a whole for outstanding service to the community through special projects in any area of community outreach other than projects related to conservation, which fall under the Community Conservation Award. The service must demonstrate an impact to the community and will be judged on criteria that includes member participation, time spent on the project, donations to the project, and the overall impact on the community. Please submit photos, newspaper articles, letters, etc., to show your chapter's project achievements.

Did the chapter participate in or sponsor a Community Outreach Project? YES NO
Number of members who participated in the Community Outreach Project?
Number of service hours donated to the chapter's project:
Amount of goods, money, or other type of support donated to the project (please describe)

Did the chapter receive any publicity in the community for this event? YES NO If yes, please describe:



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century

COMMUNITY OUTREACH COMMITTEE
COMMUNITY CONSERVATION AWARD
2025-2027 APPLICATION FORM

Chapters, mail this report to the Community Outreach Chairman so it is received by February 1

Kay Harris-Kellar, Chair
3224 Stirrat St., Pflugerville, TX 78660-5694
Telephone: 425-346-9556 Email: kayharris28@yahoo.com

Nominated Chapter Name: _____ Chapter #: TX _____

Preparer's Name: _____ National # _____ President Chairman

Address: _____
(Number) (Street) (City) (State) (Zip +4)

Telephone: _____ Email _____

Report Date: _____

Please attach a summary of the chapter's involvement with the community in ways to protect and enhance our environment. This might include planting a tree as a memorial or to honor a chapter member. It might be the planting of a butterfly garden or the distribution of seedlings or seed packets in an effort to help the bee population.

Pollinator Gardens/Habitat

With the huge decline in native species, it is important to help them out. Creating pollinator gardens and installing landscaping using native plants is a helpful way to provide food and shelter for our native species. Even a few potted plants on a back patio can be helpful and can count as a pollinator garden. Consider adding a bird bath or water source during hot weather/drought. There are lots of easy and inexpensive ways to beautify and enrich our natural surroundings.

Conservation

There are many projects that can be done under this broad topic, from planting trees and collecting seeds, to installing rain barrels, composting table scraps, and adding mulch to your landscaping or garden to help reduce water loss. Most county extension offices provide information as well as giving suggestions for plants suitable for your area and the wildlife found therein. Consider adding weatherstripping for doors to reduce heating and cooling bills, or installing heavier curtains that can be closed at the hottest times of the day. Use the oven less during summer months. Be creative in ways to conserve and share resources!

Avoid purchasing items with chemicals that can contaminate the environment. Consider a chapter trash pickup event to help beautiful your community. Using our resources wisely contributes to the health and wealth of our communities. Let us hear about your chapter's efforts to reduce waste and consume wisely.

Recycling

We can reduce the amount of waste that goes to the landfill by recycling many of the things we use. Plastic bags can go to programs that weave them into mats for the homeless. Some companies recycle electronics. Used clothing can go to community clothes closets, vintage shops, and online resale stores. Recycle unused prescriptions, books, cell phones, school supplies, lumber, and more – see how many different ways your chapter can find to recycle!



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

STATE CONFERENCE CREDENTIALS COMMITTEE

Marsha Richards, Chair

9310 Fairfield Oaks Lane, Porter, TX 77365-7066
Telephone: 832-233-2725 Email: marichards1978@gmail.com

The 2025-2027 STATE CONFERENCE CREDENTIALS REPORT FORM

must be used during this term and received by this Chairman BY FEBRUARY 3 of 2026 & 2027.

Please destroy ALL old State Conference Credentials Forms!

Section I. Delegates by Virtue of Office. There are certain leadership positions which are considered “delegates by virtue of office.” This means that they do not have to be elected as a delegate but are automatically one. The chapter president should ascertain who of her chapter members falls into these categories and write their names on the Credentials Report Form in Section I. The following positions are “Delegates by Virtue of Office:” all elected state officers, honorary state presidents, chairmen or co-chairmen of state committees, chapter presidents, chapter vice presidents (one per chapter, of the chapter’s choice, if they have multiple vice presidents); and National officers (elected and appointed), honorary National officers and National chairmen or co-chairmen who are members of the Texas Society.

If a member serves in more than one position, she must declare in which capacity she is voting at the time the form is submitted. (Example: the chapter president is also a state chairman; she must indicate for which position she is claiming delegate status.) A person may only serve as a delegate for ONE position and this position should be noted on the form next to their name.

Section II. If the Chapter President is **unable** to attend, please write “Unable to Attend” next to her printed name in Section I and list her elected Alternate next to Chapter President in Section II. Do the same for the Chapter Vice President, listing her alternate in the appropriate space.

Section III. Delegates should be elected at a regular chapter meeting sufficiently early in the year to allow the Credentials Report Form to be received by the deadline. Once the chapter president, chapter vice president, and other chapter members who are Delegates by Virtue of Office are identified and removed from the potential delegate pool, a chapter is entitled to one (1) elected Delegate and one (1) elected Alternate for each seven (7) members and fraction of three (3) or more of their **total chapter membership** in good standing (dues are paid up-to-date). **Do Not Subtract the Delegates by Virtue of Office or the president and vice president from the chapter membership number.** These names are listed in Section III. If you do not have room on your Credentials Form for all of your Delegates and Alternates, please attach a second form. Clearly mark “ATTACHMENT” on the top of the second form. If no one from your Chapter will be attending State Conference, please indicate this on the Form and return it to the Credentials Chairman. She needs to receive a report form for each Texas Chapters!

No names who are on page 1 of the form should be listed on page 2!!

Immediately following the election of Delegates and Alternates, the Chapter Credentials Report Form should be completed by the chapter president and **signed by the chapter president.** The form should indicate in the blank near the top the total number of chapter members, as this number is used to determine the number of allowed

chapter delegates. Be sure to make a copy of the completed Form for your files!

The form can be scanned and emailed to the Credentials Chairman OR snail mailed to her so that she will receive it by **February 3**. Her email and address are on the top of page 1. Receipt of the Credentials Form will be verified if an email address is provided. If you do not receive a verification of receipt email, please contact this chairman ASAP!

If a member's name is not on the Credentials Report Form as a Delegate or Alternate, or if the form has not been received by the Credentials Chairman, the member will be registered as a Non-Voting Member at State Conference.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

STATE CONFERENCE CREDENTIALS COMMITTEE

Marsha Richards, Chair
9310 Fairfield Oaks Lane, Porter, TX 77365-7066
Telephone: 832-233-2725 Email: marichards1978@gmail.com

2025-2027 STATE CONFERENCE CREDENTIALS FORM

MAIL THIS FORM TO THE STATE CREDENTIALS CHAIRMAN TO BE RECEIVED BY FEBRUARY 3

Instructions: Please TYPE or PRINT CLEARLY

Chapter Name _____ Chapter #: _____

Total Chapter Members: _____ Date Delegates Were Elected: _____

I. DELEGATES BY VIRTUE OF OFFICE: All elected state officers, honorary state presidents, chairmen of state committees, chapter presidents, chapter vice presidents (one per chapter, of the chapter’s choice, if they have multiple vice presidents), National officers (elected and appointed), honorary National officers, and National chairmen who are members of the Texas Society are automatic delegates to the State Conference. **Only list them on this page, not on the delegate list on page 2!**

Chapter President: _____

Chapter Vice President: _____

Name and Title of Position for Members Claiming “Delegate by Virtue of Office” Status:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

II. ALTERNATE FOR:

Chapter President: _____

Chapter Vice President: _____

SEE PAGE 2 TO LIST ALL ELECTED DELEGATES AND ALTERNATES

Texas Society Colonial Dames XVII Century
CHAPTER CREDENTIALS FORM – STATE CONFERENCE (Page 2)

II. ELECTED DELEGATES: In addition to Delegates by Virtue of Office, each Chapter is entitled to one (1) elected Delegate and one (1) elected Alternate for each seven (7) members and fraction of three (3) or more elected by the chapter at a regular meeting.

ELECTED ALTERNATES:

By signing below, you are verifying that those listed are eligible as voters and members in good standing.

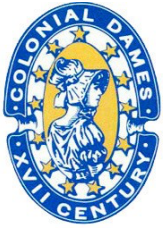
Chapter President Name

Address

Email

Phone Number

Chapter President Signature



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

CREDENTIALS COMMITTEE

Charleen “Charlie” Mullenweg

3736 Bee Caves Road, Suite 1-206

West Lake Hills, TX 78746-5378

Phone: (512) 300-7567

Email: cmullenweg@gmail.com

2025-2027 DIRECTIVES

The following information will be helpful in completing your Credential Report Form.

THE FORM MUST BE TYPED. FILLABLE FORMS ARE AVAILABLE ON THE NATIONAL SOCIETY WEBSITE

Each Chapter is entitled to one (1) elected Delegate or elected Alternate for each twenty-one (21) members or major fraction thereof. In addition, each chapter President or her elected Alternate is allowed a vote. The examples shown below include the President as a Voter.

21 members through 31 members = 2 Voters (the President plus 1 Voter)

32 members through 52 members = 3 Voters (the President plus 2 Voters)

53 members through 73 members = 4 Voters (the President plus 3 Voters)

74 members through 94 members = 5 Voters (the President plus 4 Voters)

95 members through 115 members = 6 Voters (the President plus 5 Voters)

116 members through 136 members = 7 Voters (the President plus 6 Voters)

- ***Before March 25th of each year*** - Elect Delegates and Alternates
- Locate the Credentials Report Form for the Chapter or State on the National website under the Members tab using the path - Resource Library>Conference Committees>Credentials
- Download the fillable .pdf form, save it to your computer, and open it to **TYPE** in the names of Delegates and Alternates in the left column. The right column is **RESERVED** for signatures upon registration at the National Conference. If you need more space than the form allows for, mark a second form **ATTACHMENT** at the top and continue filling in the additional names. A member attending the National Conference, who was not an elected Delegate or Alternate, will be listed as a non-voting member.
- **IMPORTANT** – the Chapter or State President **AND** the Chapter or State Treasurer must **BOTH** sign the credentials form. Forms lacking both signatures are invalid.
- If a Chapter or State President is unable to attend, type “Unable to attend” next to her name in the right column.
- After completing the form, scan it with the signatures and retain a copy for your records and the State President's.
- ***On or before March 26th***, email the signed and completed form to the Credentials Chairman, Charleen Mullenweg, at cmullenweg@gmail.com.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

CREDENTIALS COMMITTEE

Charleen "Charlie" Mullenweg, Chair

3736 Bee Caves Road, Suite 1-206

West Lake Hills, TX 78746-5378

Phone: (512) 300-7567

Email: cmullenweg@gmail.com

STATE CREDENTIALS REPORT FORM FOR NATIONAL CONFERENCE DEADLINE: Mail this form to the Credentials Chair. Must be postmarked by March 26th

INSTRUCTIONS: Delegates to the National Conference must be elected prior to March 25th of the current year.

YEAR: 2026 2027 State Society: _____ Date Delegates were Elected: _____

DELEGATES

For National Use Only

State President

State First Vice President

ALTERNATES

For National Use Only

For State President

For State First Vice President

Delegates: National Officers (elected and appointed), Honorary Presidents General, Honorary Vice Presidents General, and National Chairs from your state. Do not include State Officers.

Names, and Office or Committee Chaired

For National Use Only

By signing below, you are verifying that those listed as delegates and alternates are eligible to vote.

State President

State Treasurer

Address

Address

Email

Email

Signature

Signature



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

CREDENTIALS COMMITTEE

Charleen "Charlie" Mullenweg, Chair

3736 Bee Caves Road, Suite 1-206

West Lake Hills, TX 78746-5378

Phone: (512) 300-7567

Email: cmullenweg@gmail.com

CHAPTER CREDENTIALS REPORT FORM FOR NATIONAL CONFERENCE

DEADLINE: Mail this form to the Credentials Chair. Must be postmarked by March 26th

INSTRUCTIONS: Do Not List any Member who is a National Officer, National Chairman, State President, or Vice President. Delegates to the National Conference must be elected prior to March 25th of the current year.

YEAR: 2026 2027 State: _____ Chapter Name: _____

Chapter #: _____ Total # Chapter Members: _____ Date Delegates were Elected: _____

DELEGATES	National #	For National Use Only
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ALTERNATES	National #	For National Use Only
_____	_____	_____
_____	_____	_____
_____	_____	_____

NON-VOTING MEMBERS	National #	For National Use Only
_____	_____	_____
_____	_____	_____
_____	_____	_____

GUESTS

1) _____ 2) _____

3) _____ 4) _____

By signing below, you are verifying that those listed as delegates and alternates are eligible to vote.

Chapter President _____

Address _____

Email _____

Signature _____

Chapter Treasurer _____

Address _____

Email _____

Signature _____



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

FLAG CUSTODIAN

Maggie Kirkendoll , Chair

100 Wild Plum Cir., Georgetown, TX 78633-4707

Telephone: 225-253-1161 Email: snoopykirkendoll@gmail.com

Each chapter should have a copy of the current flag code. These may be obtained from local military recruiters or from the Internet.

A few basic rules are:

1. Place your hand over your heart **ONLY** for the National Anthem and the Pledge of Allegiance to the Flag of the United States of America. When saluting the flag of the Colonial Dames XVII Century stand erect **with your hands at your sides.**
2. When displayed with other flags, the Flag of the United States of America should be to the right of the speaker/presiding officer with all other flags to the left.
3. When using smaller flags, displayed together with other flags in one base, the American Flag should be on the right when displaying 2 flags. If 3 or more flags are used in the table base, the American Flag must be in the center.

Chapters are expected to display the American Flag, recite the Pledge of Allegiance to the Flag of the United States of America, and sing the National Anthem at all meetings and to donate flags to schools and community groups such as scouts. Also, Chapters are encouraged to present flag programs.

Members are encouraged to fly the flag on all national and state holidays and when so instructed by the President of the United States or the Governor of your State.

Chapter Flag Custodians give your reports to your chapter president by December 15 so they can send the report to the State Reports Chair to receive by January 2.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

GRAVESTONE PRESERVATION COMMITTEE

Constance "Connie" V. Grubbs, Chair

1414 Birchwood St, Houston, TX 77093-1806

Telephone: 832-217-4488 Email: dames.gravestone.preservation@gmail.com

Dear Chapter Presidents,

Let me thank you for undertaking one of the most important tasks of our State Society, that of Chapter President. It's you and your team who institute and maintain the forward movement of Colonial Dames XVII Century. Your Officers and Committee Chairs reflect your leadership, so again, THANK YOU!

The GRAVESTONE PRESERVATION COMMITTEE is a relative newcomer. The Committee proposes to locate and preserve cemeteries, old and new; to facilitate interaction between our Society and entities which have cemetery oversight; to distribute information on correct preservation tools and methods; and to circulate information relating to the importance and uses of cemeteries as part of the historic record.

It is this Chair's hope that you will appoint an individual to serve as chair for this committee and that she will be enthusiastic in her efforts to fulfill the duties of her office.

If you have any questions, please don't hesitate to reach out to me and I'll be happy to help you. Sending me an email is best, I then have your question in writing and there won't be any miscommunication. If you do decide to call, **please leave a detailed message** as my phone doesn't ring if your name is not in my contact list!

Thank you and I look forward to working with you!



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

HEADQUARTERS DECORATING COMMITTEE

Ann E. Jones, Chair

20426 Long Cypress Dr., Spring, TX
Telephone: 281-620-4052 Email: aejones222@aol.com

Dear Chapter Presidents,

As members, we are fortunate to have a lovely National Headquarters building to use and to share with others located in Washington, DC, just blocks from the White House. I know many of you have had the pleasure of visiting it. As with any vintage construction, it requires constant and vigilant attention-- continuous maintenance and extensive upkeep. As you make your annual donations during the 2025-2027 administration consider making a donation to one of the funds listed below.

The Endowment Fund is a permanent fund that assures the future conservation of our building where only the interest is used toward maintenance of the building and grounds. A contribution of \$100.00 to this fund entitles the member to purchase and wear an Endowment pin on her official ribbon.

The Expansion Fund allows for future renovation plan expansion.

The Headquarters Maintenance Fund provides for current repairs and maintenance. A donation of \$100.00 to this fund allows the member to purchase and wear the Headquarters Maintenance pin on her official ribbon.

The State Room Fund is used for the purchase of furniture and items designated for the rooms with the approval of the Decorating Committee. I encourage you to support our own Texas Room which serves as the Office of the President General.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

HERALDRY AND COATS OF ARMS COMMITTEE

Lori King, Chair

15518 Wimberly Way, Cypress, TX 77429-6099
Telephone: 832-758-0912 Email: txheraldrydame@aol.com

Heraldry Program is unique among lineage societies and is important to the Society and its members in multiple ways. Researching Armorial Ancestors opens up a whole new area of learning and understanding the lives of our ancestors. It instills a sense of history and continuity individual to each member.

As your chapter plans your upcoming year, be sure to review these suggestions for enhancing your chapter's Heraldry/COA activities and encourage your members to research their Armorial Ancestors and promote the COA initiative.

Promoting Heraldry/COA to the Chapter and the Community:

- Review the instructions, forms and other helpful information about Heraldry and Coats of Arms on the National website on the National Registrar, Heraldry/COA webpage by clicking the Dashboard tab > Directories > National Exec. Board, and scroll down that page to the bottom line for the Registrar, Heraldry/COA (Dianne Janis) link. Familiarize yourself with what is available. Encourage members to use and refer to these helpful items.
- Be available to assist members with their COA applications as needed.
- Consider presenting a program to other groups, including historical societies and local libraries to promote Heraldry and the National Society.
- Lead a COA workshop using the Heraldry/COA resources from your state and national chairmen.
- Write stimulating Heraldry Minutes and share them at a chapter meeting and in your chapter newsletter and post on your chapter's Facebook page. Consider colors, animals, knighthood, nicknames of royalty, terminology, historical notes, etc.
- Find and distribute heraldry handouts at chapter meetings that reinforce the Heraldry Minute and for members to take home and share with friends and family.
- Prepare a heraldry display to show at chapter meetings or even at a local library.
- Challenge members to complete COA applications for a specific person, group, or cause (i.e., queens, saints, descendants of a specific well-known ancestor).
- Keep a current list of proven Heraldry/COA applications proven for members and share their successes with the chapter, especially first-time applicants. Your list should include members' names, names of armigers, application number assigned by national, and date of approval.
- Encourage your chapter to donate books to the NSCDXVIIC Heraldry Library.
- Encourage your chapter to funds to the NSCDXVIIC Heraldry Library to be used to purchase Heraldry reference books.
- Set an example by submitting COA applications for your own ancestors.

Complete the Annual Chapter Heraldry/COA Report: Add any Heraldry Minutes you included in a chapter newsletter or post it on Facebook. Add the titles of any Heraldry books donated to the NSCDXVIIC Heraldry Library or to a local library. Complete and send to your Chapter President so that she can send it to the State Reports Chair to be received no later than Jan. 2.

Sending COA Application Submissions: Please send your COA applications, with your check, to the National Registrar Heraldry/COA, Dianne Janis, 110 Fawncrest Ct., Flat Rock, NC 28731-8539. Make checks out to NSCDXVIIC.

Sending First & Second Page of Approved COA: Please email copies of the first & second pages of your approved COA applications to Vice Chair, Katie Randall, at hummingbirdmom53@gmail or mail them to her at 31315 Bearing Star Ln., Tomball, TX 77375-4196.

Heraldry Insignia: Did you know you can order insignia of ancestors proven for heraldry? Take a look at the Insignia form on the National website's Insignia Committee page and order yours today!

Knight Pin: Those who have achieved verification of their first Coat of Arms (COA) application are eligible to purchase a beautiful pin in recognition of their exciting achievement! Pins are sold by the President, Texas Heraldry/COA Club, Karen Hall at: kurthhall920@yahoo.com.

Speakers for Texas Heraldry/COA Club: ALL DAMES are invited to attend the presentations that are held at Fall Workshop and/or State Conference.

There are many resources to help you find a colonial ancestor with heraldry as already mentioned. Please take a look at the National Registrar, Heraldry/COA's web page for many of these resources! You can also look at the lists of these ancestors in places like the front of Volume 1 of Douglas Richardson's volumes *Royal Ancestry* and *Magna Carta Ancestry* or the webpage of the Order of the Crown of Charlemagne as quick starts to view if any of your ancestors have already been proven by others. These are very reliable easy sources to check out. Enjoy your heraldry research, and this state chair will be available to answer any questions you may have to assist you in submitting your COA applications! Happy Hunting!



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

INSIGNIA COMMITTEE

Rene Piotrowski, Chair

2801 Gabriel View Dr., Georgetown, TX 78628-2705
Telephone: 512-864-3156 Email: Renep1797@gmail.com

Our Colonial Dames insignia tells our story by displaying information about our ancestors, our donations, and our personal involvement in chapter, state, and national activities. The added benefit is that the insignia is beautiful – so please purchase insignia and wear your pins with pride!

The updated guidelines and the report form are in this Packet and come from the National Insignia Chairman. There are several important things for Chapter Presidents to know.

1. Members should report their insignia purchases to your Chapter Insignia Chair no later than **December 15th**. The information they need to report includes the name and price of the pin, the cost of any engraving, and the total price paid for the pin (pin plus engraving). Shipping costs are not included in the totals reported to the State Society.
2. By **December 15th**, your Chapter Chair will enter the insignia purchases for all chapter members on the Insignia Annual Report form and forward the completed form to the Chapter President. The Chapter President sends the report to the State Reports Chair so that it arrives by **January 2nd**.

Remember that the official insignia of the National Society Colonial Dames XVII Century is to be worn according to the guidelines set by the National Society. Only official insignia may be worn on the insignia ribbon, which is always worn on the left side.

Chapter Presidents, you or your Insignia Chair should request your members to send you their invoice from the purchase of their pins after they have received their pin. This is the easiest way to record the price of their pin, cost of any engraving, and total price paid. Tell your members not to wait until December to send you their invoice. If they know to send it to you as soon as they get their pin, they are much less likely to forget to report their purchase.

Chapter Presidents or Insignia Chairs, record information from the pin purchases on the Texas Insignia Committee Report form which can be found in the Summer Reports Packet. Reports should be sent by the chapter presidents along with other committee report forms to the State Reports Chairman on or before January 2.

If you have any questions about the Society's official insignia, please do not hesitate to contact me.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

JUNIOR MEMBERSHIP COMMITTEE

Christine Herron, Chair

355 N. Post Oak Ln., Unit 844, Houston, TX 77024-5959
Telephone: 512-757-1338 Email: cherrondar@gmail.com

A goal for every chapter should be to encourage members to recruit and retain their young family members and friends between the ages of eighteen (18) and thirty-six (36). Juniors are essential for the growth and preservation of our Society. Chapters should make every effort to design activities that encourage junior participation and, at the same time, educate all members about our Society. Our Society fees are structured to encourage Junior membership.

The Junior Membership application fee is one-half the regular application fee. Junior membership dues are one-half the regular dues until, but not including, the year that she turns 36 prior to January 1st. All Junior members are eligible to purchase and wear a Colonial Dames XVII Century Junior Member pin.

To recognize the work of our outstanding young Dames, the Society, through this committee, sponsors an Outstanding Junior Member Contest annually. This is designed to celebrate our juniors' outstanding achievements. Chapters should recognize their hardworking Juniors as their "Chapter Outstanding Junior Member," nominating them for "State Outstanding Junior Member." Each State Society is encouraged to name a winner of their State's Contest and present that junior with an award at their State Conference. The State winner will then be entered in the National competition by the State Chair or State President. One National winner will be selected from the State winners entered in the contest. She will receive recognition and an award at the National Conference.

Annual Junior Membership Report: Chapter Presidents: Submit your completed report to your State Chair by January 2. State Chairs: Submit your State report to the National Chair by February 15. The National form may be modified for use on the State level. Please make sure to change the contact information. Outstanding Junior Contest Chapter Each Chapter may nominate one Junior member as their Chapter Outstanding Junior. Chapter Outstanding Juniors who have at least ten points are eligible to be entered in the State Outstanding Junior Contest. Those Chapter Outstanding Juniors who do not have 10 points, may still be recognized at the State level as Chapter Outstanding Junior without entering the State contest. State The State Outstanding Junior Member contest is open to all Junior members between the ages of 18 and not yet 36 in the year nominated who have earned a minimum of ten points. The form for reporting qualifications of the State winner to the National Chairman is available on the National website. The State Chair should report the results of the State Contest to each of the Chapter Chairs who submitted nominees for the State Contest. The state winner of the Outstanding Junior Member Contest should plan to attend the State Conference where she will receive recognition and an award. State Societies shall provide the State Outstanding Junior pin to the winner.

POINT SYSTEM FOR OUTSTANDING JUNIOR MEMBER CONTEST:

Judging shall be based on the following percentages:

Colonial Dames XVII Century activities	75%
Other patriotic and lineage organizations and genealogical activities	5%
Church, civic, and cultural activities	10%
School honors and awards	10%

The following point system should be used as a guide in making your decision for Colonial Dames XVII Century activities:

National Officer 8 points

National Chair 4 points

Delegate to National Conference 2 points

Page at National Conference 2 points

Page at National Board of Management Meeting 1 point

Member of National Chorus 1 point

State President or Organizing State President 5 points

State Officer 4 points

State Chair 3 points

Delegate to State Conference 1 point

Page at State Conference 1 point

Page at State Board of Management Meeting 1 point

Member of State Chorus 1 point

Chapter President or Organizing President 3 points

Chapter Officer 2 points

Chapter Chair 1 point

Chair of a Special Event (State or National) 2 points

Special Appointment by State President or President General 2 points

The Junior Member must show documentation for each service. Documentation may be the program for the event, the Chapter yearbook showing officers and chairmen, copy of the award, etc.

Chapter Outstanding Junior members need to complete the Outstanding Junior Member Nomination Form 2025-2027 to enter their State Outstanding Junior Contest. Juniors must complete the form according to the included instructions. Juniors need to send four (4) copies of their completed form with a black and white photograph to the State Junior Membership Chair by January 2. Points accumulated stay with the member, even if she transfers to another chapter or state. Points are cumulative until she is no longer a Junior Member.

STATE JUDGES: Judges for the State Contest shall be three (3) Honorary State Presidents. The State Chair will be responsible for asking three (3) Honorary State Presidents to judge the contest entries that have the required

number of points. If there is only one entry from a state, she shall be the State Outstanding Junior Member winner. After the winner is determined, the State chair should submit four (4) copies of the winner's contest form plus proofs with a black and white photograph to the National Chair by February 15th.

NATIONAL JUDGES: Judges for the National Contest shall be three (3) Honorary President Generals. Only one (1) Junior member may be nominated from each state to the National Contest. All State Outstanding Junior winners are eligible to be entered in the National Outstanding Junior contest. Only those submitted by the State Junior Membership Chair or State President will be considered for the National Contest. The National winner is announced at the Awards Luncheon at the National Conference. The National winner may not re-enter the contest.

Note: Please remember to submit all forms before the deadlines so that our Junior members may be recognized on the State and National levels for their achievements. Please do not tally the points for the National contest nominee. If you have questions regarding the point system or the Contest, please contact Julia Saldivar, National Chair, 314-517-7757 or jes001@bellsouth.net.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

JUNIOR MEMBERSHIP COMMITTEE

Patricia "Pat" Herron, Chairman
418 County Road 3107, Kempner, TX 76539-3443
Telephone: 512-299-5950 Email: pherro5@gmail.com

TEXAS SOCIETY OUTSTANDING JUNIOR MEMBER AWARD
2025-2027 NOMINATION FORM

Nominee's Name: _____

Address: _____

Chapter Name: _____ Chapter #: _____

State Society: _____ National#: _____ . Age: _____ . Birth Date: _____

Nominee's Activities: (List on separate page) Include the following:

CDXVIIC Activities (Point system is in the National Handbook)

Other Patriotic & Hereditary organizations (include offices, awards, etc.)

Church, civic, and cultural activities

Schools & Awards

Chapter Chairman: Submit your completed form to State Chairman by January 15th

- Send 4 Copies of the form with proof for each point attached.
- Include a small black and white glossy photograph of the applicant.

State Chairman: Submit State Winner's form to the National Chairman by February 15th.

- Send 4 Copies of the form with proof for each point attached.
- Include a small black and white glossy photograph of the applicant.
- Each nominee should have a minimum of ten (10) points.

Note: Do not tally points for the National contest nominee.

RULES: Nominee must be between the ages of 18 and 36 when nominated, may be married or single.

Only one member may be nominated from each state to the National Contest. Only those submitted by the State Junior Membership Chairman OR State President will be considered for the National Contest.

The National Winner may not re-enter the contest. The applicant must not be 36 before December 1st of the year applying.

JUDGES: Judges for the State Contest should be three Honorary State Presidents. Judges for the National Contest should be three Honorary Presidents General.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

JUNIOR MEMBERSHIP COMMITTEE

Julia Albright Saldivar, Chair

2637 Country Side Drive

Fleming Island, FL 32003-4953

Phone: (314) 517-7757

Email: jes001@bellsouth.net

2025-2027 DIRECTIVES

A goal for every chapter should be to encourage members to recruit and retain their young family members and friends between the ages of eighteen (18) and thirty-six (36). Juniors are essential for the growth and preservation of our Society. Chapters should make every effort to design activities that encourage junior participation and, at the same time, educate all members about our Society.

Our Society fees are structured to encourage Junior membership. The Junior Membership application fee is one-half the regular application fee. Junior membership dues are one-half the regular dues until, but not including, the year that she turns 36 prior to January 1st. All Junior members are eligible to purchase and wear a Colonial Dames XVII Century Junior Member pin.

To recognize the work of our outstanding young Dames, the Society, through this committee, sponsors an Outstanding Junior Member Contest annually. This is designed to celebrate our juniors' outstanding achievements.

Chapters should recognize their hardworking Juniors as their "Chapter Outstanding Junior Member," nominating them for "State Outstanding Junior Member." Each State Society is encouraged to name a winner of their State's Contest and present that junior with an award at their State Conference. The State winner will then be entered in the National competition by the State Chair or State President. One National winner will be selected from the State winners entered in the contest. She will receive recognition and an award at the National Conference.

Annual Junior Membership Report:

Chapter Chairs: Submit your completed report to your State Chair by **January 15th**. Chapter Chairs should receive the report form from their State Chair.

State Chairs: Submit your State report to the National Chair by **February 15th**. The National form may be modified for use on the State level. Please make sure to change the contact information.

CHAPTER Outstanding Junior Contest

Each Chapter may nominate one Junior member as their Chapter Outstanding Junior. Chapter Outstanding Juniors who have at least ten points are eligible to be entered in the State Outstanding Junior Contest. Those Chapter Outstanding Juniors who do not have 10 points, may still be recognized at the State level as Chapter Outstanding Junior without entering the State contest.

STATE Outstanding Junior Contest

The State Outstanding Junior Member contest is open to all Junior members between the ages of 18 and not yet 36 in the year nominated who have earned a minimum of ten points. The form for reporting qualifications of the

State winner to the National Chair is available on the National website. The State Chair should report the results of the State Contest to each of the Chapter Chairs that submitted nominees for the State Contest. The state winner of the Outstanding Junior Member Contest should plan to attend the State Conference where she will receive recognition and an award. State Societies shall provide the State Outstanding Junior pin to the winner.

POINT SYSTEM FOR OUTSTANDING JUNIOR MEMBER CONTEST:

Judging shall be based on the following percentages:

- Colonial Dames XVII Century activities 75%
- Other patriotic and lineage organizations and genealogical activities..... 5%
- Church, civic, and cultural activities 10%
- School honors and awards 10%

The following point system should be used as a guide in making your decision for Colonial Dames XVII Century activities:

National Officer	8 points
National Chair	4 points
Delegate to National Conference	2 points
Page at National Conference	2 points
Page at National Board of Management Meeting	1 point
Member of National Chorus	1 point
State President or Organizing State President	5 points
State Officer	4 points
State Chair	3 points
Delegate to State Conference	1 point
Page at State Conference	1 point
Page at State Board of Management Meeting	1 point
Member of State Chorus	1 point
Chapter President or Organizing President	3 points
Chapter Officer	2 points
Chapter Chair	1 point
Chair of a Special Event (State or National)	2 points
Special Appointment by State President or President General	2 points

The Junior Member must show documentation for each service. Documentation may be the program for the event, the Chapter yearbook showing officers and Chairs, copy of the award, etc.

Chapter Outstanding Junior members need to complete the Outstanding Junior Member Nomination Form 2025-2027 to enter their State Outstanding Junior Contest. Juniors must complete the form according to the included instructions. Juniors need to send four (4) copies of their completed form with a black and white photograph to the State Junior Membership Chair by **January 15th**.

Points accumulated stay with the member, even if she transfers to another chapter or state. Points are cumulative until she is no longer a Junior Member.

The State Chair will be responsible for asking three (3) Honorary State Presidents to judge the contest entries that have the required number of points. If there is only one entry from a state, she shall be the State Outstanding Junior Member winner.

After the winner is determined, the State Chair should submit four (4) copies of the winner's contest form plus proofs with a black and white photograph to the National Chair by **February 15th**.

NATIONAL JUDGES: Judges for the National Contest shall be three (3) Honorary President Generals.

Only one (1) Junior member may be nominated from each state to the National Contest. All State Outstanding Junior winners are eligible to be entered in the National Outstanding Junior contest. Only those submitted by the State Junior Membership Chair or State President will be considered for the National Contest. The National winner is announced at the Awards Luncheon at the National Conference. The National winner may not re-enter the contest.

Note:

- Please remember to submit all forms before the deadlines so that our Junior members may be recognized on the State and National levels for their achievements.
- Please do not tally the points for the National contest nominee.

If you have questions regarding the point system or the Contest, please contact Julia Saldivar, Chair, 314-517-7757 or jcs001@bellsouth.net.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

JUNIOR MEMBERSHIP COMMITTEE

Julia Albright Saldivar, Chair

2637 Country Side Drive

Fleming Island, FL 32003-4953

Phone: (314) 517-7757

Email: jes001@bellsouth.net

OUTSTANDING JUNIOR MEMBERSHIP NOMINATION FORM 2025-2027

Nominee's Name _____

Address _____

Chapter Name & ID # _____ State _____

National # _____ Age _____ Birth Date _____

Chapter Chair's Signature _____ Date _____

State Chair's Signature _____ Date _____

State President's Signature _____ Date _____

Nominee's Activities: Include the following on page 2:

- CDXVIIC Activities (use point system in the 2025-2027 Directives)
- Other Patriotic and Hereditary organizations and genealogical activities
- Church, civic, and cultural activities
- School Honors and Awards
- For each activity, attach documentation.

Chapter Chair: Submit your completed form to your State Chair by January 15th

- Send four (4) copies of the signed nomination forms with proofs for each point attached.
- Include a small black and white glossy photograph of the Nominee

State Chair: Submit State Winner's form to the National Chair by February 15th

- Send four (4) copies of the signed nomination forms with proofs attached
- Include a small black and white glossy photograph of the Nominee Do Not Tally Points.

RULES: Nominee must be between the ages of 18 and less than 36 in the year nominated. The applicant may not be 36 before the end of the year entering. Only one (1) member may be nominated from each state to the National Contest. Only those winners submitted by the State Junior Membership Chair or State President will be considered for the National Contest. Nominee must have a minimum of 10 points. The National Winner may not re-enter the contest.

JUDGES: Judges for the National Contest shall be three (3) Honorary Presidents General.

National Society Colonial Dames XVII Century Outstanding Junior Nominee Activities

Nominee's Name _____

CDXVIIC Activities (Point System is in the 2025-2027 Junior Membership Directives)

Other Patriotic and Hereditary Organizations (include offices held, awards, etc.)

Church, Civic, Cultural and other activities

School Honors and Awards



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

LINEAGE RESEARCH COMMITTEE

Mary Johnson, Chair

11111 Holly Springs, Dr., Houston, TX 77042-1314
Telephone: 713-502-3349 Email: lineagesuppCD17c@gmail.com

Are you having a challenge with a request for more information about a pending new member application you submitted? Or perhaps having difficulty making a link for a prospective member on an application you are working on? The Texas State Lineage Research Committee is here to help you. This Committee's members are experienced genealogists who are available to assist Chapter Registrars with **new member** applications. Along with the Committee Chair, each of the three state Areas have Vice Chair who can assist Chapter Registrars in these situations.

Area I Vice Chair:

Millicent Pope - millipope@gmail.com

Area II Vice Chair:

Connie Howe - cbhowe56@hotmail.com

Area III Vice Chair:

Connie Grubbs - dames.gravestone.preservation@gmail.com

In addition, consider creating a Chapter Lineage Research Committee of chapter members willing to assist the Chapter Registrar with the research for **new member** applications. Many chapters have expert genealogists who would be willing to help prospective members if asked.

Please feel free to contact your Area Vice Chair directly, or you may contact the Committee Chair and she will make sure your questions are addressed. Please consider taking advantage of this additional valuable tool.

The State Lineage Research Committee is ready to help you complete new applications and increase chapter membership!



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

LONG-RANGE PLANNING COMMITTEE

Charissa “Chris” Womack, Chair

1501 Haverford Lane, Lantana, TX 76226

Telephone: 214-213-7395 Email: chris.womack1@outlook.com

The Long-Range Planning Committee is a standing committee which will serve as a formal and regular meeting of the Advisory Council to plan for the betterment of the Texas Society Colonial Dames Seventeenth Century over the next several terms. Topics to include (but not be limited to) State Society events, chapter and Society procedures and administration, and member recruitment and retention. Formalizing this process will allow members to petition the committee for desired changes or to bring new ideas that allow our Society to grow into the future.

The Chair of this committee for each term shall be the previous term’s State President, as she is the most familiar with the issues and projects that may be discussed in this committee. This goal for this committee is to increase communication and capture the organizational experience of our former leaders, who each have had unique management experiences in their respective terms.

The State President may ask the committee to make recommendations for action by the Executive Board, or it may be asked to undertake a task or project where Executive Board action is not required. Topics undertaken by this committee may include, but are not limited to Texas Society events, State and Chapter procedures and administration, and member recruitment and retention. Members are encouraged to bring desired changes or new ideas to this committee, so that our Society can plan for the future.

Your thoughts and ideas are welcome! If you have information to share, please reach out to the Long-Range Planning Chair, Chris Womack, by phone, email, or text.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

MARKING & PRESERVATION OF HISTORIC SITES COMMITTEE

Laura Dahlberg, Co-Chair

53 Wedgewood Dr. W., Montgomery, TX 77356-8380
Telephone: 936-597-8348 Email: dahlbal@yahoo.com

Marsha Richards, Co-Chair

9310 Fairfield Oaks Ln., Porter, TX 77365-7066
Telephone: 832-233-2725 Email: marichards1978@gmail.com

An objective of The National Society Colonial Dames XVII Century is to emphasize the importance of recognizing and preserving notable historic sites and structures. Chapters can honor the history of their local communities by marking and preserving a historic site. A Chapter selects a site that they wish to mark, keeping in mind that though it does not need to be of Colonial vintage. It must be of historic significance to the community and not one which only honors an individual.

If your chapter is making plans to mark a historic location, or you are in the process of working on a historic marking project right now, please keep us informed. All markers to be placed on historic sites must be approved by the State Chairs before being submitted to the National Chair. All historic markings, including wording on all markers, MUST be approved by the National Chair and the President General. Sufficient time, at least sixty (60) days, should be allowed for official approvals to be obtained before the marker is ordered.

The National Chair has provided the detailed procedure checklist in her Directives; the 2025-27 Request to Mark Form I for the approval submission; and the 2025-27 Annual Report Form II for reporting on a marking or preservation. The directives include guidelines on Society emblem placement, approved material for markers, and other important information. Please refer to these

This State committee may identify a site for marking/preservation by the State Society providing there is sufficient money in the Texas Society Marking Fund to cover the anticipated expenses. After approval by the State President, the request to mark/preserve the site is submitted to the National Chair on the required form. If the request is approved, the chairmen shall coordinate and plan the marking/preservation ceremony, possibly with the assistance of any nearby Chapters.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

MEMBERSHIP COMMITTEE

Millicent Pope, Chair

2641 West 45th St., Austin, TX 78731-5941

Telephone: 512-639-0940 Email: millipope@gmail.com

The Membership Committee encourages chapters to actively recruit new members while focusing on retaining current ones by engaging members and potential members at home, our communities, regional and state levels.

Recruitment

Applying for multiple family members at once is a simple and effective way to grow our Society. When engaging with prospective members, ask if they have relatives who might also be eligible. Invite friends from other organizations. Host genealogy workshops to spark interest.

Share the National Society's membership brochure with people you meet in everyday life. Use social media to highlight chapter activities, promote our events, and showcase the positive impact of our work in local communities. Be creative, have fun, and think outside the box—opportunities for outreach are everywhere!

Engagement

Both new and long-time members thrive in a warm, welcoming, and supportive environment at meetings. Celebrate achievements—whether they're Society-related or personal milestones such as the birth of a child or grandchild, retirement, or receiving a community award. Don't forget to acknowledge those who work behind the scenes to help our events succeed.

If a member becomes less active, take the time to reach out and listen. They may be facing transportation or financial difficulties. A dedicated outreach team can help keep them connected and suggest ways they can participate remotely. For members without internet or email access, mailing newsletters and committee updates is a great way to keep them informed and involved.

Membership Report Deadline: The Chapter must send their membership report to the State Reports Chair by January 2nd.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

MUSEUM COMMITTEE

Alana Inman, Chair

1707 Texas Street, Liberty, TX 77575-4320

Telephone: 473-280-9476 Email: alanainman@hotmail.com

The National Society Colonial Dames XVII Century Headquarters is located at 1300 New Hampshire Avenue NW in Washington, D.C. CDXVIIC has furnished the three-story Colonial Revival Queen Ann style home with period-correct furniture and maintains a museum collection for display.

State Societies and Chapters are encouraged to support the Headquarters Museum and Textile Room in three ways: 1) through funding, 2) through donation of museum items depicting the Colonial heritage of our Nation, and/or 3) through programs on the Headquarters Museum.

Monetary donations should be sent to the State Treasurer for processing and then remitted to the Treasurer General.

When proposing an item for the Museum and Textile Room, please submit the Museum Gift Form and a photo to the National Chair for approval before sending any item to National. The Museum Chair and/or the Headquarters Decorating Committee will send a confirmation of acceptance to the donor. The form is available in the report packet and on the Member Only National Website.

Chapters are also encouraged to donate historical items and monetary donations to local museums, along with visiting local museums and inviting local museum staff to provide programs at meetings.

This Chair looks forward to assisting Chapters with their efforts to support our National Museum and local museums throughout our state.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

MUSIC COMMITTEE

Sheronna McMahon, Chair

2207 Carriage Run West, Conroe, TX 77384-3320

Telephone: 936-760-5277 Email:

Consider recruiting a Chapter Music Chair. This can be such a fun committee to chair!

Consider presenting a program on 17th Century music at a chapter meeting. There is a list on the National website under “Programs” and under the topic of “Music” which you could print off and present to your chapter members! Another option for a program would be to invite a friend, family member or local musical group to perform 17th Century music at a meeting. Check with the choral departments at nearby high schools or colleges or a local church! Additionally, perhaps there is someone in your chapter who might be interested in creating a new 17th Century Music Program themselves! Presenting music programs can also be a recruiting tool: a “hook” when inviting guests to visit a chapter meeting. Who doesn’t like music?!

Play 17th Century music in the background prior to chapter meeting startups from an electronic device (with speakers attached) in preparation for your chapter meeting!

This State Chair looks forward to receiving your chapter year-end reports with these ideas or any other ideas you may have which can/will inspire a greater appreciation of 17th Century music in our members!



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

NATIONAL DEFENSE COMMITTEE

Kimberley Calaway, Chair

2028 Tarver Rd., Burseson, TX 76028-1714

Telephone: 817-228-2116 Email: aapcolonialdames17c@gmail.com

Welcome to all National Defense Chairs! Your work is vital to our chapter members, and to the Texas and National Societies. You have volunteered for an important position in your Chapter, and I am here to assist you as we work together to inform members of the following:

The National Defense Committee objective

- A. Inform members of policies or legislation which protect, strengthen, or weaken our Republic.
- B. Preserve the ideal for which our country was founded as stated in the Constitution of the United States of America.

The Department of Defense was founded and shortly known as the "National Military Establishment." The DOD's main responsibilities are to control the Armed Forces of the United States. This department was established in 1947 and divided into three major divisions: Army, Navy, and Air Force. There are multiple agencies that have evolved under the DOD as our Country's security has been threatened. Last year legislation was approved to create the United States Space Force to protect our national interest in outer space. Another area of focus that has evolved is Cyber security. The United States Cyber Command is one of the eleven unified combatant commands of the DOD. The mission is to direct, synchronize and coordinate cyberspace planning and operations to defend and advance national interest in collaboration with domestic and international parties.

This chair would suggest that all chapters have a program selecting an area of the Department of Defense (DOD) and research how it evolved and why was it established for the United States. One suggestion, contribute by reading an article promoting awareness of Space-Based Technology, State Military Defense, Women Leaders in our State, National Defense, or honoring our Military Branches at each chapter meeting.

Please contact this chair if you require additional information or assistance.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

PAGES COMMITTEE

Sue Barry, Chair

10118 Del Monte Dr., Houston, TX 77042-2434
Telephone: 818-314-6445 Email: sjfbarry@gmail.com

Do you enjoy meeting everyone and helping out? Do you like insignia pins?

There is no age limit! You can sit if monitoring one door position and do not need to serve for the entire two days!
If many pages sign up, you can serve only part of the time!

All you need is a white outfit (dress or skirt and blouse, sorry no pants), white shoes, white gloves and a smile!
We provide the sash.... A State Page insignia pin is available if you serve, a very easy pin to earn!

If interested, please contact Sue Barry at the email above!





NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

PAGES COMMITTEE

Kathleen Victoria “Kate” Brady, Chair

1152 Periwinkle Drive

Florence, KY 41042

Phone: (859) 816-4498

Email: simplysith@gmail.com

2025-2027 DIRECTIVES

This Chair looks forward to working with all State Presidents and State Page Chair to identify, promote, and engage prospective National Pages. State Presidents, once a State Page Chair is appointed, please send their contact information to this Chair as soon as possible.

The Annual Report Form and Prospective Page Information Form can be found on the National Website. Log in to the website, select Dashboard>Committees> scroll down to Pages Committee>select View Committee. The downloadable forms are found on the left banner of the screen.

This Chair requests that the Annual Report Form be completed and submitted prior to February 1st each year. The State President, State Page Chair, or President in Unorganized States may complete the form. The Prospective Page Information Form can be filled out and submitted by any member to their State Page Chair who will then submit all forms to this Chair by February 1st, or earlier, so that the prospective page may secure a position at the National Conference.

This Chair encourages all members, especially juniors, to serve at the National Conference. At least fifteen (15) pages, ages 18 and older, are needed to help ensure a successful conference. **All members in good standing are welcome regardless of age.**

Once the State Page Chair sends the Prospective Page Information Forms to this Chair, each member will be contacted in a timely manner. All Pages scheduled to attend will receive an informational packet to help them prepare for the National Conference. The National Page Handbook includes all information necessary for State and National Conferences prior to this Chair sending out the informational packet.

This Chair will send a National Page list to the President General, required National Officers, and Conference Committee Chairs prior to February 15th. Prior to the start of the National Conference, this Chair will host the required virtual page meeting, where formal duties and other assignments will be provided to all pages attending.

This Chair would like all State Page Chair to promote all members to page at Chapter, State and National levels. All members are encouraged to call or email this Chair with any questions.

Thank you for your support.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

PAGES COMMITTEE

Kathleen Victoria “Kate” Brady, Chair

1152 Periwinkle Drive

Florence, KY 41042

Phone: (859) 816-4498

Email: simplysith@gmail.com

2025-2027 PAGE VERIFICATION OF SERVICE

Name of Page: _____

National Number: _____ **State:** _____ **Unorganized State:** _____

Dates of Sessions Paged:

Page Assignment:

NATIONAL LEVEL VERIFICATION:

President General

Page Chair/Vice Page Chair

STATE LEVEL VERIFICATION:

State President

Page Chair/Vice Chair



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

PROTOCOL COMMITTEE

Charissa “Chris” Womack, Chair

1501 Haverford Lane, Lantana, TX 76226

Telephone: 214-213-7395 Email: chris.womack1@outlook.com

The Protocol Committee is responsible for all reserved seating for every Texas Society meeting or function. This committee makes all place cards and works with the Conference Chair to ensure that the seating and the processional lineup coincide. Protocol is used to recognize and honor those in positions of leadership in the Society and describes the procedures to be followed in formal situations and establishes the customary behavior of our members toward each other. Colonial Dames XVII Century is three-tiered organization of National, State, and Chapter organizations, and the protocol guidelines are the same at each level.

Protocol and traditions are developed by the National Society. The Protocol section of the current National Society Handbook (published in 2017) is found on pages 143-151. The Handbook is available on the National Society website dashboard, under the Publications link. The Handbook provides protocol information applicable to National, State, and Chapter meetings and special events, and includes seating charts for meetings and meals, processions, receiving lines, and courtesies for speakers and special guests. Following these guidelines is important so that meetings and functions run smoothly and all courtesies and traditions are maintained.

The National Protocol Directives may be downloaded from the National Society website. Log into the website, select dashboard, then committees, and scroll down to the Protocol Committee, click on the link to the committee and download the directives from the left side menu.

The following protocol tips below may help members prepare for functions of the Texas Society.

THE PRIMARY OFFICER: The State President is the primary officer of The Texas Society, and the person of highest rank at a State meeting. If the President General attends a State Society function, the State President is the primary officer, and the President General is a guest.

If both the President General and The State President attend a chapter function, the Chapter President is the primary officer, and the President General and State President are guests. In a chapter receiving line, the Chapter President would be first in the line, followed by the State President, and then the President General.

When addressing the primary officer, the State President is referred to as *Madam President* at a State Society function and as *Madam State President* at a Chapter function. The Chapter President is referred to as *Madam President* at a chapter function.

The Primary Officer at any level of The Society is never addressed as *Madam Regent* or *Madam State Regent*, as this is a title used in another lineage organization. A guest from another lineage society is addressed by her official title when she is a guest at any Society function.

WHEN TO EAT: At a State Meeting or Chapter Luncheon, meals may either be served to everyone once all attendees are seated, or the table may be set with bread, salad, and/or dessert prior to the start of the event. Members do not eat anything until the presiding officer, the State President at a state meeting or the Chapter President at the chapter meeting, raises her fork. If the attendee cannot see the President or Presiding Officer, she

should follow the lead of the highest ranking person at the table. Please remember that no one seated at the table eats until all at the table are served.

WHEN TO STAND: Members show their respect by standing as they are able and applauding when the State President is introduced, brings greetings, or presents a report. Members may be seated when the report is given, then stand again and applaud when the report is concluded.

PROCESSIONAL AND RECESSIONAL: Members show their respect by standing as they are able and applauding when a processional enters the room and when the recessional leaves the room. The elected officers enter the room in rank order, from lowest office to highest office. Chapter Presidents are also included in the processional. The elected officers leave the room in reverse order, from highest office to lowest office. Appointed officers are seated in reserved seating prior to the start of the event, as they are not participants in the processional or the recessional.

At a State Conference, the processional is usually held at the beginning of the State President's Banquet. Keep in mind that the presiding officer creates the schedule of events and may choose to include or exclude the processional or recessional as she desires.

ANNUAL REPORTS: At the State Conference, members stand and applaud as a sign of respect when the State President concludes her report. At the State Conference, members stand as a sign of respect when their Chapter President gives her annual report. When presenting a report, address the presiding chair only and not everyone present in the room. At the State Conference, begin the report by saying *Madam President*, as it is redundant to say *Madam State President* at a State Society function.

MEMORIAL SERVICES: At the State Hour of Remembrance, members stand when the name of a deceased chapter member (or someone they knew) is read. Those who knew the deceased may give remarks once the name is read.

COLONIAL DAMES XVII CENTURY RITUAL: The order of the ritual is found in the National Society Handbook (published 2017) under Opening Ceremonies, pages 20-21. The stated order is the National Anthem, The Pledge to the flag of the United States of America, Salute to the Flag of the Colonial Dames XVII Century, and the American's Creed. At national, state, and chapter meetings, the American's Creed is followed by the reading of Article II of the National Bylaws, Object of the National Society. At meetings of the Texas Society and Chapters in our state, the Pledge to the Texas Flag is recited immediately the Pledge to the U.S. Flag. The Ritual is the same at every level of the organization, and the order should not be modified or changed.

PLEDGE TO THE UNITED STATES FLAG: When the *Flag of the United States of America* is processed into the room or recessed from the room, all members stand, salute the flag by placing their right ungloved hand over their heart, and following the flag any time it moves through the room.

SALUTE TO THE COLONIAL DAMES FLAG: When the Salute to the *Flag of the Colonial Dames XVII Century* is recited during the Ritual, all members stand and salute the flag by placing their hands at their side. This flag is not saluted by placing their right hand over their heart.

GLOVES AND ATTIRE: White gloves are needed for formal occasions such as the receiving line, processional, and Hour of Remembrance memorial service. Gloves are worn for the processional if the member is entering the room with the elected officers. Gloves are worn for the State Conference Hour of Remembrance service if the member is a participant in the service, such as the State Chaplain, Chapter Chaplain (or Chapter Representative), Page, or Speaker. All other attendees are not required to wear gloves.

RECEIVING LINE: A receiving line is a formal way to allow the officers of the organization to greet everyone attending a large group meeting or event. A State President's receiving line is usually held during the State Conference either before the State President's Banquet or Reception. The receiving line is usually placed where the attendees will enter the room. The order of line up follows the rank of the officers attending the event, with the highest ranking officer standing first in line. Gloves are worn in the receiving line, and do not have to be white.

INVITATIONS TO THE STATE PRESIDENT AND STATE OFFICERS: As soon as the State President has been elected to office, it is customary for the Chapter President to invite the State President to attend a chapter meeting, special event, or luncheon. For Chapter Anniversaries, chartering ceremonies, and other special events, it is customary to invite the State President and all State Officers to attend these events.

The Chapter is responsible for paying for the meal costs and lodging of the State President, but the other state officers attending pay for their own meals, transportation, and lodging. Lodging for the State President may be at a hotel or at the private home of a chapter president or chapter member.

VOTING AT A STATE MEETING: Only members of the Texas Society Board of Management may vote the State Board of Management (BOM) meetings held in the fall and during the State Conference. The Texas Society Board of Management consists of all elected state officers, honorary state presidents, chairs of state committees, chapter presidents, and any elected National officers, honorary National officers, and National chairs who are members of the Texas Society

Elected Delegates and Delegates by Virtue of Office cast their vote only during the State Conference business sessions. Delegates are issued a Delegate Ribbon which indicates they are authorized to vote. An Alternate Delegate voting in place of an Elected Delegate must see the State Credentials Chair prior to voting so her Alternate Delegate ribbon may be exchanged for a Delegate Ribbon. Only those members displaying a Delegate Ribbon are allowed to vote. During a ballot vote, the doors to the meeting room are closed for the duration of the vote. The attendee may leave the room but cannot re-enter until the voting is closed.

INSIGNIA: The Insignia section of the National Handbook (2017) pages 106-107 includes information on protocol with regard to wearing Insignia. The following helpful protocol tips may help members understand The Society's requirements for wearing insignia.

The National Society authorizes our insignia and how it is worn. The insignia (pins, ribbons, brooches) of other organizations may not be worn when wearing the official insignia of the National Society. Insignia pins worn on the official ribbon are worn on the left over the member's heart. Other pins, brooches, and name tags are worn on the right. Insignia, name tags, and conference ribbons are not worn at the Hour of Remembrance. Insignia is not worn with denim or casual clothing and is not required to be worn at formal banquets.

National Officers and State Presidents wear sashes as part of their official insignia. The width of the sash determines the rank of the officer wearing the sash, and the color determines whether the office held is a current or past office. The officer wears her sash at all official functions, with the length of the sash generally the same as the hem of her dress or skirt. Sashes are not worn with pants at any time.

The State President is not eligible to succeed herself in office, and the Chapter President may only serve two consecutive terms in office, as stated in the National Bylaws. The State President may only wear the Past (or Ex) State President sash once her term of office is complete. A current state officer who holds a National office or past national office may not wear the sash of that National office while attending the State Society meetings.

OTHER PROTOCOL INFORMATION: Other protocol instructions are found in the National Handbook (2017). The protocol for Marking a Historic Site is found on pages 116-117. The protocol for the State Conference Page Chair and Pages is found on page 139.

If you have questions or need additional information, please reach out to the State Protocol Chair Chris Womack by phone, email, or text.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
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PUBLIC RELATIONS COMMITTEE

Lori King, Chair

15518 Wimberly Way, Cypress, TX 77429-6099
Telephone: 832-758-0912 Email: txcorrsec@aol.com

This committee is dedicated to helping chapters and state societies educate members and communities about objectives and accomplishments within Colonial Dames 17th Century.

Positive communication is important to the success of our organization. Many who are qualified to join have never heard of our group or understand why they would want to join. Proactive communications are essential to success in promoting public awareness and increasing membership. Start with your own chapter. Members who are informed feel more connected and become more active. Active members are more likely to bring in new members. Take the time to evaluate the tools you are using to make all members feel important.

Do you have chapter newsletters, yearbooks, emailed meeting reminders, phone trees and Facebook pages? Are you using the National pamphlets, Junior Membership pamphlets, or pamphlets created by your state or chapter? Are you meeting at times convenient to working women? Today's members and prospective members are busy, and club work does not play the role that it did for their mothers and grandmothers. Are we making our organization meaningful to them? These communication tools are also vital at the state level. When the members leave their chapter and state meetings, do they feel that they have learned something and have had fun?

Promoting CDXVIIC to the public by reaching out to local news outlets can be difficult. Make sure that you are professional and persistent with well-written press releases. Are your articles and photographs showing your work in the community? Print and broadcast media are not your only avenues. Social media is also an important tool to consider with websites and Facebook. Strive to make an impression on everyone in your community. Distribute brochures at historical societies, libraries, historic homes, and museums. Be visible in parades, community festivals, genealogical conferences, and in schools. Remember that all that we do is a form of public relations.

Please submit your reports to the Reports Chair no later than **Jan. 2, 2026**. I look forward to hearing how you are telling the story of the Texas Society Colonial Dames 17th Century!



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RECORDS CONSERVANCY COMMITTEE

Alana Inman, Chair

1707 Texas Street, Liberty, TX 77575-4320
Telephone: 473-280-9476 Email: alanainman@hotmail.com

The Records Conservancy Committee was established to provide guidance that chapters can use to determine which records they must keep, which they should keep, and which they can destroy. Of these, some may need to be kept by the chapter for day-to-day operations, while others can be donated to an archive for permanent historical preservation.

Many records are needed to run an organization, but most have little long-term value. How long each type of record should be stored depends on its type. In some cases, you may not need to store them beyond the life of their usage, or for perhaps the length of an administration. Records of this nature may include bank statements, personal notes, invitations, and meeting agendas if minutes were taken.

Some retention policies may be required by law (e.g., certain financial records and meeting minutes) and others may be required by the organization itself (e.g., member application papers). Membership applications are the property of the National Society and must be retained by the chapter. They cannot be archived with another entity.

While there may be no legal requirement, some records may need to be kept permanently to preserve the history of your chapter. These types of records may include scrapbooks, photos, awards, and yearbooks.

Currently chapter records are often stored in the private homes of our chapter officers and members. The potential for record loss is always present. Natural disasters such as floods and fires serve as a reminder that our records contain valuable history that must be protected and preserved. While many historical documents are on paper, technology now allows us to scan and keep many records digitally. This may be a viable storage option for many types of records.

The State Society is working with Texas Woman's University to create an archive that may be used by chapters as well as state officers. The TWU Archive will digitize and preserve our records and make them accessible to us online on the TWU website, in the Gateway to Women's History page. Our records will be uploaded into our own repository, and each record item will link to the repository for viewing.

This committee is working to develop recommendations chapters can use to properly manage and preserve their valuable records. More information will be rolled out to chapters during the Womack Administration.



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RECORDS CONSERVANCY COMMITTEE

RECORD MANAGEMENT AND RETENTION DIRECTIVES

Overview

Like any organization, the Texas Society Colonial Dames XVII Century (TSCDXVIIC) and its chapters produce several records that must be managed either for legal or historical purposes. This document is intended to introduce chapter officers to basic records management principles so they can more effectively manage their chapter's records.

Records Lifecycle

A records lifecycle describes the life of a record from its generation/acquisition until its final disposition either in an archive or its destruction. All records do not have the same lifecycle.

Some records, such as general emails, meeting programs, directories, etc. may need to be preserved for a short duration, while others like some financial documents and meeting minutes may need to be kept permanently to meet legal requirements or for historic preservation. Records with a short or temporary retention period should be held by a chapter until no longer needed and then destroyed. Permanent retention records should be duplicated and appropriately stored or transferred to an archive for proper preservation.

The first step in developing a proper records management system is inventorying a chapter's records and determining the lifecycle of each type of record, also known as a record series.

Document Retention Approach

Step 1 - Records Inventory

A good way to start the process of creating a records management system is to perform a thorough inventory of what your organization currently has. Unfortunately, these records may be in many formats and spread across several members and locations. Documenting the inventory in a spreadsheet will allow you to manipulate the data later and share it with other members in your group. Be sure and capture the type of record, the dates it covers, format or media type, and the location and/or custodian.

Record Type	Dates	Format	Custodian	Location
Minutes	1980-2023	Physical Copies	Secretary Mary Washington	Mary's Home
Newsletter	2020-2023	PDF	Reporter Pocahontas	Chapter Google Drive
Scrapbook2	2019-2022	Physical Copies	Betsy Ross	Betsy's House
Scrapbook	2023	Physical Copy	Abigail Adams	Abigail's Home

When an inventory is completed, it is time to determine how the records should be handled going forward.

Step 2 – Compliance with Records Schedule

A record retention schedule describes the types of records, their format and how long they should be kept. It will ensure legal obligations are met, and chapters are consistent in handling society documents. Examples of some types of records chapters may hold and their recommended retention periods are below. An official records retention schedule for TSCDXVIIC chapters is in development and will be presented at a future board of management meeting.

Types of records

Short term

Many records are needed to run an organization, but most have little long-term value. In some cases, you may not need to store them beyond the life of their usage, or for the perhaps the length of an administration. Records of this nature may include:

- Personal notes
- Correspondence related to minor issues
- Meeting programs
- Invitations
- Meeting agendas

Medium Term

Records that require medium term storage are the bulk of the types of records an organization produces. Some retention policies may be required by law (e.g., certain financial records) and others may be required by the organization itself (member application papers). Remember, the National Society Colonial Dames XVII Century is a 501(c)3 tax-exempt non-profit organization. As such, not keeping required tax and financial records for the required retention period can result in not qualifying for and losing tax-exempt status.

Retain for three years

- Bank statements and bank reconciliations
- Cancelled checks for routine purchases/expenses
- Expired insurance policies
- Miscellaneous internal reports

Retain for seven years

- Invoices
- Expense records
- Expired contracts
- Tax returns
- Revenue records (dues, sales, etc.)
- Ledgers used to prepare financial statement
- Audit reports

For use only during the 2025-2027 term

Retain for length of membership

- Approved application papers

Permanent

There are a few critical types of records that must be kept for the life of the organization or permanently. These are generally legal documents, those involving large monetary transactions, or those needed to record the history of the organization. Many chapters will only have a few of these records to retain.

Permanent retention

- Annual financial statements
- Minutes which include Treasurer's Report
- Executive Board minutes
- Correspondence documenting a major issue (policy and procedure changes, establishing or discontinuing programs, votes, position appointments)
- Determination letter recognizing tax-exempt status
- Articles of incorporation, constitution, and by-laws, with amendments
- Policy and procedures manuals, until superseded
- Historian's scrapbook, photographs, ephemera and newspaper clippings
- Publications, such as newsletters and promotional materials
- Organizations with property
 - Insurance records
 - Property records
 - Important legal correspondence
 - Depreciation records
 - Cancelled checks for important payments, such as property purchase

Step 3 – Records Storage and Maintenance

Once you have determined what records you have and how long they must be retained, you must determine how those you need to keep will be stored. The best method will depend on each chapter's needs and resources.

Regardless of the type of storage selected, duplicating records, particularly medium term and permanent records, is recommended. Duplicates must not be stored in the same location. For example, if the chapter is maintaining two physical copies of records, then they should be at the homes of two different officers, or, if there is a physical copy and an electronic copy, the electronic copy should not be saved to hardware stored in the same location as the physical copy.

Physical Documents

It is important that all paper documents are maintained appropriately. At a minimum, records should be stored in a stable environment without moisture or extreme temperature fluctuations. Preferably, this should be a cool, dry, dark environment. If possible, remove all documents from plastic sleeves and remove any staples, non-stainless steel paper clips or rubber bands that may be keeping papers together. Use archival folders instead to group and

organize documents. When you remove paper clips or other binding materials, you may lightly write page numbers on each page using a standard lead pencil if they are not printed on the document.

Permanent retention records can be printed on acid and lignin free, 100% pure cotton fiber/rag paper to ensure the longest lifespan, but this is not critical for most records. However, because newspaper clippings are highly acidic and can damage other records, it is good practice to copy all clippings onto acid-free paper. At a minimum, keep newspaper clippings away from other documents by placing the clipping in a polyester sleeve or acid-free envelope.

It is best to develop a consistent naming convention for folder titles to aid organization. For example, decide between “Executive Board Minutes 2024” and “Executive Board Minutes XYZ Administration,” and then consistently use that folder title in subsequent years to make preservation and access to the records more efficient.

Electronic Documents

Electronic documents are generally scattered among multiple personal computers, online storage such as Google Docs or Dropbox, and flash drives. While this may be fine for working documents or those needed for a short duration, long term storage requires more robust methods. External hard drives or solid-state drives such as those used for home backup systems are more reliable. Care must be taken to ensure electronic documents are migrated to new file formats when software is upgraded or becomes obsolete.

Developing a consistent naming convention for electronic records is important for efficient retention. A system should be developed that includes the key information for each record type in the file name, such as Executive Board Minutes_February 2024, and is used for all existing and future records of the same type.

Transfer to an Archives

If a chapter is unable or prefers not to store permanent records itself, documents can also be given to external organizations like state and county archives, historical associations, and universities. Chapters should ensure they understand the terms of such agreements, which typically involve legally transferring ownership of the records to the archive and making the records available to the public for historical research. The TSCDXVIIC has arranged with the Texas Woman’s University (TWU) in Denton to allow chapters to store documents there. It is recommended that chapters transfer records to TWU only after they are no longer needed for operations or retain a copy of records transferred that still need to be readily available.

Next Step

Now that you know more about how and why records management is necessary, get ready for the release of the TSCDXVIIC Chapter Records Retention Schedule by inventorying your chapter’s records.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
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REPORTS COMMITTEE

Vene Gregg, Chair

2303 Live Oak Cr., Round Rock, TX 78681-1508

Telephone: 512-663-4979 Email: c.damevene@gmail.com

All state reports other than Treasurer's forms and the Registrar's report form are to be sent to this chair by January 2. The report forms will be found in the summer packet along with a check-off list of the reports you need to send to this chair. Even if you do not have anything to report, check No Report and send the form. All chapter chairs should give their reports to the Chapter President by December 15. The chapter president will then send all of them to this chair to be received no later than January 2. If you have questions about this process, please contact this chair at any time.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
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SCHOLARSHIP COMMITTEE

Sylvia Forbes, Chair

3328 Vintage Dr., Round Rock, TX 78664-7900

Telephone: 660-537-3455 Email: history.sylvia@gmail.com

In these times of ever-rising tuition, please do not forget about the three wonderful scholarships the Texas State Society awards each year. Please be sure to appoint a chapter scholarship chairman to seek out qualified applicants for these scholarships.

The **HARDING-MASSENGILL SCHOLARSHIP** is awarded to a student who is applying to or enrolled in Stephen F. Austin State University. The University assists in the selection process which is overseen by a Texas Society chairman. The Bylaws and Standing Rules call for an award of \$1,000.00 to be awarded annually and may be awarded to up to two (2) students each year. The recipient should be a student of good character, citizenship, academic merit, and who possess leadership qualities. Our Texas Society manages the funds for this scholarship.

The **TEXAS SOCIETY SCHOLARSHIP** recipient must be a Texas resident enrolled in an accredited TEXAS college or university. The Bylaws and Standing Rules call for an award of \$1,000.00 to be awarded annually and may be awarded to up to two (2) students each year. The applicant should be concentrating on a career that advances the objects of the Society with majors preferred in history, library science, historical research, or preservation. Chapters are encouraged to endorse an applicant for the Texas Society Scholarship. This scholarship is overseen by a Texas Society chairman.

The **DALE ETTER COOK MUSIC SCHOLARSHIP** recipient must be a Texas resident enrolled in Texas Wesleyan University or the University of North Texas. The applicant should be concentrating on a career in music, whether it be performing, teaching, or in a related field. The University will assist in the selection process and the process is overseen by the Texas chairman. The Bylaws and Standing Rules state that an award of \$1,000.00 can be awarded annually. At the discretion of the Chairman, a second \$1,000.00 scholarship may be offered, minimum balance permitting.

Please encourage chapter members to make donations to these scholarships as the Texas Society uses the interest earned on the principle balance to fund each scholarship award.

For local **CHAPTER SCHOLARSHIPS**, remember that the completed forms and chapter check must be sent to the Texas Society State Treasurer for disbursement. The form is found in the State Treasurer's packet and is titled: **STATE/CHAPTER SCHOLARSHIP FORM**. Your chapter may recognize the recipient at a chapter event, perhaps with a certificate; however, the State Treasurer will send the funds to the National Society who will mail it directly to the college or university after receiving the state check and completed form. This process enables the State and National Societies to retain their non-profit status.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
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TEXAS SOCIETY SCHOLARSHIP

Susan Cook, Vice Chair

5739 Jason St., Houston, TX 77096-2112

Telephone: 713-907-3110 Email: scook913@gmail.com

The Texas Society Scholarship provides financial assistance to a Texas resident pursuing a degree in a Texas College or University concentrating on a career that advances the objects of the Society with majors preferred in history, library science, historical research, or preservation.

1. Scholarship Requirements

- a. Applicant must be a resident of Texas and show proof of attendance or acceptance to a Texas college or university.
- b. Be pursuing a career that reflects the objectives of the CDXVIIC. Acceptable areas might be Library Science, Archivist, History, Public History or Historical Preservation.
- c. Recipient must be a full-time or part-time graduate student taking a minimum 5 credit hours per semester or summer session; or an undergraduate student who has attained junior standing or above taking a minimum 12 credit hours per semester or 6 credit hours per summer session.
- d. An official copy of your college/university transcript.
- e. Cumulative GPA of 3.0 or better although grades will not be the only determining factor in awarding this scholarship.
- f. An essay (typed, double spaced) of no more than 500 words about your career objectives; how your academic program is preparing you to meet those objectives; and how your career objectives promote our Society's objectives.
- g. A list of extracurricular activities, community service, non-school related organizations, honors, awards, and other significant accomplishments.
- h. Two letters of recommendation: one from a college instructor; the second should be from someone not related to the applicant who can attest to work habits, dedication, and sincerity in pursuing professed objectives.

2. Procedure for Application

- a. A financial need statement is NOT required for this scholarship.
- b. Do NOT send a picture. This scholarship is awarded without regard to race, religion, sex, or national origin.
- c. The completed application and other required documents must be sent, *preferably via email*, to the Vice-Chairman **by April 1st**.
- d. The Vice-Chairman will form a committee composed of herself, one Colonial Dames member and one non-Colonial Dames member to review the submitted applications and select the recipient. The State President is an ex-officio member of the committee.
- e. All applicants will be notified of their result **by May 15th**.
- f. The National Society Treasurer will submit funds in the scholarship recipient's name to the institution specified on the application.



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TEXAS SOCIETY SCHOLARSHIP APPLICATION FORM

Application for: Fall Semester Spring Semester

Applicant Name: _____

Home Address: _____

Phone #: _____ Email: _____

College/University where you are currently enrolled: _____

Current Degree Program/Major: _____

Degree Hours earned: _____ Degree Hours Required: _____ Semester Trimester Quarter

Current Semester GPA: _____ Cumulative GPA: _____ US Grading System Converted GPA

Does the grade point system used by your current College/University award a different point system than an A equaling 4.0 grade points? _____ If so, describe the point system _____

Undergraduates: Month/Year First Enrolled: _____ Expected Graduation Month/Year: _____

Graduate Students:

Bachelor's Degree Earned: _____ Month/Year _____

Major _____ Minor _____

From which University _____

Mailing address of the University Financial Aid Office where the funds should be sent if you are awarded this scholarship? (Name and Mailing address)

Student's College/University ID Number: _____

Signature _____ Date _____

Please arrange the following documents in order as a PDF and email the packet to johnsmp01@gmail.com:

Do not send a picture or a statement of financial need. This scholarship is awarded without regard to race, religion, sex, national origin, or financial need.

1. The completed application form.
2. Proof of acceptance or attendance at your chosen institution.
3. An essay of 500 words or less stating your career objectives; how your college plans relate to those objectives; and how your goals promote our Society's objectives.
4. A list of your extracurricular school activities, community service, non-school organizations, honors, awards, hobbies, and significant accomplishments.
5. Two letters of recommendation: one from a teacher or counselor; the other from an unrelated person who can speak to your work habits, responsibility, dedication, and sincerity in pursuing your career objectives.
6. An OFFICIAL COPY of your transcript. A 3.0 GPA or above is required.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

HARDING-MASSENGILL SCHOLARSHIP

Debbie Greer, Vice Chairman

3320 Churchill Dr, Nacogdoches, TX 75965-3064
Telephone: 713-834-7645 Email: dkgreer25@gmail.com

The Harding-Massengill Scholarship provides financial assistance to a Texas resident who is a student pursuing a degree at Stephen F. Austin State University in Nacogdoches and possesses good character, citizenship, academic merit, and leadership qualities.

Scholarship Requirements

- a. Applicant must be a resident of Texas and show proof of attendance or acceptance to Stephen F. Austin University
- b. Recipient must be a full-time or part-time graduate student taking a minimum of 5 credit hours per semester or summer session; or an undergraduate student who is taking a minimum 12 credit hours per semester or 6 credit hours per summer session.
- c. An official copy of your high school or college/university transcript.
- d. Cumulative GPA of 3.0 or better although grades will not be the determining factor in awarding this scholarship.
- e. An essay (typed, double spaced) of no more than 500 words about your career objectives; how character and leadership shape you as a citizen of your community.
- f. A list of extracurricular activities, community service, non-school related organizations, honors, awards, and other significant accomplishments.
- g. Two letters of recommendation: one from an instructor; the second should be from someone not related to the applicant who can attest to work ethic, character, citizenship, and leadership.

Procedure for Application

- a. A financial need statement is NOT required for this scholarship.
- b. Do NOT send a picture. This scholarship is awarded without regard to race, religion, sex, or national origin.
- c. The completed application and other required documents must be sent, *preferably via email*, to the Vice-Chairman **by April 1st**.
- d. The Vice-Chairman will form a committee composed of herself, one Colonial Dames member and one non-Colonial Dames member to review the submitted applications and select the recipient. The State President is an ex-officio member of the committee.
- e. All applicants will be notified of their result **by May 15th**.
- f. The National Society Treasurer will submit funds in the scholarship recipient's name to the institution specified on the application.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

HARDING-MASSENGILL SCHOLARSHIP APPLICATION FORM

Application for: Fall Semester Spring Semester

Applicant Name: _____

Home Address: _____

Phone #: _____ Email: _____

College/University where you are currently enrolled: _____

Current Degree Program/Major: _____

Degree Hours earned: _____ Degree Hours Required: _____ Semester Trimester Quarter

Current Semester GPA: _____ Cumulative GPA: _____ US Grading System Converted GPA

Does the grade point system used by your current College/University award a different point system than an A equaling 4.0 grade points? _____ If so, describe the point system _____

Undergraduates: Month/Year First Enrolled: _____ Expected Graduation Month/Year: _____

Graduate Students:

Bachelor's Degree Earned: _____ Month/Year _____

Major _____ Minor _____

From which University _____

Mailing address of the University Financial Aid Office where the funds should be sent if you are awarded this scholarship? (Name and Mailing address)

Student's College/University ID Number: _____

Signature _____ Date _____

Please arrange the following documents in order as a PDF and email the packet to johnsmp01@gmail.com:

Do not send a picture or a statement of financial need. This scholarship is awarded without regard to race, religion, sex, national origin, or financial need.

1. The completed application form.
2. Proof of acceptance or attendance at your chosen institution.
3. An essay of 500 words or less stating your career objectives; how your college plans relate to those objectives; and how your goals promote our Society's objectives.
4. A list of your extracurricular school activities, community service, non-school organizations, honors, awards, hobbies, and significant accomplishments.
5. Two letters of recommendation: one from a teacher or counselor; the other from an unrelated person who can speak to your work habits, responsibility, dedication, and sincerity in pursuing your career objectives.
6. An OFFICIAL COPY of your transcript. A 3.0 GPA or above is required.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
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DALE ETTER COOK MEMORIAL MUSIC SCHOLARSHIP

Sylvia Forbes, Chair

3328 Vintage Dr., Round Rock, TX 78664-7900

Telephone: 660-537-3455 Email: history.sylvia@gmail.com

The Dale Etter Cook Memorial Music Scholarship Purpose provides financial assistance to a Texas resident pursuing a degree at the University of North Texas or Texas Wesleyan concentrating on a career that in music, whether it be teaching, performing, or related field.

Scholarship Requirements

- a. Applicant must be a resident of Texas and show proof of attendance or acceptance to the University of North Texas or Texas Wesleyan.
- b. Recipient must be a full-time or part-time graduate student taking a minimum 5 credit hours per semester or summer session; or an undergraduate student who has attained junior standing or above taking a minimum 12 credit hours per semester or 6 credit hours per summer session.
- c. An official copy of your transcript.
- d. Cumulative GPA of 3.0 or better although grades will not be the only determining factor in awarding this scholarship.
- e. An essay (typed, double spaced) of no more than 500 words about your career objectives; how your academic program is preparing you to meet those objectives; and how your career
- f. objectives relate to the field of music.
- g. A list of extracurricular activities, community service, non-school related organizations, honors, awards, and other significant accomplishments.
- h. Two letters of recommendation: one from a college instructor; the second should be from someone not related to the applicant who can attest to work ethic, dedication, and sincerity in pursuing professed objectives.

Procedure for Application

- a. A financial need statement is NOT required for this scholarship.
- b. Do NOT send a picture. This scholarship is awarded without regard to race, religion, sex, or national origin.
- c. The completed application and other required documents must be sent, *preferably via email*, to the Vice-Chairman **by April 1st**.
- d. The Vice-Chairman will form a committee composed of herself, one Colonial Dames member and one non-Colonial Dames member to review the submitted applications and select the recipient. The State President is an ex-officio member of the committee.
- e. All applicants will be notified of their result **by May 15th**.
- f. The National Society Treasurer will submit funds in the scholarship recipient's name to the institution specified on the application.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027 Directives

DALE ETTER COOK MEMORIAL MUSIC SCHOLARSHIP
APPLICATION FORM

Application for: Fall Semester Spring Semester

Applicant Name: _____

Home Address: _____

Phone #: _____ Email: _____

College/University where you are currently enrolled: _____

Current Degree Program/Major: _____

Degree Hours earned: _____ Degree Hours Required: _____ Semester Trimester Quarter

Current Semester GPA: _____ Cumulative GPA: _____ US Grading System Converted GPA

Does the grade point system used by your current College/University award a different point system than an A equaling 4.0 grade points? _____ If so, describe the point system _____

Undergraduates: Month/Year First Enrolled: _____ Expected Graduation Month/Year: _____

Graduate Students:

Bachelor's Degree Earned: _____ Month/Year _____

Major _____ Minor _____

From which University _____

Mailing address of the University Financial Aid Office where the funds should be sent if you are awarded this scholarship? (Name and Mailing address)

Student's College/University ID Number: _____

Signature _____ Date _____

Please arrange the following documents in order as a PDF and email the packet to johnsmp01@gmail.com:

Do not send a picture or a statement of financial need. This scholarship is awarded without regard to race, religion, sex, national origin, or financial need.

1. The completed application form.
2. Proof of acceptance or attendance at your chosen institution.
3. An essay of 500 words or less stating your career objectives; how your college plans relate to those objectives; and how your goals promote our Society's objectives.
4. A list of your extracurricular school activities, community service, non-school organizations, honors, awards, hobbies, and significant accomplishments.
5. Two letters of recommendation: one from a teacher or counselor; the other from an unrelated person who can speak to your work habits, responsibility, dedication, and sincerity in pursuing your career objectives.
6. An OFFICIAL COPY of your transcript. A 3.0 GPA or above is required.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

STATE/NATIONAL SCHOLARSHIPS

Rebecca Anne Legler Shelton

2224 Hepburn Lane

Evansville, IN 47715-3812

Phone: (812) 774-2980

Email: bek.shelton@yahoo.com

2025-2027 DIRECTIVES

States and Chapters are highly commended for awarding scholarships to students to assist them in attaining their educational goals.

The State or Chapter Scholarship Chair should use the required reporting form when awarding a scholarship.

The State/Chapter Scholarship form is available on-line and in the summer packet. All information on this form should be complete, including the amount of the scholarship and the school of choice of the recipient. The form is then sent with the check to the State Treasurer. The State Treasurer deposits this check into the State Treasury and then sends a State check to the Treasurer General. The reporting of these funds through the office of the Treasurer General allows the National Society to retain its non-profit status with the IRS.

The State/Chapter Committee Chair is responsible for keeping a record of the scholarships given by States and Chapters, respectively. It is from these records that this chair's report is made each year at the National Conference.

It is hoped that States and Chapters will report their scholarships to this committee chair so that they will receive the recognition that they so deserve. This can only be accomplished if the awarded money goes through the State Treasurer and if the reporting form is completed correctly.

States and Chapters are encouraged to provide additional scholarships as funds permit. The youth of today become the leaders of tomorrow. A scholarship can make a significant difference in the lives of our future leaders.

Please know that your State/Chapter Scholarship Chair always stands ready to provide assistance.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

STATE/NATIONAL SCHOLARSHIPS

Rebecca Anne Legler Shelton

2224 Hepburn Lane

Evansville, IN 47715-3812

Phone: (812) 774-2980

Email: bek.shelton@yahoo.com

2025-2027 STATE/CHAPTER SCHOLARSHIP AWARD FORM

USE A SEPARATE FORM FOR EACH SCHOLARSHIP AWARD

Are you reporting on a State or a Chapter Scholarship: State Chapter

State: _____ Chapter Name: _____ Chapter ID: _____

Scholarship Chair: _____ National #: _____

Address: _____

Phone: _____ Email: _____

Amount of Scholarship Award: _____

Name of Recipient: _____

Address: _____

Phone: _____ Email: _____

Social Security # or College ID # of Recipient: _____

Name of College or University: _____

Address of College or University: _____

Name and Title to Whom Check Should be Sent: _____

Address: _____

Phone: _____ Email: _____

Signed: _____ Date: _____

Distribution Instructions for this form:

CHAPTER Treasurer: make 3 copies

- (1) Send one copy to your State Treasurer along with the Chapter check
- (2) Send a copy to your State Chairman of the State/Chapter Scholarship Chairman
- (3) Keep a copy for your files

STATE Treasurer: make 4 copies

- (1) Send copy of this form with the State check to Treasurer General
- (2) Send copy to National State/Chapter Scholarship Chairman as listed above
- (3) Send a copy to your State Chairman of the State/Chapter Scholarship Chairman
- (4) Keep a copy for your files

Please contact the National Chairman listed above, if you have any questions.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
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SOCIAL MEDIA COMMITTEE

Lori King, State Corresponding Secretary & Administrator
15518 Wimberly Way, Cypress TX 77419-4542
Telephone: 832-758-0912 Email: txcorrsec@aol.com

Are you aware that our TX Society has a members-only Facebook page? If not, you are strongly encouraged to take a look, as we want all TX Dames constantly “in the loop” on a LOT of great information! Chapter Presidents, please inform your members, and especially new members, of this private members’ page.

Besides the useful and informative variety of posts and current and “breaking” Society news being posted by the Administrators, State members post great photos of their chapter’s recent activities, ask questions and initiate fun/friendly discussions on a variety of topics useful to State members. These photos and posts can serve as ideas and also motivate other chapters to join in on service projects which fulfill the national objectives!

Being a member of this page brings the State members together and binds them closer to one another with shared interests and a shared mission. You are invited to join us at the following link!

<https://www.facebook.com/groups/390108098572516>





NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
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STATE PRESIDENT'S PROJECT COMMITTEE

Alana Inman, Chair

1707 Texas Street, Liberty, TX 77575-4320
Telephone: 473-280-9476 Email: alanainman@hotmail.com

State President, Charleen Mullenweg's, state project is to partner with Day 1 Bags. Their mission at Day 1 Bags is to provide brand new duffle bags and backpacks to foster youth instead of trash bags as luggage when being removed from their homes or moved from shelter to shelter.

In correlation with this outstanding project, this committee will be responsible for offering items for sale to support it. Items will be sold at Fall Workshops, State Conferences and via mail.

To help fund this Project, President Mullenweg has designed a beautiful pin which reflects her administration's motto of "Shine Together as a Family". By purchasing and wearing this lovely pin, members monetarily support her outstanding President's Project and the youth who receive the benefits of the Sunshine Kids Foundation! There will also be other items available for purchase to support this Project.

Please be a part of this worthwhile and impactful team with your individual monetary donations to this Project through your purchases or through your chapter! In addition, consider creating chapter service projects to support this Project as a chapter!

Shine Together as a Family and make a great, positive impact on the lives of these special youth!



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
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TECHNOLOGY SUPPORT COMMITTEE

Betsy Ruffin, Chair

1334 Southern Blvd, Cleburne, TX 76033-7661

Telephone: 817-648-4703 Email: computa.cat55@gmail.com

The purpose of the Technology Support Committee is to:

- serve as technical advisor to State, chapter, and members on computer related issues, and
- act as webmaster for the Texas State Public website and the Texas State Members' Only website.

With the launch of the National website, which includes the National database in the members' only area, we now have access to the last two pages of approved ancestors' applications, and the capability to maintain our personal information and track applications for membership and supplements. Every member's username is their National number with a zero in front and password of their choice, which may be reset using the Reset Password link on the login page, to access the members' only site. National has requested that we all log on and edit our profiles. Each chapter should have a Technology Support Chairman who is comfortable with using a computer and can assist chapter members who are not computer users. This committee is always here to help when needed.

Please read the National Technology Support Chair's directives for more information on the National website.

The **Texas Society** has two websites. One is a **public site** that we use for public relations, hoping that it will encourage women interested in membership to contact us. The URL (web address) for the public site is:

<http://www.txdames17c.org>

The second website is a **members' only** site. Please do not share the URL (web address) with anyone other than members of Texas Society Colonial Dames XVII Century members. The URL (web address) for the members' only site is:

<http://member.txdames17c.org>

Our mission is to make this website the go-to resource for all things Texas Dames. In addition to *the Colonial Crier* being published there, we post the Texas State Treasurer Packets and Texas State Registrar Packets that each chapter needs throughout the year. Additionally, we have provided a calendar of Colonial Dames 17th Century events for both the State Society and the National Society. You will also find the State officers and committee chairmen with contact information.

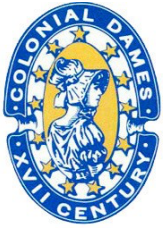
There is a page for chapter activities and a heraldry corner that has helpful information for those interested in applying for coats-of-arms. The State Summer Packet will also be posted so all those forms will be readily available if you lose your packet. The State Bylaws are posted for easy access.

We need your help to spread the word to your chapter members that Texas Dames have this helpful resource at their fingertips. Most of our members have computers and can access the State Member website.

All Texas chapters have a website. Several of them are expanded sites, but most are "business card websites" with links to the State and National public websites and a chapter contact. We urge you to respond promptly to any inquiries you may receive about membership. We suggest that each chapter set up an email account that is dedicated to your chapter to use as your contact address and keep your chapter emails separate from your personal emails. If you decide to do this, don't forget to let us know so that the email contact on our Texas website can be

changed. Anyone in your chapter who is willing to receive emails and either answer them or forward to the proper chapter member can be email contact.

If your chapter decides to have an expanded website, please follow the guidelines provided by the National Technology Support Chair. **All chapter websites must be approved by State and National before they can be linked to the State and National websites.**



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

TECHNOLOGY SUPPORT COMMITTEE

Betsy Ruffin, Chair

1334 Southern Boulevard

Cleburne, TX 76033

Phone: (817) 648-4703

Email: computa.cat55@gmail.com

2025-2027 DIRECTIVES

The Chair and Leslie Kirk are responsible for maintaining the National Society website. This includes:

- All information presented including Announcements
- Resetting of passwords when needed
- Providing instruction to State or Chapter Presidents concerning changes in their officers or committee chairs
- Maintain a data repository of all documents needed by officers or chairmen and provide guidance and assistance with updates as needed
- Assist the Corresponding Secretary and the Printing and Publication Chair with their deliverables for the White Directory, Summer Packet, and Goldenrod
- Uploading Directives, Related Information and Forms that can be completed on the PC for all officers and chair including any changes made throughout a term
- Maintain all Online Order Forms
- Assist State or Chapters in establishing their own stand-alone website which must be approved by the National Society

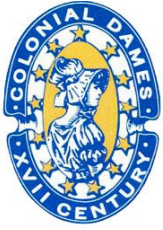
In addition, this committee assists the President General regarding computers, printers, monitors, and other technological equipment as needed.

Our objective for the 2025-2027 term is to Improve our technological performance. This cannot be done without each member's assistance.

The launch of the National Society website in March 2025 provided a strong website platform for the Society to build upon, as it provides information down to the member level.

Now with the help of the President General, this committee is addressing how best we can fully utilize our website and make needed improvements that will be more user-friendly. This encompasses many aspects of how the Society does business from the Headquarters to our members.

Please report any requests to approve a website, suggestions, updates, or problems to the chair.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

TECHNOLOGY SUPPORT COMMITTEE

Betsy Ruffin, Chair

1334 Southern Boulevard

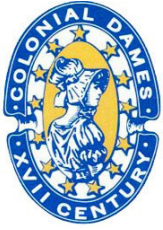
Cleburne, TX 76033

Phone: (817) 648-4703

Email: computa.cat55@gmail.com

GUIDE FOR BUILDING A STATE OR CHAPTER WEBSITE

1. Decide on who will be responsible for designing and maintaining your website
 - a. At least two members are needed – your Technology Support Chairman or President, etc,
2. Determine the website builder (example Weebly) that will host your site
 - a. Caution – Many free sites openly share email addresses
 - b. No commercial advertising is allowed!
3. A plan for future continuation as well as what plan is needed if you no longer desire a website
4. Decide what information you want on your website
 - a. Public Site – General Information
 - i. **Do not post** derogatory remarks about the National Society
 - ii. **Do not post** detailed/specific information such as the exact date/location or a BOM, State Conference
 - iii. **Do not post** any USPS address, phone number or email for any member
 - iv. **Establish a generic email address** a prospective member can use for additional information that may go to your State President or your “state webmaster”
 - v. **No Commercial Advertising**
 - b. Members Only Site
 - i. Require a login and password that is shared only with your members
 - ii. **Can post** detailed/specific information such as the exact date/location or a BOM, State Conference
 - iii. Information such as State forms, etc.
5. The Blue/Gold Insignia must be placed in the upper left-hand corner of every webpage
 - a. The ribbon bar must be properly placed so that it appears close to the center of the insignia and below the upper top of the insignia
6. For the Welcome/Home Page, reflect National Society Colonial Dames XVII Century followed by State Society or Chapter Name
7. The Insignia and Ribbon is displayed at the top of every webpage
8. Include a link to the National Website – www.colonialdames17c.org
9. At the bottom of each webpage,
 - a. Date it was established followed by the “Name” of your (example – Full Name of your State Society
 - b. National Society Colonial Dames XVII Century • www.colonialdames17c.org
10. If you plan to have photos on your website
 - a. A permission to post a photo of someone must be obtained from everyone appearing in that photo
 - b. If using a photo of a site, a caption reflecting where the photo is from should be included
11. **Permission by the National Society** is required before making your website available.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

TECHNOLOGY SUPPORT COMMITTEE

Betsy Ruffin, Chair
1334 Southern Boulevard
Cleburne, TX 76033

Phone: (817) 648-4703 Email: computa.cat55@gmail.com

REQUEST FOR APPROVAL OF STATE OR CHAPTER WEBSITE

Date: _____

State or Chapter Name _____ Chapter # _____

Name of Preparer: _____ National # _____

Address: _____

Telephone Number _____ E-mail _____

1. Who is responsible for maintaining your website? _____

2. Who is your website provider? _____

3. What is your website address? _____

4. Basic Description of what is on the website: _____

5. Does your website require a password? YES NO If not, describe why: _____

6. If photos are shown, do you have written permission to post? YES NO

7. If this is a chapter site, does it provide a link to your State website? YES NO Not Applicable

8. If this is a chapter site, does it provide a link to the National website? YES NO Not Applicable

9. If this is a state site, does it provide a link to the National website? YES NO

10. Please confirm the following:

YES NO This website will only post information relevant to the National Society CDXVII Century.

YES NO This website will only post information relevant to the State Society or State Chapters.

YES NO For security, specific addresses of meeting places, is only available from a members-only site.

Internal Use Only:

Date Approved: _____ Technology Support Chair: _____



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

TECHNOLOGY SUPPORT COMMITTEE

Betsy Ruffin, Chair

1334 Southern Boulevard

Cleburne, TX 76033

Phone: (817) 648-4703

Email: computa.cat55@gmail.com

PERMISSION TO POST PHOTO OR VIDEO

I (please print or write full name) _____
hereby grant permission to the National Society Colonial Dames Seventieth Century (CDXVIIC) including any of its Chapters or State societies, to publish photos/images/videos including my name or the name of my child in press releases and/or other materials either in print or electronic format for purposes deemed appropriate by the CDXVIIC.

I am signing this release form with the knowledge that any photos/images/videos posted electronically and in press releases can be downloaded and reprinted by news organizations, individuals and others including print, electronic, and broadcast media, and I, therefore, release the CDXVIIC from any liability arising from use of my or my child's photos/images/videos in web postings.

I further understand that if I wish to rescind this agreement, I may do so at any time by sending a letter to CDXVIIC. I further understand that already published photos/images/videos cannot be recalled.

The requested rescission will take effect upon receipt of the notification.

If applicable, Name of Minor Child: _____

Signature: _____ **Date:** _____



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
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TICKET SALES AND RESERVATIONS COMMITTEE

Gerra "Cissy" Wilson, Chair

3426 Park Point Drive, Kingwood TX 77339-1857
Telephone: 713-825-0525 Email: cissyw@att.net

The State President and her Conference Committee establishes entree choices and prices with the hotel. The Registration/Meal Reservation Form will be printed in the Colonial Crier and available on the TSCDXVIIC website. Please follow these procedures when registering:

- Please complete a Registration Form for each person Registering and requiring Meal Tickets. You may copy the form for your prospective members, spouses and other guests. Complete each form in its entirety – print the name, address, position, etc., and indicate your entree choices. Include the payment with the order form or forms.
- Please remember to list ALL of the State and National offices you hold on the Registration Form. Please note, too, if you are the Chapter President.
- If you include a legible e-mail address you will receive e-mail confirmation that your order arrived. No e-mail? Include a self-addressed stamped envelope or postcard.
- The deadline date will be printed on the Form. The deadline date is the date by which the form must be delivered to the home address of this chairman; postmark dates do not count. Please do not use mail that requires a signature for delivery. Do not mail your form to the Credentials Chairman.
- Any special dietary restrictions or food allergies must be stated on the Meal Reservation Form. These will be noted on the back of your tickets at State Conference.
- No refund for registration at Fall Board of Management Meeting and at State Conference. Refunds will be made for food, if requested 14 days prior to Fall Board of Management Meeting and State Conference.
- Meal Tickets may be picked up at the Ticket Table during Registration hours only. No tickets will be mailed.

This Chairman looks forward to greeting you at the Fall Workshop/Board of Management Meeting and the Annual State Conference!



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
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VETERANS SERVICE COMMITTEE

Lisa Ross, Chair

3452 Sam Page Rd., Longview, TX 75605-7555
Telephone: 903-452-8717 Email: lisaross3452@yahoo.com

In a country where our protection and freedoms come from men and women who volunteer to serve in our military, we **MUST** show our gratitude by assisting them in any way that we can. Our Society promotes this through our VAVS (Veterans Affairs Voluntary Service) program. It is a great benefit to our hospitalized men and women veterans and those presently serving our country.

If you do not have a VA facility nearby, there are many ways we can assist our veterans and active military. Chapters and members could adopt a shut-in veteran for occasional visits, phone calls and remembrances on holidays. Please think about providing support for families of deployed military. It has been brought to our attention that morale is low among our military since supplies are low in some areas. Please check around in your community and see if you can send care packages to someone who is deployed and the packages can be shared among his/her comrades. Check local nursing homes and hospitals for veterans who would appreciate a visit or cards. You can collect toiletries for donation, assist at a local or regional Stand Down (Homeless Veterans Program), make donations to assist with special programs that feed needy Veterans and their families. You may check with local VA, VFW (Veterans of Foreign Wars) Post, or the American Legion Post to find out about special programs, in your area, that need your support.

One way to support our women veterans is through Camp Shield. Camp SHiEld's mission is collaborating to empower Women Veterans – emotionally, socially, and physically – to ensure SHE thrives After Military Service. Camp Shield has three main programs which can be supported through monetary donations: Wonder Women Wednesday (Peer Support), MasterMind (Book Clubs), She Thrives (Weekend Retreats). For more information go to [Programs | Camp SHiEld](#)

We continue to celebrate the 50th Anniversary of the Vietnam War on March 29th of each year through November 11, 2025. March 29th is National Vietnam War Veterans Day. Show your appreciation to Vietnam era veterans. Honor a female Vietnam era veteran with a certificate of appreciation at a luncheon, a tea, or other celebration.

Remember our Veterans have served our nation with honor while making great sacrifices along with valiantly and selflessly devoting themselves toward the defense of the United States of America and our freedoms. Our chapters can do much to show these Veterans how much we appreciate their service by volunteering to help them whenever possible.