1. All members are expected to recruit new members and assist prospective members with the application process or refer the prospective member to Compatriots who may be better suited to assisting the prospective member, such as the Chapter or Society Genealogist and/or Registrar.

2. Compatriots elected/selected as Chapter Genealogists and Chapter Registrars should be able and willing to assist prospective members with the application process.

   a. Chapter Presidents should inform the President, the 1st Vice President, the Genealogist and the Registrar of any vacancy, either actual or functional, in the office of Chapter Genealogist or Registrar.
   
   b. Chapter Presidents should request the assistance of the Genealogist and Registrar when necessary and appropriate to assist prospective members.

3. The President shall designate the Prospective Member Contact (PMC) for membership inquiries submitted to the NSSAR and MISSAR websites.

   a. Suggested PMCs are the 1st Vice President (as Membership Chair) or the Genealogist.
   
   b. Upon receipt of a prospective member inquiry, the PMC shall contact the prospective member and attempt to determine which Chapter would be best for the prospective member, considering usual meeting location and times, Compatriot family or acquaintances of the applicant and other circumstances that may impact the success of the prospective member’s application process and membership success.
   
   c. The contact information regarding the prospective member will normally be forwarded to the President, Genealogist and Registrar of the prospective member’s preferred Chapter.
   
   d. When deemed necessary or appropriate, the prospective member may be referred to the Genealogist and/or Registrar for assistance.
   
   e. After responding to a membership inquiry, the designated PMC should follow up with the prospective member if the prospective member has not responded with a chapter preference or other response in a reasonable period of time.
   
   f. It is expected that the chapter presidents, genealogists and registrars monitor the progress of applications of prospective members referred to them and provide assistance as they are able.
   
   g. The Genealogist and Registrar are expected to monitor the progress of applications referred to them for assistance or review. Bylaw 10, Section B provides that the Registrar shall report to the Board of Managers on the status of current applications.
4. Eligibility for Membership. Membership is open to any male who meets the requirements of the National Society and the provisions of Article III of the MISSAR Constitution.

5. Bylaw 1 of the MISSAR By-laws provides requirements to be followed in the application process.

6. The application process for prospective members is described in detail on the SAR website. The link for the webpage is https://sar.org/meet-sar/become-a-member/membership-process

7. Prospective members who have information about a possible Patriot Ancestor can search the SAR and DAR indexes to determine if the ancestor’s service has been documented and if members have joined based on a lineage from that Patriot. In some cases, the Record Copy of an approved application of a SAR or DAR member may be used as the documentation for the generations that the prospective member has in common with the SAR or DAR member.

   a. The SAR Patriot Index can be found at http://patriot.sar.org/fmi/iwp/cgi?-db=Grave%20Registry&amp;loadframes

   b. The DAR Ancestor Index can be found at http://services.dar.org/public/dar_research/search_adb/default.cfm

8. Currently, applications can be prepared on-line or, Adobe pdf, Microsoft Word document version or SARApAid by Cox software. The on-line version of the application is preferred as various Society and Chapter officers have access to this portal. This access is useful in sharing the information and processing the application. (It is anticipated that in the future, only application prepared on the on-line system will be accepted and that applications will be submitted and processed electronically.) All of the versions are available at:

   https://sar.org/application

   a. To access the on-line system, log-in or create an account at https://members.sar.org/login?_redirect=//sar.org#sign_up_

   b. After creating an account and logging in, the prospective member or Compatriot helper can start or update the prospective member’s application.

   c. The detailed Guide for Using the SAR Online System can be accessed at https://members.sar.org/media/uploads/pages/201/tOyqUjkCqSoX.pdf
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9. The detailed Application Preparation Manual for use with either application style is available on the SAR website at https://members.sar.org/media/uploads/pages/77/PF1yMJIHXkT.pdf

10. Two (2) copies of the completed application will be printed on SAR watermarked archival quality paper for submission.

11. The prospective member shall sign both copies of the application.

12. Upon completion of the new membership application, two (2) members must sign both copies of the application as sponsors for the prospective member.
   a. The sponsors may be any Compatriot in good standing.
   b. The requirements for membership in the SAR include that the applicant be “a citizen of good repute in the community”. It is incumbent on the Compatriot sponsor(s) to determine whether he/they believe that the applicant he/they are sponsoring meets this requirement. Members wishing to conduct a basic inquiry regarding an applicant may conduct free on-line inquiries at the following websites.
      i. Michigan Sex Offender Registry: http://www.michigan.gov/msp/0,4643,7-123-1878_24961---,00.html
      ii. Michigan Department of Corrections Offender Tracking Information System (OTIS): https://mdocweb.state.mi.us/otis2/otis2.html

      These websites list specific information about conviction and incarceration of individuals. A positive response may not be related to the applicant and the lack of a positive response does not mean that the applicant does not have a criminal record. These websites may provide useful information in helping to determine if an applicant is “a citizen of good repute in the community”.

      Members who have concerns about an applicant should contact the Chapter President who will contact the Society President for additional guidance.

13. The applications may be reviewed by the Chapter Genealogist and/or Registrar prior to the review by the Registrar, but this is not required.
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14. The two (2) completed and signed copies of the application, along with one copy of all supporting documents, are forwarded, with payment for applicable dues and fees, to the Registrar for review and signature. The Registrar may consult with or refer the application to the Genealogist if there is a concern about the lineage or documentation. Pursuant to NSSAR Policy, the documentation shall include a birth certificate or court order specifying his gender as male.

15. The Registrar will forward both copies of the signed application and the copy of the supporting documents and payment for dues and fees to the Secretary.

16. The Secretary will sign the copies of the application and submit one copy of the application, along with the copy of all supporting documents and appropriate dues and fees, to the National Headquarters of the NSSAR. He shall retain the second copy of the application for the MISSAR records and archives.

17. Upon receipt of the payment, which includes payments of dues and fees for the National Society, the State Society and the Chapter, the Secretary shall forward the payment to the Society Treasurer.

18. Upon receipt of the dues and fees payment, the Treasurer will do the following.

   a. Deposit the dues and fees in the appropriate Society account.
   b. Prepare a check to the National Society in the appropriate amount for payment of the National dues and fees and forward to the Secretary to submit with the application to the National Headquarters of the NSSAR.
   c. Hold the Society and Chapter portion of the dues until membership has been approved.
   d. Refund the dues portion of the payment to the applicant if the application is withdrawn. In the case of a pended application, the dues may will be held until a final determination is made regarding the status of the application.

19. The Secretary will notify the appropriate Chapter officers and the First Vice President (Chairman of Membership Committee) of the submission of an application to NSSAR and maintain a record of applications submitted to NSSAR.

20. Upon receipt of a new member certificate of membership, the Society Secretary will record the registration of the new member, assign a state number, record the state number on the new member’s record copy of the application, sign the membership certificate and forward the certificate and the member’s record copy of the application to the President. The President will
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sign the certificate and forward the member’s certificate and the record copy of the application to the President of the new member’s Chapter for presentation.

21. The applicable provisions of this policy will be followed with regard to the submission of supplemental applications.