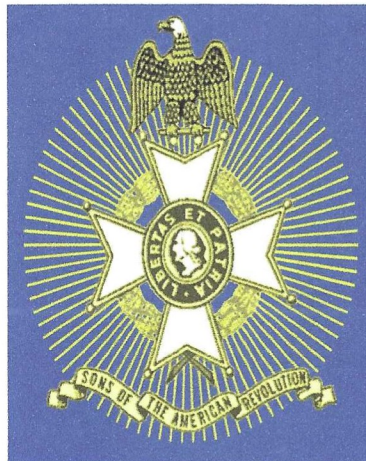


The main fund-raising efforts of the National Ladies Auxiliary are directed to The SAR Education Center and Museum. All gifts enable the National Society Sons of The American Revolution to continue its quest of becoming the foremost repository of Revolutionary War era documents and artifacts.



# **How to Start a State SAR Ladies Auxiliary**

**NSSAR Bylaw 33: The National Society, each State Society and Chapter shall be authorized to allow the formation of a related Ladies Auxiliary which shall be named "The Ladies Auxiliary of the (National or the Name of State Society or Chapter) Society of the Sons of the American Revolution.**

### **MISSION**

The mission of the Auxiliary is to support and perpetuate both the State and National objectives of Patriotic, Historical and Educational endeavors.

### **GETTING STARTED**

- Have a meeting with those Ladies in your State that would like to have an Auxiliary
- You will want to select a President, 1<sup>st</sup> Vice President, Secretary and Treasurer for the Auxiliary who will attend a meeting with your State SAR Board to obtain their support and approval to form a Ladies Auxiliary
- You will need to write by-laws for your Auxiliary. The National Auxiliary by-laws can be used as a guide, these can be accessed by going to [www.nlasarmembership](http://www.nlasarmembership), or asking another State Ladies Auxiliary if they will share their bylaws with you. Take the by-laws with you to your meeting with the State Board.

- Check with the State SAR Board to determine if the Auxiliary will be sharing an account with the State or whether you can obtain your own bank account.
- Once you have approval from your State and know if the Auxiliary can obtain their own bank account, the next step would be to obtain an EIN (Tax Exemption Number). This can be done on the IRS website, [www.irs.gov/charities](http://www.irs.gov/charities) and non-profits, this will be needed when filing your 990N post card.
- Contact NSSAR'S Director of Finance (502-588-6120). Provide them with your EIN number, and they will contact the IRS to inform them your Auxiliary is a Subsidiary of the National Society in good standing. The Director of Finance will then send you a letter recognizing that you are a 501 (C) (3) under them. You will also get a letter with the EIN Number of the National Society.
- Take to the Bank the letter showing your EIN Number, they will need that when opening your account.
- Each year your Auxiliary Treasurer will be required to file a 990N post card, it is due every year by the 15<sup>th</sup> day of the 5<sup>th</sup> month after the close of your tax year.

### **MEETING TIMES**

Typically, state Ladies Auxiliaries meet in conjunction with the SAR Board of Management meetings. Some States provide a speaker for the auxiliary, a meeting Room, snacks and beverages.

## **NLASAR By-law Article IV. MEMBERSHIP**

**Section 1** Membership in the NLASAR shall be open to all women who wish support SAR and its mission.

**Section 2** A woman may join the NLASAR by the completion of the membership form and payment of dues. She shall receive all the rights and privileges of the NLASAR and will be eligible to hold office.

### **Membership Benefits**

- Ladies can claim expenses for trips to State and National SAR events
- Members of current State-Affiliated Auxiliary are considered Members of the NLASAR without further payment of dues
- Social networking with your State and National Societies

### **Contact Information:**

Becky Moyer  
Third Vice President  
National Ladies Auxiliary  
1737 Northridge Lane  
Frederick, MD 21702  
301-305-5579  
[thirdvicepresident@NLASAR.org](mailto:thirdvicepresident@NLASAR.org)