All rights are reserved. No part may be used or reproduced without express permission of the National President.
DEDICATION

This SDPHS Handbook is dedicated in memory of the U.S. Armed Forces who perished as a result of the Japanese Naval Attack on December 7, 1941, stationed on the Island of Oahu. Territory of Hawaii belonging to the United States of America and to the survivors who have carried the remembrance of that day forward.

OUR MOTTO

Pearl Harbor - December 7, 1941 - Lest We Forget

PREFACE

SONS and DAUGHTERS of PEARL HARBOR SURVIVORS, Inc.

This handbook contains the implementation of the National Constitution and By-laws (NCBL) of the Sons and Daughters of Pearl Harbor Survivors, Inc. and forms the standing rules of the organization.

In cases where this handbook is in conflict with the NCBL, the NCBL shall take precedence.

Distribution shall be made on the basis of one (1) for each National Officer, one (1) for each State Chair, three (3) to each of the State Chapters and others as designated by the Chair of the National Executive Board at "no cost".

The replacement cost of a Handbook or the issue of a personal copy is ten ($10.00) dollars payable to SDPHS, Inc. and forwarded to the National Secretary.

All copies of the Handbook, except those purchased by individuals, shall be treated as a controlled item including changes. It shall remain the property of SDPHS, Inc. Requests for this Handbook shall be made to the National Secretary.

Each person, provided with a Handbook on a "no cost" basis, is responsible for its care, safekeeping, and updating as revisions are received or are published in the Offspring. It is also a duty to transfer the Handbook to the next duly elected or properly appointed successor to that office.

Members are encouraged to offer their ideas and suggestions for the improvement of the Handbook to the National President.
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SECTION I - GENERAL MEMBERSHIP

A. Sons and Daughters of Pearl Harbor Survivors, Inc. (SDPHS)

1. The Sons and Daughters of Pearl Harbor Survivors was started on October 20, 1973 at the Captain's Table Gulf Wind Resort located in St. Petersburg, Florida during the local PHSA Florida Chapter 1 meeting.

2. The organization has grown from 44 members to more than 2,000. The organization has members in every state and many foreign countries.

3. The organization is incorporated in the State of Florida. The name, insignia, seal and trademark are registered with the U.S. Patent Office.

4. The organization consists of eight (8) National Districts, each having its own District Director, each state having its State Chair, and the State Chapters having their elected officers. These function as an integral part of the organization.

5. Appendix A - List of SDFHS Chartered Chapters

6. Appendix B - List of the Unit/Duty Stations present on December 7, 1941

7. Appendix C - Report of Casualties and Damages

8. December 7th of each year is a day when the descendants, of those members of the U.S. Military Forces present at the attack at Pearl Harbor, gather in solemn Services of Remembrance to pay honor and tribute to those who fell on that "Day of Infamy", to those who have passed since, and to the Survivors among us.

B. District Alignment

The United States of America shall be geographically divided into eight (8) districts.

District 1 shall consist of: Alaska, California, Hawaii, and Nevada.


District 3 shall consist of: Arizona, Colorado, Kansas, Nebraska, New Mexico, Oklahoma, and Utah.

District 4 shall consist of: Arkansas, Louisiana, Missouri, and Texas.

District 5 shall consist of: Illinois, Indiana, Iowa, Minnesota, North Dakota, South Dakota, and Wisconsin.

District 6 shall consist of: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee.

District 7 shall consist of: Delaware, Maryland, Michigan, New Jersey, Ohio, Pennsylvania, Virginia, West Virginia, and District of Columbia.

District 8 shall consist of: Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont.
SECTION II - NATIONAL ORGANIZATION

A. National Constitution and By-laws (NCBL)

1. The National Constitution and By-laws is the basic governing instrument of the organization and is an integral part of this Handbook. A copy shall be filed with this Handbook at all times.

2. The duties, responsibilities, and obligation of National Officers, State Chairs, Chapter Officials and Members are specified in detail in the National Constitution and By-laws.

3. The first order of business for a newly formed Chapter is the adoption of the National Constitution and By-laws.

4. A copy of the National Constitution and By-laws is given to each new member.

B. National President

In addition to the responsibilities specified in the NCBL is:

1. The Ex-Officio Member of all Committees.
2. The Administrator of the SDPHS Handbook.

C. National Vice President

In addition to the responsibilities specified in the NCBL is:

1. To assist the National President, upon request.
2. To select members and oversee the Membership Committee.

D. National Secretary

In addition to the responsibilities as specified in the NCBL is:

1. The custodian of the original membership applications, keeping them in protected files for preservation purposes.

E. National Assistant Secretary

1. Shall be appointed by the National President upon the recommendation of the National Secretary and approved by the National Executive Board.

F. National Treasurer

In addition to the responsibilities as specified in the NCBL:

1. Shall cause the financial record to be audited at the close of each calendar year, submitted to the National Executive Board, and published in the following Offspring.

2. Shall, if the treasury is over $25,000, cause the financial record to be audited at the close of the calendar year by a licensed Certified Public Account with the report submitted directly to the National Executive Board.

3. Shall donate from the National Treasury $50.00 to each newly chartered Chapter as reviewed by the National Executive Board according to the NCBL Article VI.4.A.
SECTION II - continued

G. National Assistant Treasurer

1. Shall be appointed by the National President upon the recommendation of the National Treasurer and approved by the National Executive Board.

H. National District Directors

In addition to the responsibilities specified in the NCBL’s shall:

1. Keep the membership in the district informed of the National Organization business.

2. Assist the State Chair as requested.

3. Represent the National Organization as authorized by the National President at State and Chapter functions.

4. Present awards on behalf of the National Organization when requested.

5. Perform speaking engagements that further SDPHS activities.

6. Act promptly on all matters presented concerning SDPHS activities.

I. National Assistant District Director

1. Shall be appointed by the National President upon recommendation of the District Director and approved by the National Executive Board.

J. National Executive Board

In addition to the responsibilities specified in the NCBL’s shall:

1. Require the Executive Board Directives, in their entirety, to be published in the Offspring as soon as possible with each member’s vote.

K. National Appointed Officers

1. National Appointed Chairs are appointed by the National President for a term not to exceed that of the appointing authority.

2. Duties and responsibilities of Appointed Chairs will be determined by the National President and approved by the National Executive Board.

3. Selection of National Appointed Chairs by the newly elected President should be made soon after election and announced in the Offspring.

National Appointed Chairs appointed by the National President may include, but not limited to, the following:

1. Parliamentarian
2. Chaplain
3. General Counsel
4. Sergeant-At-Arms
5. Chief of Protocol
6. Photographer
7. National Capitol Liaison Officer
8. Historian
9. National Convention Coordinator
10. Representative to PHSA
11. Color Guard Coordinator
12. Offspring Editor
13. National Storekeeper
14. National Registrar
15. Web Site Coordinator
16. Child Survivors Coordinator
SECTION II - continued

L. National Committees

1. Committees are appointed by the National President for a term not to extend beyond that appointing authority.

2. National Officers may serve on committees.

3. Selection of committees should be made soon after election and announced in the Offspring.

4. Duties and responsibilities of the appointed committees will be determined by the President and approved by the National Executive Board. An appointee can not exceed the authority of the person appointing.

5. National Committees may include, but are not limited to, the following:
   a. Budget and Finance  d. Welfare
   b. Membership           e. Americanism and Patriotic Holidays
   d. Public Relations
   e. Resolutions and By-laws

M. Multi-State Chapters

1. The geographic and demographic factors of many areas are such that chapter membership may logically and desirably include members from more than one state; for example, a chapter in El Paso, TX would probably include members from New Mexico; a chapter in Cincinnati, would probably include members from Indiana and Kentucky, involving not only three (3) states, but three (3) districts.

2. As a general rule the central city of the metropolitan area, or Standard Metropolitan Statistical Area (SMSA) as designated by the United States Government, shall be considered as the chapter location for jurisdictional purposes. If the several states involved are in one District, any jurisdictional question will be referred to the District Director to be resolved. If two (2) or more Districts are involved, such questions will be referred to the National Executive Board for Determination.

3. It is readily apparent that the success and growth of our Organization depends upon a strong organization in the field. We must not only permit, but encourage in every way possible, the participation of members in the functioning of the chapters. The overall rigid concern for the State and/or District boundaries can not be permitted to abrogate this concept.
SECTION II - continued

4. In this regard, there are three (3) basic categories of membership.

  a. Those members who belong to a chapter within their home state.

  b. Those "at large" members, who live in an area where there is no chapter.

  c. Those "at large" members who can only participate in a chapter located in a neighboring state.

  d. A member of the SDPHS holding membership in a local chapter thereby holds voting membership with that chapter and is not to be denied the basic privilege of a vote in the affairs of the State Organization in which the chapter is located.

N. National Elections

In addition to the directives specified in the NCBL:

1. Election Ballot

   a. Will be put in the Ballot Issue of the Offspring to be mailed by November 7th of the election year.

   b. A Ballot Envelope will be provided, addressed to the National Office with an area on the outside for identification of the voting member. Identification must include printed name, signature, and member ID number.

   c. Will be verified by the National Secretary that each voting member is a member in good standing.

   d. Will be removed from the envelope after verification and counted by a ballot committee appointed by the President from among the Active Members in attendance at the convention.

   e. Will consist of the nominees for President, Vice President, Secretary, and Treasurer, in alphabetical order, under the position they are seeking.

   f. Will be preserved for six (6) months following the election.

   g. Recount of any contested race shall be based on fact and evidence. The entire Executive Board, by two-thirds (2/3) vote will determine if a recount is in order. Should a recount be ordered, three (3) persons, two (2) appointed by the National President and one (1) by the member questioning the outcome, shall have the final voice after recounting the ballots. All requests for a recount must come within six (6) months following the election.
SECTION III - MEMBERSHIP, PROCESSING OF APPLICATIONS, AND DUES

A. Rules of Membership

1. Qualifications
   a. Must be 18 years of age.
   b. Must be the son or daughter, the step-son or step-daughter, the adopted son or daughter, or the nephew or niece of a member of the United States Armed Forces station on the Island of Oahu or offshore or within three (3) miles offshore on December 7, 1941 at the exact time of the attack, 7:55 a.m. to 9:45 a.m..
   c. The Survivor must have been honorably discharge from the United States Armed Forces or received a discharge under honorable conditions.
   d. Death of the military person as a result of the attack is considered Honorable Discharged.
   e. Membership eligibility is extended to all the direct (blood line) descendants (grandchildren, great-grandchildren, great-nephews, great-nieces).
   f. An applicant can not be presently or ever have been a member of any subversive government, organization, association, group, and/or acted as an individual which has either explicitly or implied the overthrow of the United States Government, any government agency, elected representative, or any America idealism.
   g. Complete the application and submit with membership fee to the National Registrar.

B. Acknowledgment and Processing of Application

1. Acknowledgment

   Acknowledge the receipt of the application by letter from the National Registrar to the prospective member.

2. Processing

   a. Provide proof of lineage (relationship) to the Pearl Harbor Survivor from whom descended. Which includes birth certificates, marriage certificates, and adoption papers.
   b. Obtain as much detail as possibly regarding the unit/duty station of the military Pearl Harbor Survivor from whom the new member descended. (example: Hickam Field - 23rd Bomb Squadron or Ford Island VP-22).
   c. Prospective members who were child survivors should provide a written account of their experience during the attack at Pearl Harbor on December 7, 1941.
SECTION III - continued

3. Verification and Acceptance

   a. A new applicant is not considered to be a qualified member until the
      application is verified and approved by the National Registrar even though the
      person's fee is paid.

   b. When there is doubt about any statement on the application, the
      applicant may be requested to submit substantiating records to the National
      Registrar.

   c. Upon acceptance, a new member shall receive a white membership card
      with red lettering.

C. National Dues

   1. National dues as specified by the National Constitution and By-laws are
      As follows:

      Membership Fee for new members $35.00
      Annual Dues for members 15.00
      Membership fee for Associate Members 5.00
      Annual Dues for Associate Members 5.00
      Membership fee for Minors 10.00
      Membership dues for Minors 5.00

      National dues are due on December 6th of each year with a 90 day grace period. If
      dues are not paid by March 7th, the member becomes inactive.

   2. Mailing Of Dues

      Members are encouraged to mail their Annual Dues Directly to the
      National Treasurer, thereby eliminating the burden on the Chapter in the
      collecting and forwarding of the dues. However, it is important that the
      member notify the Chapter Treasurer when National Dues are paid.
SECTION IV - FINANCIAL REPORT

A. Financial Report for SDFHS Officers and Chapters - Form 10

Form 10 shall be used exclusively to make all financial reports. These reports are due March 6th after the reporting period. The reporting period is December 7th to December 6th, inclusive of the following year.

1. National Officers, District Directors, State Chairs, Chapters and all others who receive SDFHS funds, included funds based on Form 8 shall submit reports as follows:

   a. ANNUAL REPORT:
      When the office is held by the same person for the entire calendar year, the annual report will be submitted.

   b. INITIAL REPORT:
      As of December 31st, when a new office or chapter has been established, to cover the period from the date of office to the end of the calendar year.

   c. END OF TERM REPORT:
      Is used when turning the office over to a successor covering the period from January 1st to the last day of holding office.

   d. FINAL REPORT:
      Submitted when the office or chapter is deactivated.

2. WHEN, WHY, and HOW to file a Form 10

WHEN: In accounting or auditing of books from your fiscal or calendar year, all Chapters, Directors and State Chairs must turn in their Financial Report to the NATIONAL TREASURER by JANUARY 31st.

WHY: SDFHS Constitutional Requirements cited above. IRS Form 990, Instruction G, requires an ANNUAL REQUEST to be included in the group return from each subordinate body.

HOW: Top line - date that report is complete.
   From: Fill in title and name, example:
      State Chair - John Jones - Address
   or
      Horizon Chapter, National #177 - Address

PLEASE FILL IN THE LINE "YEAR ENDING DECEMBER 31, 20__" OF THE CURRENT YEAR.

BALANCE beginning January 1st: $_____ from your last report OR amount received from previous STATE Chair or Chapter Treasurer.

BALANCE LINE equals total amount received MINUS total amount disbursed.

The right hand column is for the listing of assets and the original cost of the items, if known. This is just a listing. (These amounts may or may not be in the left hand columns.)

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SECTION IV -continued

The completed form will be sent to the National Treasurer and one (1) copy is to be made for your file.

BE SPECIFIC, BE COMPLETE, TYPE OR PRINT AND PLEASE BE NEAT.

B. RECEIPTS and DISBURSEMENTS

Receipts for disbursement need not be submitted with Financial Reports but should be retained as Official Records. Financial records will not be destroyed until AUDITED or ACCEPTED as accurate by a successor in office. In no case will financial records be destroyed before two (2) years after the end of the Accounting Year. Financial Records of deactivated offices will be forwarded to the National Treasurer.

C. SONS and DAUGHTERS of PEARL HARBOR SURVIVORS, Inc. - FISCAL YEAR

The Sons and Daughters of Pearl Harbor Survivors, Inc. fiscal year shall be December 7th through December 6th. Fiscal quarters are December 7th to February 28/29, March 1st to May 31st, June 1st to August 31st, September 1st to December 6th.
SECTION V - CHAPTER ORGANIZATION

A. Officers

1. The National Constitution and By-laws require that Chapters elect a President, Vice President, Secretary, Treasurer, and three (3) Trustees.

2. Chapter Officers shall be members in good standing and chosen for their ability to work, their enthusiasm and interest in support of the chapter to make it operate efficiently and to grow. Members are discouraged from accepting office when they will not have the time, energy, or willingness to fulfill the requirements of that office. Continued growth of a chapter depends upon the leadership and good internal organization. An officer may be replaced after two (2) unexcused absences from the regular meetings. An excused absence is defined as one in which advanced notice was given to another officer.

B. Chapter President

1. Presides at all meetings of the membership and the Chapter Executive Board and votes only in the case of ties. The president shall read and be familiar with this Handbook, the NCBL and Chapter By-laws (if any).

2. Is an Ex-Officio Member of all committees, Except the Nominating Committee.

3. Appoints the chair for the various Chapter Committees. The newly elected Chapter President should, as soon as possible, after assuming office, either re-appoint the current officials or appoint new ones.

4. May serve on the State Executive Board at the discretion of the State Chair.

C. Chapter Vice President

1. Assists the President and performs tasks as directed.

2. Succeeds to the Presidency in the event of its vacancy until the regular election.

3. Presides for the President in the event of his absence.

4. The Vice President shall read and be familiar with this Handbook, the NCBL, and Chapter By-laws (if any).
SECTION V - continued

D. Chapter Secretary

1. The Chapter Secretary is the Business Manager of the chapter and shall ensure that actions, reports, and notices are submitted, in accordance with this Handbook and other instructions and directives from proper authority.

2. The Chapter Secretary shall read and be familiar with this Handbook, the NCBL and By-laws of the Chapter (if any), and shall perform the duties specified. In addition the Secretary shall:

   a. Keep a record of all proceedings of the meetings and the Chapter Executive Board.
   b. Safely keep all books, papers, records, documents, and SDPHS property belonging to the Chapter and to SDPHS.
   c. Receive, submit, prepare, and monitor all official correspondence of the Chapter.
   d. Mail out notices of meetings of the membership and the Chapter Executive Board.
   e. Maintain a working liaison with other Chapter Secretaries within the state area.
   f. Prepare a member profile for each Chapter member.
   g. Perform such duties commensurate with this Office, National Administration Office, Chapter President, or Chapter Executive Board.

E. Chapter Treasurer

1. The Chapter Treasurer is the Financial Officer for the Chapter and should serve on appropriate committees dealing with money management, funds, dues, etc.

2. The Chapter Treasurer shall read and be familiar with this Handbook, the NCBL, and By-laws of the Chapter (if any) and perform the duties specified.

   a. Keep an account of all monies, credit, and property of any nature of the Chapter.
   b. Receive, deposit, and keep an accurate account of all Chapter money.
   c. Expend and keep an accurate account of all money disbursed by the Chapter.
   d. Maintain an approved depository, establishing a two (2) signature checking account and arrange that all expenditures be paid by check.
   e. Maintain an approved financial accounting system subject to audit.
   f. Prepare and submit a Financial Report (SDPHS Form 10). (See Section IV)
   g. Perform such other duties commensurate with the Office and as may be required by the National Financial Office, Chapter President, or Chapter Executive Board.
SECTION V - continued

F. Chapter Trustees
The Chapter Trustees shall annually examine the financial records of the local chapter and furnish the National Treasurer with a signed Form 17 listing operations and conditions as of December 31st. This report is due on or before March 6th of the following year.

G. Chapter Executive Board (CEB)

1. A Chapter Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and three (3) Trustees which shall meet semi-annually. The immediate past President may be an honorary member of the Chapter Executive Board with or without vote and is invited to all meetings of the CEB.

2. The chapter Executive Board may be presented with and decide upon the following:
   a. Issues involving the expenditure of the Chapter funds.
   b. Determine means of implementing instructions received from higher authority regarding routine Chapter operations.
   c. All grievances from members.
   d. Other matters as determined by the chapter.

H. Appointed Chapter Officials
The Chapter President may appoint other Chapter members to duties as required. Appointed officials may include, but are not limited to, the following:

1. Chaplain
2. Sargent-at-Arms
3. Parliamentarian
4. Protocol Chief
5. Photographer
6. Historian
7. Public Relations
8. Chapter Registrar

I. Past Chapter Presidents

1. The immediate past President may be an honorary member of the Chapter Executive Board, with or without voting privileges.

2. Past Presidents are a source of knowledge and experience in Chapter affairs and the use of their expertise should not be overlooked.

J. Report of Chapter Officers

1. Upon the election of new officers, a report of Chapter Officers (SDPHS Form 8) shall be submitted directly to the National Secretary and National Treasurer with copies to the appropriate State Chair and District Director.

2. Changes to the Report of Chapter Officers (SDPHS Form 8) are normally submitted on Changes to Officers Report (SDPHS Form 9). However, the complete roster (SDPHS Form 8) may be submitted at any time deemed appropriate.

3. A new IRS Blanket Request Copy should be attached for the National Treasurer (see Section XVI and Appendix H).
SECTION V - continued

K. Chapter Committees
Upon assuming the office of Chapter President, the President should appoint chapter committees which may include, but are not limited to, the following:

1. Program Committee
   a. The Chapter Vice President is usually appointed chair of the Program Committee. The Vice President should select other members for the committee.
   b. Proven popular program areas are current events, travel, patriotism, etc. Special programs would be in order for annual meetings, installation of officers (Appendix D), and of course, for the one day of each year, December 7th, when a solemn gathering would give TRUE meaning to the existence of our organization.

   Appendix E is a sample program for a SDPHS December 7th Memorial Service.

2. Legislative and By-laws Committee
   a. The committee members should be interested in the programs of the National Organization, so they may assist in national objectives.
   b. This committee also receives, studies, and makes recommendations to the Chapter Executive Board on changes, modifications, additions, or deletions to the National (or Chapter) By-laws.

3. Ways and Means Committee
   This committee is charged with providing the Chapter with needed funds to obtain their goals. Manufacturing items using the SDPHS emblem must have the approval of the National Executive Board. Upon approval, a photo and description of the item and price must be provided to the National Administrative Office.

4. Public Relations and Publicity Committee
   a. A person familiar with the publicity media, should be appointed as chair of this committee.
   b. Local publicity is the best. Publicize your meetings, gatherings and participation in local community events.
   c. Statewide news releases should be cleared with the appropriate state chair.
   d. Nationwide news releases should be cleared with the appropriate National Officers.

5. Welfare Committees
   a. A committee should be appointed to assist members and others at times that may be difficult.

6. Other Committees
   Other committees may include, but are not limited to, the following:
   Membership
   Summer picnics, fish-fries
   Social Affairs
   Installation of Officers
   Annual December 7th Memorial Services
SECTION VI - CHAPTER BOUNDARIES, MEMBERSHIP AND BY-LAWS

A. Boundaries and Membership

1. Unless otherwise authorized by a State Chair or higher official, members residing within the established boundaries of a chapter shall, for all administrative purposes, be considered a member of that chapter.

2. Chapter boundaries will be determined by the State Chair. (See Section II.M)

Note: If a PHSA Chapter has recognized an SDPHS Chapter as their Associate Members, the boundary of the SDPHS Chapter will include but not be limited to that of the PHSA Chapter.

3. Members may attend and participate in the affairs of other chapters, without voting privileges, at the discretion of the chapters concerned.

B. Chapter By-laws

1. Chapters may adopt their own By-laws. However, such By-laws may not be in conflict with the National Constitution and By-laws.

2. Chapter By-laws must be forwarded through Chain-of-Command channels for approval by the National Executive Board.
SECTION VII - CHAPTER MEETINGS

A. General

1. Chapter meetings shall be conducted as required by the National Constitution and By-laws, and the SDPHS Handbook.
2. The American Flag shall always be displayed at chapter meetings.
3. Frequency of meetings, times, and places are the responsibility of the chapter.
4. Chapter meetings shall be conducted in a business-like manner.
5. Strive to make chapter meetings interesting and to conclude at a reasonable hour.
6. Recognize the members who have participated in special events, jobs well done, birthdays and anniversaries, etc.
7. New members should be given special attention when they attend their first meeting.
8. Chapters may swear-in new members with ceremony and the following oath.

New Members Oath

I, __________________, swear before the membership present that I will abide by, honor and respect any and all rules and regulations of the Sons and Daughters of Pearl Harbor Survivor, Inc., Constitution and By-laws, its Amendments and Directives and I will conduct myself and my actions to the best interest of the Sons and Daughters of Pearl Harbor Survivors organization and will never forget that members of the organization everywhere are my trusted and loyal friends, so help me God.

9. Associate members shall not be excluded from regular business meetings. Although they are not permitted to vote on business matters, they can play a major role in planning chapter affairs.

10. Appendix F is an example of a general Order of Business that may be altered to fit any occasion.
SECTION VIII - CHAPTER FINANCE

A. Source of Funds

1. Adequate funds are required to perform and to meet operating expenses.

2. Each Chapter finds its own "Best Ways" in raising funds.

B. Fixed Operating Costs

Listed here are a few of the normal expenses:

- Newsletters
- Legislative Material
- Postage
- Office Supplies
- Print By-laws
- Awards, Prizes, Ballots
- Membership Campaigns
- Printed Rosters

C. Chapter Dues

1. Chapter dues must be approved by the Membership of the Chapter.

2. The Administration of Chapter dues shall be specified in the Chapter By-laws if any.

D. Report of Chapter Officers (SDPHS Form 8)

1. Chapters will receive either fifty dollars ($50.00) or one hundred dollars ($100.00) based on the number of Active members. Active members are those who are current with their National Annual Dues.

2. Chapters who report less than 15 Active members will receive $50.00. Chapters with 15 or more members will receive $100.00 by including a roster of Active members with names and addresses.

3. This money is to be used for chapter expenses (i.e. stationary, stamps)

4. The Report of Chapter Officers (SDPHS Form 8) must be received by the National Secretary on or before March 7th of each year.
SECTION IX - COMMUNICATION

A. Chain-Of-Command Communications

Members or Officers are not prohibited from writing directly to the National President, National Vice President, National Secretary, National Treasurer, or any other Official at any level. However, in the interest of sound business management, all official correspondence, pertaining to policy matters, suggestions, complaints, grievances, or By-laws shall be routed through Chain-of-Command channels as follows:

Member to Chapter President
Chapter President to State Chair
State Chair to District Director
District Director to National President

Each Officer must forward the Original Letter, through the established Chain-of-Command, expeditiously.

EXAMPLES

1. Member John and/or Jane Doe has a problem and seeks an answer from his Chapter President.
   a. Member states the problem in a letter to the Chapter President.
   b. The Chapter President should make every attempt to settle the problem. If unable to do so, the findings should be forward to the State Chair. (advising the Member of the action).

2. If the State Chair is unable to resolve the problem, the Member's letter will be forwarded to the District Director (advising the chapter President of the action).

3. If the District Director is unable to resolve the problem, the Member's letter with the State Chair and District Director findings will be forwarded to the National Executive Board via the President (advising the State Chair of the action).

4. The National President will take action, appropriate to the situation. In the event a determination can not be made, the President will refer the matter to the National Executive Board for a decision. Results of the decision will be returned through the District Director, State Chair, and Chapter President. All decisions are final.

B. Routine Reports and Actions

Routine reports and actions may be handled directly with the National Secretary or National Treasurer. Copies shall be provided to those intermediate Officials, as requested. (See SDPHS Forms and Distribution sheet for Proper addresses).

Some of the actions are:
* APPLICATION FOR MEMBERSHIP  * FINANCIAL REPORTS
* DEATH REPORTS  * REPORT OF CHAPTER OFFICERS
* ROSTER CHANGE REPORTS  * CHANGE TO REPORT OF
* IRS BLANKET COVERAGE REQUESTS  * CHAPTER OFFICERS
C. Direct Reply Letters

From time to time a communication from a higher level of authority requests or requires a reply to go to someone other than the originator. In this or a similar case, send a copy of the reply to the originator.

D. "By Direction" from the National or Chapter President

Verbal or written permission is given to the secretary to write a letter on behalf of the President without requiring a Presidential signature.
SECTION X - PARAPHERNALIA

A. National Storekeeper (Responsibilities and Duties)

1. Sell, maintain and control of SDFHS National products for sale as a courtesy to the members at cost.
   a. Small store items will be listed in the SDFHS newsletter (Offspring) with cost and postage.
   b. Compose advertisement(s) in the Offspring as "Items for Sale". Update as required and advise the Offspring Editor of any changes in items, prices, etc.
   c. Purchasing Agent for the Small Store's items. Monitor inventory levels and order as required. After approval of invoices for the same, invoices forwarded to the National Treasurer for payment.
   d. Orders are filled daily, packaged, and usually mailed the day after receipt. Detailed records are kept of these transactions.
   e. Sales receipts (checks) are mailed to the National Treasurer on a weekly basis.
   f. Handle all correspondence concerning the office of the National Storekeeper.
   g. Petty Cash Fund may be maintained for postage, packaging supplies, miscellaneous office supplies, etc.

2. Curator of Artifacts/Memorabilia
   a. Accept donations of Artifacts/Memorabilia from various sources.
   b. Acknowledge by letter to donor on behalf of SDFHS, Inc.
   c. Enter item in Inventory of Artifacts/Memorabilia.
   d. Prepare items for display such as framing, binding, refurbishing, and repairing, etc.
   e. Provide safe and secure storage space including crates and/or cartons.

3. Make Arrangements For Displaying At National Conventions
   a. In conjunction with Executive Board Members, inspect Convention site prior to Convention to arrange for sales rooms and display areas:
      1) Provide adequate space for Small Stores and display of Artifacts/Memorabilia.
      2) Provide space for Chapters and/or "civilian" sellers. All civilian sellers must sign a SDFHS contract releasing the SDFHS Organization of product and personal liability and requesting a donation to the SDFHS Organization.
      3) Provide proper space for displays.
      4) Considerations: Security, fire regulations, room sizes, quantity of tables required, bulletin boards, easels, etc.

4. Make Arrangements For Shipment Of Small Stores Items For Sale And Artifacts/Memorabilia To National Conventions.
   a. Either commercial freight lines or personal vehicles may be used.
      1) Procure estimates from freight lines and make determination.
      2) Finalize all packaging, crating of Sales Items and Artifacts/Memorabilia for shipment.
5. Annual Reports Submitted To National Treasurer
   a. Submit inventory of Small Stores Items for Sale.
   b. Submit inventory of Artifacts/Memorabilia.
   c. Submit inventory of office equipment and supplies.
   d. Submit report of Petty Cash Fund.

B. Approval For New Items

The National Executive Board must approve new items using the SDPHS Emblem that a Chapter or State wishes to place on sale. Item and request shall be submitted through channels to the National Administrative Office.

C. Items From Other Sources

Following are procedures for dealing with contracted vendors for the protection of our members and others who purchase their products offered for sale:

1. All orders and monies to be handled by the National Treasurer.

2. Order to be submitted in triplicate:
   a. Original to vendor.
   b. Copy to purchaser.
   c. Copy to the National Treasurer.

3. Checks or money orders are to be made out to SDPHS, Inc. and sent with the copy of the purchase order to the National Treasurer.

4. All monies so received shall be placed in the National Treasury.

5. Upon satisfactory product delivery to the purchaser:
   a. Purchaser notifies the National Treasurer.
   b. National Treasurer issues a check to the vendor.

6. Accounting and audit of the separate account will be jointly shared by the National Treasurer and the Finance Committee.
SECTION XI - ROSTERS

A. National Membership Master Roster

1. This roster is maintained and updated by the National Secretary and National Treasurer with copies furnished to:
   National President
   National Vice President
   National Secretary
   National Treasurer

2. Input is from new applications, notices of change of address, death reports, non-payment or lapse of dues, resignations, and personal knowledge brought to the attention of SDPHS officials.

B. National Membership Roster By State

1. This roster is printed semi-annually with the initial roster distribution within 30 days of the yearly calendar 4th quarter (January) and is distributed to the District Directors. An original is forwarded to State Chair who shall reproduce and send a copy to each chapter.

2. Chapter Officers and State Chairs shall check these lists for errors, omissions, and changes and shall notify the National Secretary.

3. It is important to keep this roster up-to-date and as accurate as possible.

C. Dues Paid Roster

This roster is used for determining the apportionment of dues rebate which accompanies the dues rebate checks forwarded to the District Director and State Chair.

D. Roster (Organizational Chart) of National Officers, District Directors, National Appointed Officials, Committees, and State Chairs

These rosters are maintained, updated, and distributed by the National Secretary to the National Executive Board.

E. Chapter or State Rosters

1. These rosters are used for the purpose of fellowship and as an aid to the conduct of Official SDPHS Business. Care shall be taken to ensure their integrity.
SECTION XI - continued

2. Chapter and State Roster shall contain the following or similar notice in a conspicuous place on the first or cover page.

SPECIAL NOTICE

This Roster is published to support fellowship and social activities and as an aid in the conduct of official business within the Organization. It MAY NOT, under any circumstances, be exploited by commercial companies or persons, or used for any POLITICAL purposes. Any violation of this policy will be considered a violation of the rules of the Sons and Daughters of Pearl Harbor Survivors, Inc. and will be dealt with accordingly.

3. Copies of Chapter Rosters shall be provided to the State Chair and informational copies may be distributed at the discretion of the responsible person publishing the roster.
SECTION XII - SDPHS HISTORICAL PROGRAM

A. Chapter History

The Chapter History should be submitted yearly and sent to the National Historian by May 15th. of each year. National Historian's name and address is published in the Offspring.

B. Chapter Historian

1. The Chapter Historian should be the person who is willing to devote time and effort to the task of putting together the events of the year into a historical form. The Chapter Secretary shall make the Chapter minutes and other records available for the use of the Historian.

1. For states with no Chapters, the State Chair shall prepare and submit Yearly Histories for the state.

3. Direct mail communication is authorized between all SDPHS Historians in matters pertaining to SDPHS Histories, the preparation, and submission thereof.

C. District History

District Directors shall submit their district histories at the end of each term of office (normally two (2) years) providing time to reach the National Historian no later than six (6) months after leaving office.

D. National History

This will be published as an insert when up-to-date information is received by the National Executive Office from the National Historian.
SECTION XIII - OFFSPRING

A. General Information

1. The Offspring is the Official Publication of the Sons and Daughters of Pearl Harbor Survivors, Inc. and is published at least three times a year, preferably quarterly.

2. The Offspring will be sent to all active members within SDFHS, Inc. and to those persons who subscribe to the newsletter. May be sent to others who, by decision of the Executive Board, would benefit the organization. (Such as non-active members who have not received any correspondence from SDFHS, Inc. for the last four in order to encourage them to become active.

3. A copy of the last issue of the Offspring shall be included in the membership packet that is sent to each new member.

B. Newsletter Content

1. The Offspring will contain news items from the National Officers, State Chairs, and Chapters throughout the country in addition to official announcements from all levels of the organization. Other members may contribute articles, as there is room.

2. Contact information (name, full address, telephone, email address) will be listed for National Officers, District Directors, State Chairs, and Appointed Officers.

3. The Secretary’s Report will include new and deceased members.

4. The Treasurer’s Report will be a quarterly financial statement.

5. District Directors and State Chairs should report on the happening within their jurisdiction. Such reports should be coordinated to avoid repetition.

6. The Membership Annual Dues form should be placed in each issue on the opposite side of the mailing label which enables the treasurer to verify the member’s data upon receipt.

7. Small Store items available for SDFHS members to purchase should be listed.

8. Official announcements and Calendar of events for the organization should be listed.

C. Guidelines

1. The Offspring is published under the guidelines of a non-profit corporation as established by the Internal Revenue Service, United State Postal Service, and SDFHS National Constitution and By-laws.

2. Solicitation for services and/or merchandise and their services is prohibited.

3. Promotion of other organizations and their services is prohibited.

4. Political and/or campaign endorsements are prohibited.
SECTION XIII - continued

D. Sending Items To The Offspring

1. All items for publication should be sent to the Offspring Editor.

2. Name and address of the current editor will be in the Offspring.

3. Photos may be in black and white or in color. Some color photos may be returned if the faces are in shadow, or are red, as they will print black.

E. Ballot Issue

1. The issue will contain only articles related to the National Election.

2. The issue will contain the Ballot and an addressed envelope.

3. The issue may contain announcements and calendar.

4. The issue is to be mailed only to SDPHS Active Members (not to Associate Members, PSHA members, subscribers, and minors) in an election year.

5. The issue must be mailed thirty (30) days prior to the National Convention.

F. Financial Support For The Offspring

1. Offspring costs are included in the National Treasurer's Annual Financial Budget.

2. Mailing to Foreign Countries will require additional fees based on current U.S. Postal rates.

3. Non-Members may subscribe to the Offspring for a fee of $5.00 per year.

G. Dates for the newsletter (guidelines).

<table>
<thead>
<tr>
<th>Newsletter</th>
<th>March</th>
<th>June</th>
<th>September</th>
<th>November*</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content Due Date:</td>
<td>Jan. 5th</td>
<td>Apr. 5th</td>
<td>Jul. 5th</td>
<td>Oct. 1st</td>
<td>Oct. 5th</td>
</tr>
<tr>
<td>Content Final Date:</td>
<td>Feb. 15th</td>
<td>May 15th</td>
<td>Aug. 15th</td>
<td>Oct. 15th</td>
<td>Nov. 15th</td>
</tr>
<tr>
<td>Mailing Date:</td>
<td>Mar. 15th</td>
<td>Jun. 15th</td>
<td>Sep. 15th</td>
<td>Nov. 7th</td>
<td>Dec. 15th</td>
</tr>
</tbody>
</table>

- Ballot Issue: This issue is published on even numbered years (2004, 2006, 2008,...) and will contain the ballot for the National Election.

H. Processing Steps

1. Input for News Articles and Reports

   a. Update data on officer's contact information for the newsletter from the National Secretary.
   b. Format the articles on the pages. Pages: 8 1/2" by 11", double sided, no more than six (6) pages or equivalent. This is the maximum for a one ounce (1 oz) stamp.
SECTION XIII - continued

2. Editing and Review of Draft Copy
   a. Editing of content by the editor/others.
   b. Proof reading by others
   c. Mail a copy of any article edited to its author for approval.
   d. Mail in advance copies to National Officers for review comments.

3. Mailing of the Approved Newsletter
   a. Estimate the number of copies to be sent, done by the Treasurer.
   b. Produce the mailing labels, done by the Treasurer.
   c. Issue payment for copies and stapling.
   d. Acquire service for copying and stapling.
   e. Obtain postage stamps from the U.S. Postal Service.
   f. Fold, staple, adhere mailing labels and stamps.
   g. Deliver for mailing to the U.S. Postal Service.
SECTION XIV - DEATH OF A MEMBER

A. SDPHS Remembrance

SDPHS members and associate members should be remembered upon their death in an appropriate manner. (i.e. newsletters, special announcements, etc.)

B. Member's Death Report

1. A member's death report (SDPHS Form 11) shall be submitted to the National Secretary as soon as possible after the death of a member.

2. The original copy of the report shall be submitted to the National Secretary with copies sent to the appropriate District Director and State Chair.

3. The National Secretary will forward a copy to the National Treasurer.

C. Attendance at Services

When it is appropriate, representatives from the nearest SDPHS chapter should attend the funeral.

Appendix G is a sample Funeral Service.

D. Obituary Notices

An obituary notice (from a local newspaper) should accompany the member's death report. These notices provide information about the next of kin, offspring, and burial information.

E. Letter of Condolence

A sympathy card and/or letter of condolence shall be prepared by the National Secretary and sent to the next of kin.

F. Membership Records

The National Secretary shall adjust all records and mailing lists and notify the National Treasurer for record adjustment.

G. Prayer for the member

The following prayer should be offered at the closest SDPHS chapter meeting:

"ETERNAL REST GRANT UNTO ____________ MEMBER'S NAME ____________.

AND LET PERPETUAL LIGHT SHINE UPON THIS SOUL.

MAY ____________ REST IN PEACE. AMEN.

__________ MEMBER'S NAME
SECTION XV - EXPENDITURE OF FUNDS AND REIMBURSEMENT OF EXPENSES

A. The National Executive Board is the APPROVING AUTHORITY for the expenditure of funds under their control and for the reimbursement of expenses incurred by their authority consistent with the guidelines contained in the National Constitution and By-laws.

B. The National Secretary, National Treasurer and other appropriate officials will be authorized by the Executive Board to purchase expendable supplies or to make purchases and/or payments of recurring or routine nature without a directive. All major expenditures and those of an exceptional nature, however, must be authorized on an individual basis by the Executive Board, in advance.

C. Expenses incurred by Officials of SDPHS, Inc. in duly authorized travel will be reimbursed subject to the following:

1. Authorization: Travel will normally be authorized in advance. Travel plans of National Officers should be made up as far in advance as possible and submitted for approval through a directive. Such directives constitutes the authority of the National Treasurer to effect reimbursement. Emergency travel may be authorized on an interim basis by telephone agreement of the National President, Vice President, Secretary, and Treasurer. Such authorization will be reported to the Executive Board on the next directive. These emergency authorizations will be held to an absolute minimum and will normally involve the travel for only one individual.

2. Mode of Travel: The mode of travel will normally be that which involves the least expense consistent with the time required. Air travel will always be Tourist or Coach Class unless it can be shown that such accommodations were not available. Travel by privately owned automobile will normally not be expected unless the distance involved is 200 miles or less, or unless two or more SDPHS Officials are traveling together on SDPHS business. The mode of travel will be determined on an individual basis considering the cost to SDPHS and the comfort of the traveler.
SECTION XV - continued

3. Travel Allowance Reimbursement: Travel allowances will be based upon reimbursement of actual expenses. Receipts are required by the National Treasurer for those items for which receipts are normally received such as Air Fare, Hotel/Motel bills, etc. Reimbursements will not be made for either of these expenses without receipts. Not more than sixty-five ($65.00) dollars per night will be reimbursed for hotel/motel rooms. The traveler's statement will constitute authority to reimburse costs for taxi limousine fares and meals (per diem) not to exceed thirty-five ($35.00) dollars per day. Telephone calls necessary for SDPHS business will also be reimbursed. Such expenses as laundry, dry-cleaning, room service, etc., must be specifically authorized by the Executive Board. Reimbursement for the use of a traveler's privately owned car will be made on the basis of fifty one $.51)cents per mile. If the distance traveled exceeds two hundred (200) miles however, the reimbursement will not exceed the cost of Tourist or Coach Class air-fare unless two or more persons are travelling together on SDPHS business. Distance will be based on odometer readings via the shortest most commonly traveled route or obtained from the latest RAND-McNALLY ATLAS. Claims for reimbursement travel expenses will be made on SDPHS Form 12 and 13 and submitted to the National Treasurer within sixty (60) days of the last day of travel.

D. All persons involved in Official travel or authorizing the expenditure of SDPHS funds should use the good judgment of a reasonable, prudent person, keeping ever in mind that the Organization exist for the benefit of ALL MEMBERS and, therefore, any official position is held in trust for the entire membership.
SECTION XVI - TAX STATUS FOR SDPHS

A. TAX STATUS FOR SDPHS, Inc.

The Internal Revenue Service and U.S. Treasury Department has determined that SDPHS, Inc. is exempt from Federal Income Tax under the provisions of Section 501(C)(4) of the Internal Revenue Code.

B. TAX STATUS OF SUBORDINATE UNITS

1. Each subordinate Chapter must authorize the CENTRAL ORGANIZATION (the National Treasurer’s Office) to include it in the application for group exemption. The authorization must be signed by the duly ELECTED PRESIDENT AND TREASURER of the subordinate unit and must be retained by the CENTRAL ORGANIZATION.

2. This means that, provided the Chapter has authorized the Central Organization (the National Treasurer’s Office) to include it in the National Office Application to the IRS, the Chapter may submit IRS Form 990. RETURN OF ORGANIZATION EXEMPT FROM INCOME TAX, in lieu of the regular business tax return. This privilege applies to those chapters with gross receipts of less than $25,000.00

   a) Send an annual letter to the National Treasurer of SDPHS, Inc., requesting blanket coverage as indicated in Appendix I. This letter must be renewed when a new slate of Officers is elected.

   b) Each Chapter must file a FINANCIAL REPORT (SDPHS Form #10) with the National Treasurer’s Office by March 6th of each year.

C. IRS FORM 990 - RETURN OF ORGANIZATION EXEMPT FROM INCOME TAX

1. The sample of the top section of IRS Form 990 on page 16-2 is provided to assist Chapter Officers in preparing their respective returns. (Detailed instructions are available from the IRS.) Address of the Chapter or other subordinate units should be that of the Officer preparing the return. Normally, the Officer submitting the return is the Treasurer or Secretary/Treasurer.

2. The EMPLOYER IDENTIFICATION NUMBER used in this sample is the number to be used on their FIRST RETURN. The unit should, on the first filing, request the IRS to provide them their own number, using Form SS-4, Application for Employer Identification Number. The number should be used when filing all subsequent returns. Once this number has been assigned, the Form 990 and instructions for its completion should be received by each subordinate unit each year from the IRS.

3. The National Chartered Chapters together with their authorized Chapter Employer Identification number, which is to be used when filing Form 990, RETURN OF ORGANIZATION EXEMPT FROM INCOME TAX, are listed on Appendix A.
Page Reserved for 990 EZ form
Page Reserved for 990 EZ form
Page Reserved for 990 EZ form
SECTION XVII - MISCELLANEOUS

A. Official Identification Card For SDPHS Officials

Official Identification Cards will be issued by the National Secretary indicating the National Officers name, position, and term of office. This card will be used to uniquely identify the elected officer for social Functions and speaking engagements.

B. Subversive Activities

1. Persons who belong to any terrorist or subversive organization or who subscribe or lends support in any way, to any group, party, doctrine, or dogma which subscribes to the overthrow of the United States Government, shall not be allowed to retain membership in the Sons and Daughters of Pearl Harbor Survivors, Inc. nor will such applicants be accepted for memberships.

2. If it is determined by majority vote of the Officers of a Chapter that a member does belong to a subversive organization or subscribes to the doctrines enumerated above, these Officials shall recommend to the National Executive Board, through channels the dismissal of such member from the Organization.

3. Any member so accused has the right to appeal the findings of the Chapter Officials by requesting a hearing before the National Executive Board. Such request will be submitted through Chain-of-Command Channels.

C. Member Profile (SDPHS Form 7)

1. The responsibility for the development of a Member Profile for each member is assigned to the Chapter Secretary.

2. The purpose of the Member Profile is to record for matter of record within the organization, vital statistics of the member and member's family, the member's accomplishments, interests, hobbies, and Military Service.

3. The Member Profile (SDPHS Form 7) should be attached to and filed with the Membership Application.

D. Grievances

1. Any member wishing to file a grievance may do so. Such grievances should go through Official Channels, either by appearing in person or by letter.

2. The body initially receiving the report shall call a meeting of the body's board to consider the grievance. Each level at which a body convenes to consider a grievance shall attempt to resolve it to the satisfaction of the aggrieved. Grievances not resolved should be forwarded to the next higher level (i.e. from local Chapter to State, to District, to National President, to National Executive Board). Grievances resolved to the satisfaction of the aggrieved will be returned through the same channels received but will not be forwarded to a higher level. An attachment stating that such a meeting was held shall be repeated at each level of authority.

17-1
SECTION XVII -continued

3. Members are entitled to take grievances before the National Executive Board either in person or in writing.

4. The National Executive Board shall investigate all matters referred to them and after reaching a decision shall submit such a decision back through all levels of authority to the originator.

5. The findings and decision of the National Executive Board shall be Final in all cases.

E. Appeals

1. If a membership or chapter is revoked under NCBL Article VI Section 4 Subsection D or E, the member or chapter shall have the right to appeal.

2. A notice of appeal shall be forwarded to the Executive Board, through the National President, within three (3) days of the receipt of notification of the original suspension. Such notice of appeal shall be made in writing by registered mail.

3. Such appeal must be based on merit.

4. A majority vote of the Executive Board shall be needed to hear an appeal.

5. Should an appeal have merit, a three (3) member board, consisting of one (1) member appointed by the President, one (1) member appointed by the District Director, and one (1) member appointed by the appellant, shall hear the appeal and render a decision with a majority vote determining the outcome.

6. In the event no District Director presides over the appellant, the District Director closest to the appellant will serve on the panel.

7. There will be no further appeal once the Appeal Board has rendered a decision.

F. Welfare

1. No member shall accuse, condemn, or ridicule a fellow member.

2. All complaints shall be forwarded in writing to the Executive Board through the National President.

3. All violations of Section 1, will be deemed intentional and subject to provisions under NCBL Article VI Section 4 Subsection E.

G. Observance of December 7th

1. One of the most important functions of the Sons and Daughters of Pearl Harbor Survivors, Inc. is to hold and support appropriate services, commemorating the attack on the Island of Oahu December 7th. These services are traditionally a highlight of National Conventions.
SECTION XVII -continued

2. These observances should be of short duration. An effort should be made to obtain participation of veterans' organizations. Contact the local media and work hard at publicizing this function and developing maximum support of the community.

3. State Chair should contact the Governor of their state asking he proclaim December 7th "Pearl Harbor Remembrance Day". A proclamation request to the Governor is included as Appendix J. A model of addresses for many different Officials is included in Appendix J, should you have the need to contact them in your quest for featured speaker, local (city) proclamation or "Pearl Harbor Remembrance Day," or other types of support for your chapter.

4. A sample program indoors or outdoors is attached as Appendix E.

H. Auxiliaries

There are no rules or regulations authorizing the formation of auxiliaries within the Sons and Daughters of Pearl Harbor Survivors, Inc.

I. Resolutions

1. Resolutions and proposals seeking changes in the National Constitution and By-laws must be submitted six (6) months prior to the regularly scheduled executive board meeting being held during the National Convention. Upon approval, all resolutions and proposals will be on the election ballot. The ballots will be processed and counted in accordance to NCBL Section VIII.

2. Resolutions may be submitted by individual members, by Chapters, or adopted at State Conventions and submitted by the State Chair representing all members of their state. If submitted by a Chapter or State Organization, they should be signed by the Chapter President or State Chair. A statement should be included concerning the Organization's approval, date approved, number of members present and voting, and results of the votes cast.

3. Resolutions will be submitted on SDPHS Form 2. They should be typewritten, if possible, and submitted through the chain-of-command channel. State Chairs and District Directors will review and comment on them as they proceed.

J. Visit Protocol

1. National Officials, District Directors, and State Chairs or their representatives shall inform the President of the Chapter concerned whenever a visit is intended to be made in the Chapter's area, either official or unofficial. This will allow the Chapter President time to arrange a meeting of Chapter Officers with the visiting official, or to invite the Chapter members to a general meeting at which the visitor will be an Official Guest of the Chapter and invited to speak.
SECTION XVII -continued

2. Chapter Official and Chapter Members making visits: A Chapter Official or Member shall advise the Chapter President of any intended visits either officially or unofficially, to a National Official, District Director, or other Chapters. The Chapter President, or the person making the visit, should then send along his own personal regards, messages, or comments.

3. "Non-Official Status": Persons making a visit may request a "Non-Official" status, from the office or event visited. In such cases the visitor should not discuss SDFHS policy matters nor be asked to make any statement on SDFHS affairs. In other words, the person attends either as an official or non-official, with no "in-between status".

K. Parliamentary Law

In every organization, it is necessary to hold meetings from time to time. In order to expedite the proceedings of such meetings as well as to settle matters of dispute, it is necessary that rules of procedure be followed. In order to be able to take an intelligent interest and part in such meetings, it is essential that everyone be familiar with the most important points of Parliamentary Rules as taken from the current edition of "Robert's Rules of Order."

L. Official SDFHS Uniform Hat

The Official SDFHS Uniform Hat (Overseas Cap) is a white wedge-shaped cap with a red crown of cotton or woolen fabric, worn as part of the SDFHS attire.

M. Embroidery for SDFHS Hat and Sash

1. SDFHS Uniform Hat

   a. Members may embroider on the right side in the white field behind the SDFHS patch,  
      1. their ancestor's name and ship or duty station or  
      2. their SDFHS office title above the years served in the office.

   b. The embroidery shall be in one-quarter (¼) inch, blocked red letters in two straight lines.

   c. Child Survivors (those who were on Oahu Dec. 7, 1941) may add the words Child Survivor above the ancestor's name and ship or duty station on a third straight line in one-quarter (¼) inch, blocked red letters.

   d. The hat may be worn by Associate Members. The word Associate should be embroidered on the right side in the white field behind the SDFHS patch. The embroidery should be in blocked red letters in a straight line.

2. SDFHS Red Sash

   a. SDFHS members may embroider their ancestor's name and ship or station in the center back of the sash.

   b. The embroidery shall be in one (1) inch white block letters in two straight lines with the ancestor's name being on the first line and ship or station on the second line.
SECTION XVIII – NATIONAL CONVENTIONS

A. Site Selection

1. The National Convention should be held where there is a chapter in the host city or close enough to properly oversee the preparations prior to and during the convention.

2. The site selection shall provide facilities to adequately support the estimated number of attendees with sleeping rooms, banquet seating, district meetings, reunions, and space for the small stores and memorial displays.

3. The bid for the proposed National Convention site shall be made at a National Convention in session at least four (4) years prior to the proposed convention.

4. Approval for the site shall be made by vote of the membership at the National Convention in session and the results of the vote published in the GRAM and OFFSPRING.

B. Frequency

The National Convention shall be held at such time as to include the date of December 7th. The official time of the SDPHS Memorial Service shall be 0755 hours (7:55 a.m.) Honolulu time. Thereby, commemorating the exact time of the attack at Pearl Harbor on December 7, 1941. National Conventions shall be held biannually on even numbered years only. Effective December 2006, every 5th national convention shall be held in Honolulu, Hawaii in remembrance of the attack.

C. National Convention Guidelines

1. National Convention Coordinator should be from the same area where the convention is held.

2. The National Convention Coordinator will be appointed by and be responsible to the National President for their actions. Among the responsibilities: planning of the affair with four (4) National Officers including hotel arrangements, meal, entertainment, printing, and etc..

3. All registrations, registration fees and ad money are to be sent to the host Chapter and placed in a regular SDPHS saving bank. Withdrawals to be made only by the National Treasurer.

4. All pre-convention costs are to be paid by the National Treasurer upon receipt of invoices from the Coordinator, with approval so noted.

5. Hotel contracts must be signed by the National President and National Treasurer. All other contracts and agreements are to be made by the Coordinator in conjunction with the Host Chapter and approved by the National Treasurer.

6. The National Treasurer and Coordinator will be jointly responsible for submitting a detail financial report to the Executive Board and National Officers within ninety (90) days of the close of business affairs of the Convention, the report to be issued by the National Treasurer.
SECTION XVIII-continued

7. SDPHS will be responsible for all approved expenses of the Convention. The National Treasurer will have complete control of all expenditures except for the Petty Cash Fund of the Coordinator.

6. A petty cash fund of one thousand ($1,000.00) dollars will be furnished from the SDPHS funds for the Coordinator to use for small items. The coordinator will be responsible for submitting a Form 12 and 13 to the National Treasurer for replenishing of said fund.

7. A set of financial books will be set up by the Coordinator in conjunction with the National Treasurer.

8. If clerical help is needed by the Coordinator, such help will be paid by SDPHS, but will be arranged for locally at rates to be determined.

9. The local Chapter(s) have certain auxiliary rights pertaining to the Convention, but they must be agreed upon in advance and approved by the Executive Board. Such items can be raffles (local only), sale of souvenirs, side trips, or special events.

10. The Host Chapter may receive up to fifteen percent (15%) of the net proceeds. Percentage to be determined by the parties to the contract. National Treasurer to pay after all Convention Accounts are closed and the final Financial Report has been made.

11. All registration fees and advertising costs shall be suggested by the Host Chapter and set in conjunction with the National President and National Treasurer, with information to the Executive Board and National Officers, based on minimum attendance expected at the convention.

14. All money deposited in regular SDPHS savings banks to be transferred at completion of the Convention, or before, if needed to pay hotel bills, etc. Upon replacement of the Convention costs previously paid by SDPHS, a stated percentage of the balance to be returned to the Host Chapter (ref. item 12) and the remainder to go into the National Treasury.

15. If at all possible, the Guest Speaker at the Memorial Service is to be a Pearl Harbor Survivor.

16. The National Secretary is responsible for taking, recording, and transcribing the minutes of the meeting(s). The coordinator will arrange for clerical help with the approval of the National Secretary.

17. A contract shall be drawn up between the National Organization and the Host Chapter(s) with the detail from the preceding included and signed by the National President and the National Treasurer, and the President of the Host Chapter(s), and witnessed by the Host Chapter Secretary.

18. Any sporting events held at the National Convention shall be self-supporting.
SECTION XIX - STATE ORGANIZATION

A. State Officers

In order to facilitate and further the objects of the SDPHS, each state may form a state staff of elected State Officers, State Board of Trustees and the National Chartered Chapters within the State. The elected State Officers should be the State Chair, Vice State Chair (one or more) and Secretary/Treasurer (in combination or separate).

B. Elections

1. All active members residing within the state must be notified of the election prior to the state convention by the State Chair or District Director.

2. Except as noted in Section 6, all nominations for the State Officers shall be made in open convention and elections shall be by ballot vote. It shall require a majority of all votes cast to elect to office the State Chair, Vice State Chair, and Secretary/Treasurer. In the event there are more than two (2) candidates for any of the State Offices and no candidate received a majority of the votes cast, the person receiving the lowest number of votes shall be dropped and another ballot taken. This procedure shall be followed until a majority is received by a candidate.

3. A term of Office shall be two (2) years, or the interval between State Conventions.

C. Qualifications

1. Shall be a SDPHS member in good standing.

2. Shall be a resident of the state from which elected or appointed to office.

D. Obligations

1. Shall perform their duties without salary.

2. Shall devote sufficient time and effort to locate new sons and daughters of Pearl Harbor Survivors within their state and encourage their membership in SDPHS.

3. Shall encourage the formation of Chartered local Chapters.

4. Shall be responsible to the National Executive Board for all of their Official acts.

5. Shall abide by the National Constitution and By-laws of SDPHS.

6. Shall upon termination of their term of office, surrender all books, records, membership lists, monies and properties to their duly elected successor.

7. Shall follow all orders issued by the National President or the Executive Board.
SECTION XIX - continued

8. Written acceptance of Appointment as State Chair or results of State Elections shall be sent to the National Secretary.

E. Privileges

State staffs may adopt their own By-laws. However, such By-laws must not be in conflict with the National Constitution and By-laws and must be approved by the State Convention. All such State By-laws must be presented to and approved by the National Executive Board.

F. State Chair

1. Shall be the Chief Executive Officer of the SDPHS within the state.

2. Shall preside over the State Convention.

3. Shall appoint Chairs and subordinate bodies to all State Committees and instruct them in their duties.

4. Shall be the presiding officer of the State Executive Board.

5. Shall appoint qualified and eligible members to fill vacancies in any elective state office for the remaining term of that office.


G. Vice State Chair

1. Reside in the area for which they were elected, if more than one.

2. Assist the State Chair.

3. Be recommended by the District Director to the National President to succeed the State Chair’s Office in the event of its vacancy prior to a regular election.

H. State Secretary

1. Prepare and preserve the minutes of the State Convention and Executive Board meetings. These records will contain all subjects, approved and disapproved.

2. Publish and provide upon request the minutes of the last convention.

3. Write and transmit all correspondence. Maintain copies of correspondence and replies as directed by the State Chair and Executive Board for the general membership en masse.

I. State Treasurer

1. Establish a SDPHS state staff bank account, signature cards for this account with not less than two (2) authorized signatures (Chair and Treasurer) for the purpose of security of SDPHS staff funds.
SECTION XIX - continued

2. Maintain a record of all income and expenditures.

3. Pay all debts officially incurred by the SDPHS staff.

4. Present a financial audit of funds to the State Trustees at least once during the year for review and approval. This audit, when approved, must be signed by the Board of Trustees.

5. Report and file all finances of the SDPHS state staff office to the Internal Revenue Service and State Franchise Tax Board as required by Law.

6. Upon request of the National Administration Office of the Sons and Daughters of Pearl Harbor Survivors, Inc., furnish any and all reports of SDPHS state finances.

7. Prepare annually, for dissemination at the State Convention, a Statement of operation and conditions of the SDPHS Staff Office.

J. State Board of Trustees

The establishment of a Board of Trustees shall be left to the discretion of the state in convention. The state By-laws shall define the method of selecting the trustees and establish the numbers. The duties and responsibilities shall be defined in the state By-laws.

K. State Executive Board

1. The SDPHS State Executive Board will consist of the following:
   a. Elected SDPHS State Officers.
   b. SDPHS State Board of Trustees when established.

2. The SDPHS State Executive Board shall meet when called by the State Chair or when a special meeting is called by a board member and agreed to by other members of the board.

L. State Office Finance

1. Shall be financed for operation expenses by resolution adopted by majority vote of National Chartered Chapters in states holding State Conventions.

2. Monies will be distributed by the National Treasurer not to exceed annually $.75 per Active Members in said state as of March 7th, according to the National Database.

3. The National Treasurer will notify each State Chair of their annual allotment in March. If there is no state chair, the allotted monies may be used to start a chapter, upon recommendation of the District Director and the receiving of receipts for said purpose.

4. Monies will be distributed by the National Treasurer to the State Chair upon receiving receipts for operating expenses such as postage, office supplies, and printing costs.
SECTION XIX - continued

5. Monies made at State Conventions may be allocated to the State Office when agreed upon at State Conventions between the hosting Chapter(s) and the State Office.

6. Shall remit Financial Report for SDPHS Officers and Chapters for the calendar year ending December 31 by January 31st after the reporting period, according to Section IV of this Handbook. (Form 10)

M. Election of State Chair

1. Where states do not hold State Conventions to elect Chairs, they may elect their State Chair by U.S. Mail Ballots, if so desired by the following procedure.

   a. The incumbent State Chair shall notify all Chapters in their State by mail at least one hundred eighty (180) days prior to the expiration of the term of office that the Office of State Chair.

   b. Nominations shall be forwarded to the State Chair by U.S. Mail at least forty-five (45) days prior to the expiration of the State Chair's term of office.

   c. The State Chair shall mail ballots to all members of State in good standing at least thirty (30) days prior to the expiration of the term of office. Members shall mark their ballots and return them by U.S. Mail to the applicable District Director by the deadline specified on the Ballot.

   d. The District Director shall tally the ballot.

2. The person receiving the largest number of votes shall be declared the winner. The National Secretary and the local Chapters shall be notified by U.S. Mail of the results.
SECTION XX - DISTRICT ORGANIZATION

A. District Director

In addition to other responsibilities specified in this Handbook:

1. Shall be a member in good standing and perform their duties without salary.

2. Shall be the Chief Executive Officer of the SDPHS within their district.

3. Shall preside over the District Convention.

4. Shall recommend to the National President persons to be considered for State Chairs when a state does not hold an election.

5. Shall upon termination of their term of office, surrender all books, records, membership lists, monies, and properties to their duly elected successor.

B. District Finance

1. Monies made at District Conventions may be allocated to the District Director when agreed upon at District Conventions between the hosting Chapter(s) and State(s) offices.

2. Monies will be distributed by the National Treasurer not to exceed annually $1.75 per Active Members in district states as of March 6th, according to the National Database.

3. The National Treasurer will notify each District Director of their annual allotment in March.

4. Monies will be distributed by the National Treasurer to the District Director upon receiving receipts for operating expenses such as postage, office supplies, and printing costs.

5. Shall remit Financial Report for SDPHS Officers and Chapters for the calendar year ending December 31 by January 31st after the reporting period, according to Section IV of this Handbook. (Form 10)
SECTION XXI - AMENDMENTS & CHANGES

A. Amendments to this Handbook.
   1. This Handbook may be amended or suspended by a majority vote at any Executive Board Meeting.
   2. Amendments and Changes seeking changes to the SDPHS Handbook should be sent to the Handbook Administrator on Form 16.
   3. If the Amendment is approved, the Amendment page will be distributed according to the Distribution Schedule and through the Chain of Command (IX.A.)
   4. All outdated Handbooks and Handbook pages are to be returned to the Handbook Administrator for Historical purposes and disposal.

B. Automatic Changes to NCBL and Handbook
   1. Automatic grammatical and correlation changes to the NCBL or Handbook, or amendments thereto, which in no way alter the intent of the respective bylaw, standing rule or amendment shall be affected either by the SDPHS President or chair of the BY-laws Committee or Parliamentarian.
### APPENDIX A

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Note: National Charter Number reassigned based on Chapter Charter Dates.
SDPHS FORMS and DISTRIBUTION

Color code:  O = Original  C = Copy

A = National President  E = National Registrar  H = Chapter Historian File
B = National Vice-President  F = District Director  I = Offspring Editor
C = National Secretary  G = State Chair  J = Resolution Committee
D = National Treasurer  K= National Historian

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Forms can be reproduced by user upon request or obtained from the National Secretary.

SDPHS Distribution (Rev. 07/2011)
Sons and Daughters of Pearl Harbor Survivors, Inc.

SDPHS HISTORY

The concept of an organization for the descendants of Pearl Harbor Survivors was presented on the floor of the Pearl Harbor Survivors Association (PHSA) National Convention on December 6, 1965. A second proposal was introduced during the convention on December 6, 1970 and approved.

The first chapter of the SDPHS was established as the Sunshine State – Chapter 1 in St. Petersburg, Florida on December 6, 1972. The following year on October 20, 1973 the SDPHS became an independent nationwide organization, legally incorporated as a non-profit organization.

Today the membership has grown to over 2,900 with members in all fifty states as well as foreign countries and serving in the military.

PHSA HISTORY

PHSA was started on December 7, 1958, by eleven men who met to remember and honor their friends who died in the Japanese attack on the military installations on Oahu, Hawaii, December 7, 1941, and to locate their friends who might still be alive in order to unite them into one association with a common bond.

SDPHS GOALS

The goals of the organization are in keeping with those of the PHSA.

* To keep alive the memory of those who survived or perished during the attack at Pearl Harbor, December 7, 1941.
* For fraternal, patriotic, historical, and educational purposes.
* To preserve and strengthen comradeship among its members.
* To maintain true allegiance to the Constitution of the United States of America.
* To foster true patriotism.
* To maintain and extend the institution of American Freedom.
* To preserve and defend the United States of America from her enemies.

QUALIFICATIONS for MEMBERSHIP

* Must be at least 18 years of age
* Must be the son or daughter, the step-son or step-daughter, the adopted son or daughter, or the nephew or niece of a member of the US Armed Forces stationed on the island of Oahu, or within three (3) miles offshore on December 7, 1941 at the exact time of the attack, 7:55 a.m. to 9:45 a.m.
* The Survivor must have been honorably discharged from the United States Armed Forces or received a discharge under honorable conditions.
* Death as a result of the attack is considered Honorably Discharged.
* Membership eligibility is extended to all the direct descendants (grandchildren, great-nephews, great-nieces.)

I qualify for membership in the Sons and Daughters of Pearl Harbor Survivors, Inc. Please send me a Membership Application Form.

Name: ____________________________
First Middle Last

Address: ______________________________

City: __________________ State: __________ Zip Code: __________

Phone: __________________ Email: __________________

Send to: SDPHS, Inc
National Secretary, Carol Gladys
36675 Giles Rd.
Grafton, OH 44044

"Pearl Harbor - December 7, 1941 - Lest We Forget"

SDPHS Form 1 (Rev. 12/2010)
RESOLUTION FOR SDPHS, Inc. NCBL

Resolution No. Subject: 

Referred to Committee on: 

Purpose: 

Date referred to SDPHS Handbook Administrator: 

Action wanted: Add / Delete / Change (Circle One) 

Resolution: 

Submitted by: Date: 

Date received by Resolution Chair: 

Date received by National Office: 

DISTRIBUTION: Ref. Forms and Distribution 

SDPHS Form 2 (Rev. 12/2010)
PETITION LETTER – PROPOSED SDPHS CHAPTER

To: SDPHS National Secretary

FROM: ______________________

The following named members of the Sons and Daughters of Pearl Harbor Survivors, Inc. (SDPHS) all in good standing and residing in the ______________ area of the state of ______________, are hereby petitioning through the office of SDPHS National Secretary for a charter of a SDPHS Chapter in the state of ______________.

This petition is in compliance with the required seven active members of SDPHS. The chapter officers have been elected to fulfill the offices of President, Vice President, Secretary, Treasurer, and Trustees.

A charter fee of twenty-five dollars ($25.00) has been enclosed with a list of chapter officers and members.

Sincerely,

_______________________________
Chapter President

---

For National Use Only

Copies to:
SDPHS National President
SDPHS National Vice President
SDPHS National Treasurer
SDPHS District Director
SDPHS State Chair

National Charter No. ______
Request Date: ____________
Charter Date: ____________
Check or Money Order: ____

SDPHS Form 3
PETITION LIST FOR CHAPTER CHARTER

We, the undersigned, petition the Sons and Daughters of Pearl Harbor, Inc. (SDPHS) for a charter in order to form an SDPHS Chapter in the state of ____________________.

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Comments
SDPHS CHARTER CONTRACT

Date: ________________

Know all by these presents, that I, _______________________, Treasurer of the Local Chapter, State Council or other subordinate body, located at ______________________, being authorized to act for such Local Chapter, State Council or other subordinate body, in consideration of the National Secretary’s issuing a charter, said local Chapter, State Council or other subordinate body, hereby agree that said charter shall remain in the property of the Sons and Daughters of Pearl Harbor, Inc. (SDPHS, Inc.), and in consideration of the premise herein stated, when the charter is framed, the frame shall immediately become the property of SDFHS, Inc.; that said Local Chapter, State Council or other subordinate body, shall have custody of said charter until it is demanded by some person authorized to make such demand, in accordance with the National Constitution and By-laws, and the charter and frame shall then be delivered to the person so authorized to demand and procure the same; and that any person so authorized may enter any premise occupied by the said Local Chapter, State Council or other subordinate body, or any of its members and take possession and remove the said charter.

I do further recognize and acknowledge in behalf of Local Chapter _________________, State Council or other subordinate body, that the name and rights and privileges hereunder are granted this Local Chapter, State Council or other subordinate body, by SDFHS, Inc., and that all books documents, contracts, Name, monies, funds and property of any nature and description shall belong to and be disposed of as directed by the National Executive Board, as provided for in Article IX 2.b.11 of the National Constitution and By-laws.

I do further agree in behalf of Local Chapter _________________, State Council, or other subordinate body, that it will abide by the provisions of the National Constitution and By-laws thereto, all of which are incorporated herein by reference, particularly those regarding incorporation under the laws of the state or territory, in which the chapter is located.

________________________________________
Chapter Treasurer
RECOMMENDATION for SDPHS CHARTER APPROVAL

Date: ______________

TO:

SDPHS National Secretary

________________________

Street Address

________________________

City, State Zip Code

Dear: __________________________

The enclosed Request for Charter and associated documents for __________________________ within the state of __________________________ are forwarded as required by National Constitution and By-laws.

Approval is recommended.

Please forward Charter and related documents to:

________________________

Name and Title

________________________

Address

________________________

City, State, Zip Code

Sincerely,

________________________

State Chair or District Director

Enclosures:

- SDPHS Form 3 – Petition Letter for Proposed Chapter Charter
- SDPHS Form 4 – Petition List for Chapter Charter
- SDPHS Form 5 – Charter Contract
- SDPHS Form 6
SDPHS MEMBER PROFILE

(Please print or Type)

Date: ____________

Name: ____________________________ Telephone: (___) _________

Home Address: ______________________ City: __________________ State: ___ Zip: ______

E-Mail address: ______________________ Cell Phone: ________________

Birth Date: ____________ Birth Place: _____________________________

Spouse’s Name: ____________________

Children’s Name(s): ______________________ Date of Birth: ______

________________________________________________________________________

Date of Birth: ______

________________________________________________________________________

Date of Birth: ______

________________________________________________________________________

Date of Birth: ______

Profession or Occupation: ____________________________

Other Affiliations (Lodges, Clubs, Societies and Offices):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Special Awards and Achievements:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature

SDPHS Form 7 (Rev. 01/2011)
# REPORT OF CHAPTER OFFICERS

**SONS and DAUGHTERS of PEARL HARBOR SURVIVORS, Inc**

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<th>DATE OF REPORT:</th>
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## APPOINTED OFFICERS & COMMITTEE CHAIRS

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Chapter Secretary ___________________________  Email address ___________________________
AMENDMENT
to the
ANNUAL REPORT of CHAPTER OFFICERS

Date: __________

STATE of: ______________________ CHAPTER No.: ____________

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<th>COMMENTS</th>
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Chapter Secretary

Distribution: Original to National Secretary, copies to National President, National Treasurer, District Director, State Chair, National Historian and Chapter Historian

SDPHS Form 9 (Revised 8-22-2011)
FINANCIAL REPORT for SDPHS OFFICERS and CHAPTERS

This Report is for the Year Ending: December 31, 20\_

From:
Name ____________________________ Title: __________ National Officer ________ District Director ________

Address: ___________________________ Chapter (office) ___________________________

City: __________________ State: ___ Zip: _______

Balance: Beginning January 1, 20\_
Or amount received from ____________________________ $_________

From National Treasurer:

$_________
$_________
$_________
$_________

Other Source:

$_________
$_________
$_________
$_________

Total Amount Received: $_________

List Disbursement:
Name: ____________________________ $_________

$_________
$_________
$_________
$_________

Total Amount Disbursed: $_________

End of Year Balance OR turned over amount to successor: $_________

Use this Section for a new District Director, State Chair, or Chapter Officer
Cross out one:
Turn over to successor ____________________________ (Name) ____________________________ (Title)

Received from Successor

Amount turned over $______ Date: ______ SDPHS Handbook (Circle One: Yes/No) Year _____

Applicable records: ________________________________________________________________

List other assets turned over (such as furniture, file cabinets, etc.):

________________________________________________________

DISTRIBUTION OF FORM 10: Original to National Treasurer – submit by March 6\textsuperscript{th} of each year

SDPHS Form 10 (Rev. 01/2011)
Sons and Daughters of Pearl Harbor Survivors, Inc.

REPORT OF DEATH

Name: ____________________________
Address: __________________________
City: __________________ State: ___________ Zip Code: ________

Next of Kin: _______________________
Address: __________________________
City: __________________ State: ___________ Zip Code: ________

Others: ___________________________________________________________________
__________________________________________________________________________

Date of Death: ________ Services: ____________________________________________
Funeral Home ______________________ Internment ______________________________
Condolence Card: Yes ___ No ___ Condolence Letter: Yes ___ No ___
Form Prepared By: ___________________________________________________________________
Date Prepared: ______________
Name ____________________________
Address __________________________
City: __________________ State: ___________ Zip Code: ________

Note: Send Original copy to SDPHS National Secretary

FOR NATIONAL OFFICE USE ONLY

Condolence Card Sent: ___________ Condolence Letter Sent: ___________
Offspring Listing: _______________ Notification to E-Board Members sent: __________

SDPHS Form 11
Travel and Expense Voucher

Date: __________

Name ___________________________ Title ___________________________

Address __________________________ City __________________________ State __ Zip Code

Destination and Reason for Expense

Transportation:

Airlines: __________________________ Name __________________________ $ __________

Automobile Mileage ______ @ Cost per mile ______ $ __________

Food Day(s) ______ @ Cost per day ______ $ __________

Lodging Day(s) ______ @ Cost per day ______ $ __________

Hotel/Motel: __________________________________________

Other Expenses (Itemize): __________________________ $ __________

________________________________________ $ __________

________________________________________ $ __________

________________________________________ $ __________

________________________________________ $ __________

________________________________________ $ __________

Total Cost: $ __________

RECEIPTS MUST BE ATTACHED

Signature __________________ Title __________________

TRAVEL VOUCHERS and/or EXPENSES MUST BE SUBMITTED WITHIN SIXTY (60) DAYS OF LAST DAY OF TRAVEL

Check No. _______ Date: _______ EBD No. _______

SDPHS Form 12 (Rev. 08/04)
Sons and Daughters of Pearl Harbor Survivors, Inc.

PETTY CASH VOUCHER

From: ______________ 20__  Date: __________

To: ______________ 20__  Check No.: ______

Audited by: ______________  Approved by: ______________

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<th>Reason/Description</th>
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TOTAL CASH DISBURSED: __________
CASH ON HAND: ______________
AMOUNT OF FUND: ______________

DISTRIBUTION

Note: Attach receipts for all expenditures.

Signature of Officer
SDPHS Annual Dues Renewal
*(December 7, 2013 - December 6, 2014)*
**Member Renewal $15.00**
**Associate Renewal $10.00**
**Minor Renewal $5.00 (effective 10/01/2011)**

Name: ___________________________________________ Membership ID: _______

If your address and/or telephone has changed, please complete the following:

Address: __________________________________________

City, State Zip: ____________________________________

Telephone: ___________________ E-mail Address: ___________________

Make checks or money orders payable to **SDPHS, Inc.**

**Mail to:** **SDPHS, Inc.**
National Treasurer
P.O. Box
City, State, Zip Code

Notes: The payment expiration year is indicated in [brackets] on the mailing label.

* The current dates will be published in the latest issue of the *Offspring* Newsletter.

** The current SDPHS mailing address will be published in the latest issue of the *Offspring* Newsletter.
SDPHS CHAPTER DUES RECORD

The SDPHS member's dues record will be maintained with either a manual and/or automated procedure.

Manual Record

Name _______________________________ I.D. No. ____________
Address _____________________________________
City ___________________ State ____________ Zip ________
Telephone (___) ____________ E-mail ___________________

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<thead>
<tr>
<th>Year</th>
<th>Amount</th>
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<td>2015</td>
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</table>

Note: This is a recommended method for manually posting chapter dues.
SONS AND DAUGHTERS OF PEARL HARBOR SURVIVORS, INC.

This form is due March 6th of each year and is to be sent to the National Treasurer. Keep a copy in your Chapter Treasurer’s file.

Chapter Name: __________________________
National Charter #________ District #_____ State of ____________

Chapter’s EIN # for Blanket Coverage: _______________________

Beginning Balance: $________
Total Receipts: $________
Total Expenditures: $________
Ending Book Balance: $________
Total Outstanding Checks: $________
Ending Bank Balance: $________

Please initial the appropriate response:

_____ _____ ____ I have examined the Chapter financial records and have found them to be in order.

_____ _____ ____ I have examined the Chapter financial records and have found the following discrepancies:

______________________________________________________________
______________________________________________________________

Signed:

__________________________ __________________________  ______
Trustee:  Date:  

__________________________  _____________________  ______
Trustee:  Date:  

__________________________  _____________________  ______
Trustee:  Date:  

Distribution: SDPHS National Treasurer
SDPHS Form 16 (Revised 8-22-2011)
APPLICATION FOR ASSOCIATE MEMBERSHIP
For the Spouse of a SDPHS Member or PHSA Member or Spouse of a PHSA Member

Please Print or Type

NAME: ____________________________ Nickname: ____________________________
LAST FIRST MI.

ADDRESS: ____________________________

CITY: ____________________________ STATE: _______ ZIP: _______ - _______

TELEPHONE: (____) ___________ E-MAIL ADDRESS: ____________________________

OCCUPATION: ____________________________ DATE of BIRTH: ____________

I am the Spouse of ____________________________ who is a member of the SDPHS /PHSA
(Circle one)
and whose ID# is ____________________________.

CHILDREN (Full Names & Ages): ____________________________

__________________________

PHSA SURVIVOR (Spouse’s Parent or Husband): ____________________________

SURVIVOR’S SHIP/STATION/UNIT on DEC. 7, 1941: ____________________________

PHSA CHAPTER #: ____________ CITY/STATE: ____________________________

I, the undersigned, understand that membership in the Sons and Daughters of Pearl Survivors, Inc. means a commitment to keep alive the memory of Pearl Harbor and the memory of the men and women of the Armed Forces of the United States of America serving there on December 7, 1941; to maintain true allegiance to the government of the United States of America; to foster true patriotism, and to preserve and defend the United States of America from her enemies.

Signed this ______ day of ______, 20____ Signature: ____________________________

PROOF OF ELIGIBILITY:

For SDPHS Spouse attach a copy of: (1) Marriage certificate (2) Spouse’s SDPHS membership card
For PHSA Member attach a copy of: (1) PHSA membership card
For PHSA Spouse attach a copy of: (1) Marriage certificate (2) Spouse’s PHSA membership card OR
(1) Birth certificate of your SDPHS son or daughter (2) SDPHS membership card

NATIONAL ANNUAL ASSOCIATE DUES is $10.00 and should be remitted on or before December 7 of each year. Annual Dues entitles the Associate to be an active SDPHS member with the rights and privileges as stated in the National Constitution and By-Laws.

MEMBERSHIP FEE is $10.00 to be remitted with application. MAKE CHECK PAYABLE TO: SDPHS, Inc.

MAIL APPLICATION AND CHECK TO: SDPHS, Inc.
4065 Paducah Drive
San Diego, CA 92117-5321

"Pearl Harbor - December 7, 1941 - Lest We Forget"

(Revised 12/2011)
SONS AND DAUGHTERS OF PEARL HARBOR SURVIVORS, Inc.

APPLICATION FOR A MINOR

Please Print or Type

NAME: _______________________________ Nickname: _______________________________

LAST FIRST MIDDLE

ADDRESS: _______________________________________________________________

CITY: __________________________ STATE: __________ ZIP: ______-____

TELEPHONE: (____)_________ DATE of BIRTH: _______________________

I am the __________________________ of a SDPHS member.
(Give relationship-son, daughter, grandchild, etc.)

SDPHS member: _____________________________ SDPHS No. _______

Last First Middle

DESCENDANT OF (PEARL HARBOR SURVIVOR’S NAME): ____________________________

SURVIVOR’S SHIP/STATION/UNIT on DEC. 7, 1941: __________________________

BRANCH of SERVICE: __________________________

Signed this ______ day of ________, 20____ Signature: __________________________

MEMBERSHIP REQUIREMENTS

Must be the descendant of a member of the US Armed Forces stationed on the island of Oahu or offshore (not to exceed 3 miles) at the actual time of attack (7:55 a.m. to 9:45 a.m.) on December 7, 1941, and who was honorably discharged from the United States of America Armed Forces. Death of the survivor (parent) during the attack is considered honorably discharged. A minor is a child under 18 years of age.

PROOF OF ELIGIBILITY

Attach a copy of: (1) Birth certificate (2) Parent’s SDPHS membership card

NATIONAL PROCESSING FEE is $5.00. (Annual Dues effective 10/1/2011 for the 2012 year - $5.00)

Total due with application $10.00 effective 10/01/2011

MAKE CHECK PAYABLE TO: SDPHS, Inc.

MAIL APPLICATION AND CHECK TO:

SDPHS Inc.
Joanne Adams, National Registrar
4065 Paducah Drive
San Diego, CA 92117-5321

“Pearl Harbor – December 7, 1941 – Lest We Forget”

Rev. 2 - (Revised 8-30-2011)