



## 2012 Member Handbook

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The St. Andrew's Society of Washington, D.C., was officially founded by Botanic Garden Supervisor William Robertson Smith in 1855 and comprised of the following original members:

Alexander Anderson  
James Anderson  
William Ballantyne  
James Batchen  
Gilbert Cameron  
James Carruthers  
James Carter  
William Halley  
James Henderson  
A. B. McFarlan  
Alexander McKerricher  
James McWilliams  
John Reekie  
John Smith  
William R. Smith  
T. W. Spence  
F. D. Stewart  
Charles Sword  
James Sword  
Andrew Wilson



The Society was incorporated in 1908, under Subchapter Three, Chapter XVIII of the Code of Law for the District of Columbia enacted by Congress in 1901. The directors at that time were William Fraser Small, John MacGregor, William Ramsey, J.H. Small, Jr., and Archibald M. McLachlan. The earliest Society annual events celebrated St. Andrew's Day on November 30 and Robert Burns birthday on January 25.

The **Tartan Ball** began in 1938 as an informal gathering of members to enjoy Scottish country dancing. After a hiatus during World War II, the dancing grew so fast and become so popular that the Society hired the hall at St. Alban's Church at the Washington Cathedral for the first formal Tartan Ball in 1950.

The first **National Kirkin' o' the Tartan** was organized as a British Relief fundraising event in 1941 at the New York Avenue Presbyterian Church by Peter Marshall, later Senate Chaplain. The Kirkin' was first celebrated at the National Cathedral in 1952 to commemorate the placement of the Society Coat of Arms capstone in the Cathedral. The Kirkin' returned in 1954 and has been an annual event at the Cathedral ever since.

In 1956, the Society became the first St. Andrew's Society in the United States with its own **Pipes & Drums** band – barely beaten out by the Society in River Plate, Buenos Aires, for the honor of being the first Society outside the British Commonwealth for the honor.

The **Washington Scots Charity and Education Fund** was created in 1958 “to dispense charity and allay suffering among Scotsmen and lineal descendants of Scotsmen.” This was later amended to include “charitable and educational assistance.”

The **Alexandria Scottish Christmas Walk** began as a joint effort with the Alexandria YWCA in 1970 and has continued with the succeeding organization, the Campagna Center.

After a poll of its members, the Society adopted the motto “**Relieve the Distressed**” in January 1972, in honor of the Alexandria Society.

The first **Virginia Scottish Games** were held at the Episcopal High School grounds on July 20, 1974. Asked to take over the Games, the Society instead chose to underwrite a separate non-profit corporation.

Since 1997, a number of individuals and organizations planned and supported efforts for National Tartan Day. The Society created the impetus for the creation of a single local and apolitical organization to coordinate these efforts. The resulting **National Capital Tartan Day Committee, Inc.**, was incorporated in 2002.

## Presidents Since Incorporation in 1908

1908-09 William Fraser Small  
1909-11 William Ramsay  
1911-12 Archibald McLachlen  
1912-14 Alexander McKenzie  
1914-15 James A. Watson  
1915-16 J. H. Small  
1916-20 Charles A. Douglas  
1920-22 Stirling Kerr  
1922-24 Fred W. MacKenzie  
1924-25 Albert Douglas  
1925-26 Eugene McLachlen  
1926-28 S. T. Cameron  
1928-29 James A. Messer  
1929-30 Rev. G. W. Atkinson, Jr.  
1930-33 Robert W. Druce  
1933-36 Norman Campbell  
1936-38 Walter Davidson  
1938-39 Robert Watson  
1939-42 M. Graham Finlayson  
1942-44 Ralph L. IngTam  
1944-48 Rev. Dr. Peter Marshall  
1948-50 P. Y. K. Howat  
1950-52 Lindsay C. Howell  
1952-54 Norman G. Kindness  
1954-56 Marcus F. H. Greenhorne  
1956-58 Edward S. Smith  
1958-60 George E. Baker  
1960-62 Jamies W. Muir  
1962-64 T. S. T. Henderson  
1964-66 Robert E. McLaughlin  
1966-68 Harry W. Blunt

## Presidents, Continued

1968-69 Junius A. McCartney  
1969-70 Duncan J. Mackenzie  
1970-71 William C. Stokoe  
1971-72 James H. Monroe  
1972-73 Roderick L. Murray  
1973-74 John P. McAdams  
1974-75 R. James Macgregor  
1975-76 John G. Urquhart  
1976-77 Thomas G. Ferris  
1977-78 James Wallace Reid  
1978-79 John A. Ferguson  
1979-80 Charles C. Clark, Jr.  
1980-82 William W. Quay, Jr.  
1982-83 Robert J. McKinsey  
1983-84 John H. Cornwell  
1984-85 William F. Jarrett  
1985-86 C. Allan Young  
1986-87 Donald Madeay  
1987-88 Gordon M. Grant  
1988-89 William Forbes, II  
1989-90 Harlan B. Forbes, Jr.  
1990-91 Stewart Boone McCarty Jr.  
1991-92 H. H. A. Stewart-Treviranus  
1992-93 Ralph McDougall Ghormley  
1993-94 Wallace Macauley Buell  
1994-95 Richard Snow Badger  
1995-96 Catesby Penniman Jones  
1996-97 Philip Douglas Thompson  
1997-99 Thomas James Murray  
1999-2000 James B. MacGregor  
2000-02 Lloyd John Ogilvie  
2002-04 Robert Gordon Wallace  
2004-06 John King Bellassai  
2006-07 Stephen Read Hanmer, Jr.  
2007-09 Lane Douglas Brooks  
2009-11 Wayne Vernon McHargue, Jr.  
2011-12 Russell Martin Shumway  
2012-14 R. Juge Gregg

## Society Member Final Honors

The St. Andrew's Society of Washington, D.C. will provide the following services for deceased members when requested by their families

- A piper for the church or grave side ceremony
- Pallbearers dressed in kilt (day dress)
- Use of newspaper obituary emblem of the Society (Washington Post emblem #130)

## 2012 Calendar of Events

### JANUARY 2012

3 Board of Managers Meeting  
12 Members Dinner & Annual Meeting  
28 Burns Nicht 2012

### FEBRUARY 2012

7 Board of Managers Meeting  
9 Wee Dram

### MARCH 2012

6 Board of Managers Meeting  
2 New Member Orientation  
28 National Tartan Day Symposium

### APRIL 2012

3 Board of Managers Meeting  
6 National Tartan Day  
22 National Kirkin' o' the Tartan  
28 Celtic Festival of S. Maryland  
30 Scholarship Deadline

### MAY 2012

1 Board of Managers Meeting  
24 Members Dinner and Meeting

### JUNE 2012

5 Board of Managers Meeting

### SEPTEMBER 2012

4 Board of Managers Meeting  
1 – 2 Virginia Scottish Games  
20 Members Dinner and Meeting  
27 Wee Dram

### OCTOBER 2012

2 Board of Managers Meeting

### NOVEMBER 2012

14 Board of Managers Meeting  
10 Tartan Ball

### DECEMBER 2012

1 Breakfast, Service, & Wreath  
1 Alexandria Scottish Walk  
12 Board of Managers Meeting

### JANUARY 2013

8 Board of Managers Meeting  
10 Members Dinner & Annual Meeting  
19 Burns Nicht 2013

Jefferson Cup Luncheons are held on the first and third Mondays of every Month. Please confirm the dates with the information on the Society Web site at [www.SaintAndrewSociety.org](http://www.SaintAndrewSociety.org).

## 2012 Officers, Managers and Trustees

### Officers

<i>President</i>	R. Juge Gregg president@saintandrewsociety.org
<i>Vice-President</i>	Patrick Stover Cummins vicepres@saintandrewsociety.org
<i>Secretary</i>	Barry Robert (Bart) Forbes secretary@saintandrewsociety.org
<i>Treasurer</i>	Gilbert Lewis (Gil) Smith, Jr. treasurer@saintandrewsociety.org

### Board of Managers

<i>Through Jan. 2013</i>	Henry Andrew Moak, Jr. David Stewart McKenzie Stephen Paul Hayes
<i>Through Jan. 2014</i>	Adam Pressman David Close Thomas Matthew Wright
<i>Through Jan. 2015</i>	LTC Allen Lee Haines Scott Alexander Burrell John Wagner

### Board of Trustees

<i>Through Jan. 2013</i>	Lane Douglas Brooks TJ Holland
<i>Through Jan. 2014</i>	Wayne Vernon McHargue, Jr. John Bussey (J.B.) Meek
<i>Through Jan. 2015</i>	John Chrisman Robertson John King Bellassai

### Appointments

<b>Chaplain</b>	The Rev. Dick Libby
<b>Assist. Chaplain</b>	The Rev. Wayne McHargue, Sr.
<b>Assists Chaplain</b>	The Rev. Geoff McLean
<b>Archivist, ex officio</b>	Bart Forbes
<b>Parliamentarian</b>	Bart Forbes
<b>Pipe Major</b>	Matthew Kuldell
<b>Pipe Major Emeritus</b>	Greg O'Brien
<b>Color Sergeant</b>	David Close
<b>Sergeant-at-Arms</b>	David McKenzie

## Standing Committee Chairmen

<b>Member Recruiting</b>	David Close
<b>Member Relations</b>	Jim McGilvray
<b>Member Retention</b>	JB Meek
<b>Color Guard</b>	Tom Wright
<b>Communications</b>	Bart Forbes
<b>Community Relations</b>	John Bellassai
<b>Corps of Stewards</b>	Earl Donaldson
<b>Scholarships</b>	T.J. Holland
<b>Heritage Committee</b>	Bart Forbes
<b>Insignia</b>	Scott Stephens
<b>Wee Dram</b>	Brad Willet
<b>Newsletter</b>	Adam Pressman

## Event Committee Chairmen

<b>Kirkin' o' the Tartan</b>	David McKenzie
<b>Tartan Ball</b>	Brian Mabry
<b>Burns Nicht</b>	Doug Brooks
<b>Golf Events</b>	Scott Stephens
<b>Haggis Shoot</b>	Roy Lindquist
<b>Army-Navy Pipe-Off</b>	David Close
<b>Scottish Games Tent</b>	T.J. Holland, David McKenzie
<b>Scottish Walk, Service</b>	The Rev. Dick Libby, David McKenzie

## Ad Hoc Committee Chairmen

<b>Charitable Giving</b>	Doug Brooks
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## Liaisons

<b>Pipe Band</b>	Matt Kuldell
<b>Jefferson Cup Lunch</b>	Jim Campbell
<b>Campagna Center</b>	David McKenzie
<b>National Cathedral</b>	T.J. Holland
<b>Scottish Crafts</b>	Dick Badger
<b>Scots4Tots</b>	David Close
<b>Nat. Capital Tartan Day</b>	John Bellassai

## **Governance**

The affairs of the Society are managed by a Board of nine (9) Managers elected from among the members and include the officers President, Vice President, Treasurer, and Secretary. Three Managers are elected annually in staggering terms of three years. The Officers are elected annually and serve one year.

The President presides at all meetings of the Society except meetings of the board of managers (unless he shall also have been elected chairman), represents the Society at public functions, and signs and executes in the name of the Society all legal instruments. The duties of the President shall, in his absence, devolve on the vice president. The Treasurer is, ex officio, a trustee of the Society and has custody of the money and securities belonging to the Society, keeps books of account, keeps a correct roster of all members and their standing, and submits a written report at every meeting of the Society, showing current balances and other assets in each of the funds of the Society. The Secretary keeps correct minutes of all proceedings of the board of managers and of the Society, has custody of the seal of the Society used for instruments signed and executed by the President, gives notice of all meetings of the Society, and keeps all other records.

Each manager shall assume the fullest responsibility for and authority over specific functions as delegated to him for supervision, and shall report directly to the chairman of the board of managers or to such other officer of the Society as he may be designated to assist.

Two Trustees are elected annually in staggering terms of three years. This Board of seven (7) Trustees, which includes the treasurer, generally manage the assets of the Society's Charity and Education Fund and make recommendations on the amounts to be disbursed annually,

At the first meeting of the Society following the annual meeting, a nominating committee of five (5) members is elected from the members present. By October 1, the nominating committee transmits to the Secretary one nomination each for the offices of president, vice president, treasurer, secretary, two nominations for trustees, and three nominations for the office of manager. This list is sent to the members by October 15. If the Secretary receives no other nominations, these Members are presented for election at the annual meeting.

## **Standing Committees**

### ***Color Guard***

The Color Guard promotes the public awareness of the Society by providing a professional working color guard at various events held within or on behalf of the St. Andrews Society of Washington, D.C. Some of the specific duties include providing assistance to the Membership Committee at public events for the recruitment of new Society members; supporting the Society pipe band by providing the Color Guard, which relieves the band members of this duty; and serving as ambassadors for the Society at all attended events by encouraging membership and fellowship within the society and the community. While the Color Guard takes its duties with seriousness and professionalism, members will always strive to have fun. The Guard is also ready to take on private events as Honor Guard for Weddings, Color Guard of other societies and Pipe bands.

### ***Communications***

The Society strives to share common heritage, encourage similar interests, and engage in gentlemanly discourse through the use of electronic communications and social media. The Society uses some of the most ubiquitous and easily managed methods of communications and wherever possible, users will be encouraged to link to the Society's official Web site for more in-depth information, forms, documents or online services.

The committee's specific duties include closely coordinating information-sharing with the print newsletter *Whin & Thistle*; writing and distributing a semi-monthly e-newsletter to the members; providing regular communication via e-mail through individuals on other e-mail lists (such as those for the Associates, companions, and job network); working with the Secretary to maintain accurate and current e-mail addresses on the e-mail list manager and eVite services; coordinating and updating accurate and current information on the Society's Web site; maintaining and posting information on the Society's Facebook site; encouraging and moderating discussions on the Society's LinkedIn service; writing and distributing regular Twitter messages; collecting, uploading, and linking to photographs of Society events on the Society Flickr service; and researching and maintaining any other form of electronic service that encourages connections among the members.

### ***Community Relations***

A major purpose of the Society's Community Relations Committee is to develop and maintain cordial relations with elected officials and business and civic organizations in the communities within which our Society has historically operated. The Committee also develops and maintains relationships with the Society's partner organizations and potential partner organizations based in those communities. A related purpose is to maintain open communications with other Scottish-American organizations in and around the

Greater Washington, DC Metro Area such as the Scottish Coalition, Clans of Scotland, National Capital Tartan Day Committee, Living Legacy of Scotland, various clan societies, and other fraternal organizations.

To achieve its goals, the Community Relations Committee shares timely information about our Society and its events and projects. The committee brings back to our Society's officers and Board of Managers (BOM) useful information collected from its community contacts about other events and happenings which may be of interest to our membership. From time to time, and with the prior approval of the President and the BOM, the Community Relations Committee takes on special projects, such as the Scottish Doctors' Exchange (in 2010) and the Annual Dinner of the Combined Scottish Societies of Maryland (in 2011).

In the area of Community Relations, the Society also has specific liaisons to community groups such as the Virginia Scottish Games, the Campagna Center, the National Cathedral, and Mid-Atlantic Scots4Tots.

### ***Corps of Stewards***

Stewardship is defined as "the office, duties, and obligations of a steward; also: the individual's responsibility to manage his life and property with proper regard to the rights of others." Every Member can be considered a Society Steward since each has such a responsibility to their fellow members. The Corps of Stewards embody that responsibility and are called upon to assist at every single Society event. For example, the Corps of Stewards assists at the Tartan Ball by setting up the table decorations and material at the tables, greeting guests as they enter and directing them to the proper location, solving problems by finding the appropriate individual, assisting in the Grand March by carrying weapons, and assisting during the Silent Auction and closing. For those of you yet to serve especially new members—remember that being a Steward is the best way to meet and get to know your fellow Society Members.

### ***Heritage***

The mission of the Heritage Committee is to serve both the Members of the Society and the general public by preserving, organizing, collecting, and disseminating, artifacts, documents, and oral histories celebrating the influence of Scottish immigrant and their descendants on America as reflected by the impact of the Society and its precursors on the National Capital Area.

The work of the committee is divided into four areas: (1) preservation of the Society's original documents and artifacts; (2) organization of the archives; (3) collection of oral histories, artifacts, and documents from current long-term members and other sources; and (4) dissemination through digital scanning, displays at all Society events, newsletter and Web site articles, website posting and links, presentations at Member and public events, and publication of the history and impact of the Society.

### ***Insignia***

The Insignia Committee is responsible for purchasing, selling and distribution of official society merchandise and related objects and is the keeper of the official insignia that appears on correspondence, documents and marketing materials of the society.

Specific activities to meet these goals include serving as a point of contact for the insignia manufacturers, maintaining the inventory of insignia items, reordering items as necessary, providing membership badges as requested, displaying and selling insignia during society events, developing new items to sell, promoting the proper use and placement of the Insignia and the wearing of the Insignia membership pin, developing a yearly budget, and developing a website presence for the insignia.

Members can help by displaying society merchandise at society events, games, and other venues; developing new merchandise to help promote the society; and ensuring that the coat of arms is properly used and maintained.

### ***Member Relations***

The Member Relations Committee (MRC) is responsible to provide services for deceased members, when requested by their families. These services include contacting the family to obtain whatever information they wish to share re the illness or death of the member, including plans for services and interment. With the family's permission, the committee notifies all society members. In the case of a deceased member, the Society offers the services of a piper for the church and grave side ceremony and arranges for kilted pallbearers. The committee also advises the family that they may use the emblem of the Society in a death notice and/or obituary that is published in The Washington Post (Washington Post emblem #130).

### ***Membership***

The Membership Committee is responsible for recruitment of new members, as well as helping members engage in the Society and thereby ensuring membership retention. Specific activities to meet these goals include serving as a point of contact during the membership process; coordinating the "Piping In" ceremony for new members; and coordinating the new member orientation, which is conducted two to three times per year. The committee relies primarily on Society members to recruit potential members from their own friends and family, as well as leads generated from the Society's website and public events such as the Wee Dram, the Kirkin' o' the Tartan, and the Alexandria Scottish Walk. The committee works closely with the Public Relations Committee on recruitment, and Officers and Committee Chairmen for orientation.

The committee's specific duties include reviewing applications; working with potential members in securing



sponsors; answering inquiries to the Membership section of the website; posting members names to the membership 30 days prior to consideration by the Board of Managers (BOM); ensuring proper payment is collected prior to applications being voted on by the Board; arranging for Membership certificates and Member pins for new members; coordinating new member's orientation; coordinating the Wee Dram monthly happy hour; and ensuring the Membership section of the website is current.

Members can help by recruiting new members among friends and family; attending Wee Dram and other events; talking to potential new members; and providing membership leads.

### ***Newsletter***

The current *Whin & Thistle* is the succeeding publication of a long tradition of print newsletters that started in 1947. The newsletter serves as the publication of record for the Society and the early years (1947 – 1980) are in the permanent collection of the Library of Congress. (See <http://lccn.loc.gov/97640306>.) The purpose of the newsletter committee is to connect Society members with the business, events, committees, and people of the Society through a print publication that offers calendar items, articles and photographs.

Members can help by taking photograph of events, writing articles of interest to the members, and assisting in collecting and editing the material.

### ***Public Relations***

The Public Relations Committee assists with all external communications for the Society. Specifically, the committee works to ensure that Society communications aid in the recruitment of new members and presenting an image consistent with the Society's mission. The Public Relations Committee also maintains, on behalf of the Society, a limited collection of camera-ready artwork and logos for publishing and layout. The Committee also produces promotional material as needed when requested by the leadership.

The committee's specific duties include working with Committee and Event chairmen to help publicize events; working with vendors for printed material as needed; writing and distributing media advisories and releases; and acting as point of contact for the media.

### ***Scholarships***

The Scholarships Committee is responsible for the administration of the Society's Scholarships Program, widely recognized as the pre-eminent Scottish-American scholarships program in existence. The annual awarding of substantial grants to Scottish and American scholars in need of financial support is the Society's primary philanthropic pursuit, and the keystone of our efforts to meet the

charitable and educational purposes of our ancient charter and to live into our motto "Relieve the Distressed."

The committee's specific duties include reviewing applications and working with candidates; answering inquiries to the Scholarships section of the website; annually recommending to the Board of Managers a slate of scholars to be supported by the Society; working with the Treasurer to ensure proper payment of grants to the respective colleges and universities; arranging for publicity of awards made; coordinating with donors regarding the creation new memorial or endowed scholarships; and ensuring the Scholarship section of the website is current.

Members can help by joining in the review and discernment process each Spring; serving as liaison with your own university's financial aid office or alumni association to ensure widespread awareness of our program; considering the establishment of an endowed scholarship to honor someone/something you hold dear; and donating generously to the Society's Washington Scots Charity and Education (C&E) Fund.

### ***Event Committees***

#### ***Scottish Christmas Walk and Memorial Service***

Each year since 1969, the holiday season steps off to a brisk pace with the Alexandria Scottish Christmas Walk Weekend. The Society originally partnered with the Alexandria Y and now co-hosts the event with the Campagna Center of Alexandria, Virginia. Before the Walk, the Society hosts a memorial service and wreath-laying ceremony at the Old Presbyterian Meeting House to honor William, a founder of the Alexandria Society one-time Mayor of Alexandria. The Society usually sponsors a breakfast before the service and then gather to lead the Scottish Christmas Walk after the ceremony.

Specific activities involved with the event include coordinating activities with the Campagna Center; marketing and publicizing the event; encouraging Society members to participate; organizing the breakfast; and working closely with the Community Relations Committee to encourage high-level attendance from British Embassy, Scottish government, and U.S. government offices.

#### ***Army-Navy Pipe-Off***

The newest event for the Society is the Army-Navy Pipe-Off, an event previously organized by the St. Andrew's Society of Philadelphia and involving the Society for the first time in 2011. The competition between the bagpipe bands of West Point and Annapolis Naval Academy occurs on the Friday before the annual Army-Navy Football game.

Specific activities involved with the event include researching and securing facilities; coordinating activities with the Philadelphia Society and the respective pipe bands; recruiting piping judges; marketing and publicizing the



event; encouraging Society members to participate; organizing a reception; and working closely with the Community Relations Committee to encourage high-level attendance from British Embassy, Scottish government, and U.S. government offices.

### ***Burns Nicht***

The Burns Nicht Supper is the longest-running Society tradition, harking back over 100 years. The annual event honors the anniversary of the birth of Scottish bard Robert Burns on January 25 and involves the time-honored presentation of the haggis, a rendition of the "Address to a Haggis," Burns poetry and songs, and various toasts. The latest addition has been the inclusion of exciting door prizes and guest gifts.

Specific activities involved with the event include organizing tables and selling tickets; marketing and publicizing the event; soliciting donations for the door prizes; preparing the program book; recruiting individuals for the toasts and "immortal Memory" presentation; and working closely with the Community Relations Committee to encourage high-level attendance from British Embassy, Scottish government, and U.S. government offices.

### ***National Kirkin' o' the Tartan***

The annual National Kirkin' o' the Tartan is inextricably linked to the St. Andrew's Society of Washington, DC, and has spread from humble origins as a 1941 fundraiser for British war relief to the point where Kirkin' services are now celebrated throughout the U.S. and Canada. The massed Pipes, Drums, & Color Guard will lead the Tartan Bearers and Society Members into the National Cathedral for a evensong service and the blessing of the tartans at the High Alter. All attendees are invited to watch an open air performance of the Pipes, Drums, and Dancers of the Society after the service and members often participate in a Society reception.

Specific activities involved with the event include marketing and publicizing the event; encouraging Society members to participate; taking reservations for reserved seating; coordinating the Corps of Stewards who act as ushers; and working closely with the Community Relations Committee to encourage high-level attendance from British Embassy, Scottish government, and U.S. government offices.

### ***Tartan Ball***

The Tartan Ball Committee is responsible for planning, organizing, promoting, and hosting the Society's annual black-tie event – the Tartan Ball. This event is both a celebration of Scottish pageantry and heritage for Society members and an outreach to the larger community, including attracting new members and drawing in the DC social society. Most importantly, the Tartan Ball includes the Silent Auction, which serves as the single largest fundraiser for the Society's own 501(c)3 Washington Scots Charity and

Education Fund, which awards substantial grants to Scottish and American scholars as the Society's primary philanthropic pursuit to live into our motto "Relieve the Distressed."

Specific activities to meet these goals include attracting corporate sponsors; organizing tables and selling tickets; marketing and publicizing the event; soliciting donations for the Silent Auction; soliciting advertising for the Tartan Ball program book; and working closely with the Community Relations Committee to encourage high-level attendance from British Embassy, Scottish government, and U.S. government offices.

### ***Other Events***

Many other events are organized throughout the year, primarily for the benefit of the Society members. These include the Wee Dram "happy hour" events; the semi-monthly Jefferson Cup Luncheons at a restaurant on the Washington, D.C. waterfront; the three annual Members Meetings (May, September and January); golfing events; the "Haggis Shoot" (known to non-Scots as a "turkey shoot"); and a crafts group that meets irregularly on Saturday mornings at the home of a member to create sporrans, dirks, and belts and other Scottish paraphernalia.

## **Bylaws (As Amended)**

### ARTICLE I - OBJECTS

The objects of this Society shall be to dispense charitable and educational assistance to Scotsmen, lineal descendants of Scotsmen, and to their widows; to perpetuate Scottish traditions and culture; to promote social intercourse amongst its members; and to have and exercise all the powers conferred by the laws of the District of Columbia upon said corporation (Charter, Article Third).

### ARTICLE II - MEMBERSHIP

**Section 1. Members.** The members of Saint Andrew's Society of Washington, D.C., shall be males of the age of 18 or over, who may be active, life or honorary members. Active and life membership shall be limited to men who were born in Scotland or who are lineally descended from one or more natives of Scotland. All elections to membership shall be by unanimous vote of the managers present at a duly constituted meeting of the board of managers provided that no person shall be voted on unless there shall have been published to the members at least thirty days prior to the day such vote is taken, the name, occupation and home address of such person.

**(a) Active Members.** Applications for active membership shall be in writing and signed by the applicant and must carry the endorsement of at least two members of the Society in good standing. By such endorsement the sponsors attest that the applicant is qualified and is desirable as a member of this Society.

**(b) Life Members.** Any member who has been an active member in good standing for five or more consecutive years and who contributes to the Invested Assets of the General Fund of the Society an amount, in one sum, equal to ten times the current annual dues, or any member who has been an active member in good standing for twenty-five or more consecutive years and who is sixty-five years of age or older, may become a life member of the Society. Life members shall not be required to pay any dues, but shall have all the rights and privileges of, and be subject to all other provisions of these by-laws as are applicable to active members.

**(c) Honorary Members.** Honorary members shall not be required to pay dues, and shall have all the rights and privileges of active members, except the right to hold elective office, and be subject to all other provisions of these by-laws as are applicable to active members. The number of honorary members shall be limited to ten.

**(d) Inactive Members.** Any active member in good standing who, because of age, ill health, or other infirmity, is determined to be physically or mentally incapacitated and, therefore, unable to participate in any of the Society's activities may be designated an inactive member by the board of managers, who may reduce or suspend the inactive member's dues during the period of his incapacity. Eligibility

for Inactive membership shall terminate whenever the member ceases to be incapacitated.

**(e) Non-Resident Members.** Any applicant or member who resides more than 100 miles from the District of Columbia may, upon written request, be designated a non-resident by the board of managers. The annual dues for a non-resident member shall be one-half of the amount of the annual dues established for an active member.

**Section 2. Admission Fee and Dues.** Every applicant for active membership receiving a favorable ballot may become a member of the Society by the payment of an admission fee and payment of annual dues. The admission fee may be credited as an assessment against the new member or otherwise applied as the board of managers in its discretion may decide. Annual dues and admission fees shall be in an amount determined by a majority vote of the members present at an annual meeting; they may be changed only at a subsequent annual meeting. Annual dues shall be payable in advance as of the first day of each calendar year or upon admission to active membership; new members admitted after September 30 shall have their dues applied in full against the dues for the period beginning with the date of their admission and ending with the end of the next succeeding calendar year. Upon written request by any member serving on active duty in the armed forces of the United States in time of war or national emergency, the board of managers may suspend his liability for dues during his absence from the Washington area.

**Section 3. Termination of Membership.** Active, life, honorary, inactive or non-resident membership may be revoked for just cause after a hearing and unanimous vote by the board of managers. As of the beginning of each calendar year, the names of active members whose dues are in arrears for the year just ended shall be removed from the roll of members; provided that such members shall first, by notice, be given an opportunity to continue their membership by paying within thirty days of the date of notice, both the dues in arrears and the current dues.

**Section 4. Reinstatement of Membership.** Former members who resigned in good standing may be reinstated by the board of managers upon payment of the current year's dues and admission fee except that those applicants for reinstatement who have once paid an admission fee (having been elected to membership since 16 September 1964) may be reinstated upon payment of current year's dues only. Reinstatement to membership is not considered election to membership as provided for in Article II, Section 1 and therefore does not require publication to the membership prior to action by the board of managers.

### ARTICLE III - OFFICERS

**Section 1. Board of Managers.** The affairs of the Society shall be managed by a board of managers chosen from the members in good standing, to consist of a president, a vice president, a treasurer, and a secretary, each of whom shall

be elected annually to serve for a term of one year or until his successor shall have been chosen and has qualified, and nine additional managers, three of whom shall be elected each year, each to serve for a term of three years, or until his successor shall have been chosen and has qualified. Each member of the board shall have a vote, and a majority of the board shall constitute a quorum. The board of managers at their first regular meeting of each year and at such other times as they deem necessary shall elect from among themselves a chairman of the board, who shall serve in such capacity until a successor shall have been elected by the board. The board of managers may adopt such rules and regulations for the conduct of their meetings and the management of the affairs of the Society as they may deem proper and which are not inconsistent with these by-laws.

**(a) Chairman of the Board of Managers.** The chairman of the board of managers shall preside at all meetings of the board; shall appoint such additional officers and committees, and make such delegations as may be necessary to administer the activities and affairs of the Society; shall perform such other duties as may be directed to perform by the board of managers or the Society; and shall have a general oversight over the affairs of the Society. In the temporary absence of the chairman, the managers present at a meeting shall elect a chairman pro-tem.

**(b) President.** The president shall preside at all meetings of the Society except meetings of the board of managers (unless he shall also have been elected chairman), and shall represent the Society at public functions. He shall sign and execute in the name of the Society all legal instruments and other papers proper or necessary for the transaction of the Society's affairs, except as such duty and authority is otherwise delegated herein.

**(c) Vice President.** The duties of the president shall, in his absence, devolve on the vice president.

**(d) Treasurer.** The treasurer shall be, ex officio, a trustee of the Society. He shall have custody of the money belonging to the Society, and shall deposit the same, in the name of the Society, in one or more insured banks, trust companies or building and loan associations, as designated by the board of trustees. He also shall have custody of the securities belonging to the Society. All payments of money and all transfers of securities shall be made, and all checks and security transfers must be signed by the treasurer, or, in his temporary absence or incapacity, by the chairman of the board of managers, or by one of the managers or trustees so authorized by resolution of the board of managers. The treasurer shall keep such books of account as the board of managers, the board of trustees or the Society may direct, and shall keep a correct roster of all members and their standing. The treasurer shall submit a written report at every meeting of the Society, showing current balances and other assets in each of the funds of the Society and his receipts and disbursements and the acquisition and disposition of assets in detail since his last report. A report of the financial condition of the Society, including a classified statement of

receipts and disbursements and a complete statement of assets and liabilities shall be made by the treasurer to the board of managers or to the Society whenever directed by the board, and a report of like character as of the end of the fiscal year shall be submitted by the treasurer at the annual meeting. The treasurer, subject to the approval of the board of trustees, shall designate one or more banks or trust companies as physical custodians of the securities belonging to the Society, and he is authorized to enter into such agreements as may be required for this purpose and to pay from the income of the appropriate Fund all proper and reasonable charges connected therewith. The treasurer and any other person designated by the board of managers to handle the monies and/or securities of the Society shall be given bond with surety in such amount as the board of managers or the Society may require. The treasurer shall at such times as he may be called upon to do so, produce the bank books, papers, books, securities and other effects submitted to his keeping for inspection and examination by the board of managers, by the board of trustees or by the Society. He shall deliver all Society property in his possession to a succeeding treasurer upon notice of the due election of such successor and the giving of the security hereinbefore directed.

**(e) Secretary.** The secretary shall keep in a proper book fair and correct minutes of all proceedings of the board of managers and of the Society. He shall have custody of the seal of the Society and shall attach the seal to all instruments requiring it when signed and executed by the president. He shall give notice of all meetings of the Society at least five days before each meeting a notice thereof to the post office address of each member as it appears on the records of the Society. The secretary shall keep such other records and have such other duties as may be directed by the board of managers.

**(f) Managers.** Each manager shall assume the fullest responsibility for and authority over specific functions as delegated to him for supervision, and shall report directly to the chairman of the board of managers or to such other officer of the Society as he may be designated to assist.

**Section 2. Board of Trustees.** The trustees of the Society shall be seven in number, including the treasurer of the Society, ex officio with the right to vote. Two trustees shall be elected each year from the members of the Society in good standing, each to serve for a term of three years or until his successor shall have been chosen and has qualified. Within forty-five (45) days following the annual election the treasurer shall call a meeting of the board of trustees to elect a chairman and a vice-chairman, and to review the status of the Society's investments. The board of trustees may meet thereafter at such other times as may be designated by the chairman. The trustees shall have the general power to exercise in the name of the Society all rights of the management and ownership, including the power to buy and sell, with respect to all or any securities or investments or other real or personal property held by the Society or constituting assets of any of its Funds.

Exercise of its powers and authority, and authorization and direction to the treasurer for the execution of transfers and other documents incident to such exercise, shall be made by the board of trustees on its own resolution at a duly constituted meeting at which a quorum of not less than four (4) members is present.

**Section 3. Annual Elections.** A nominating committee shall be elected at the first meeting of the Society following the annual meeting, and shall consist of five members in good standing. Upon the election of a nominating committee the president shall designate one of those so elected to be chairman pro tem of the committee. Nominations for election to the nominating committee shall be made from the floor. The nominating committee shall transmit to the Secretary, not later than October 1, one nomination each for the offices of president, vice president, treasurer, secretary, two nominations for trustees, and three nominations for the office of manager. The secretary shall publish the list submitted by the nominating committee not later than October 15, and if no additional nominations are received these names shall be presented for election at the annual meeting. Any five members in good standing may also submit a nomination for any elective office; such nominations shall be transmitted in writing to the secretary not later than November 1. All nominations shall note the consent of the nominee, and no member may accept nomination to more than one elective office. On or before December 1, if additional nominations have been received, the secretary shall mail to each member in good standing (1) a ballot containing the names of all candidates and the offices for which nominated (but containing no provision for a signature or name of the balloting member), (2) a blank envelope, (3) an envelope addressed to the treasurer and bearing a space for signature of the balloting member, and (4) appropriate instructions to the member to mark his ballot, to seal it in the plain envelope, to sign the envelope addressed to the treasurer, to place therein the blank envelope containing the ballot, and to mail the same in time to be in the treasurer's hands not later than the date set for the annual meeting. The treasurer shall indicate on each envelope whether the member is or is not in good standing, and at the annual meeting shall deliver all envelopes received by him, unopened, to the tellers appointed by the president. The tellers shall first open the outer envelopes submitted by each member in good standing and place together in one group the opened outer envelopes, and in another group the unopened envelopes containing the ballots. The tellers shall then open the envelopes containing the ballots, tally the results, and announce the names of those elected to each office by a majority of the valid ballots cast, all of which shall be duly recorded in the minutes of the Society.

**Section 4. Vacancies.** In case a vacancy by death, resignation or otherwise occurs in the board of managers or board of trustees between the annual elections, the remaining managers shall fill the vacancy or vacancies by choosing from the active members of the Society as many persons as may be necessary to fill the vacancy or vacancies, who shall hold

office until the next business meeting of the Society, when an election shall be held to fill such vacancies as then exist, each person so chosen to serve the residue of the unexpired term for which he is elected. At such meeting nominations may be received from the floor, and voting shall thereupon be conducted by ballot. In case the entire board of managers shall die or resign or otherwise vacate office, the resident past president, having most recently been president, being a member in good standing, may call a special meeting and new officers may be nominated and elected at such special meeting.

**Section 5. Emolument.** No officer or member shall receive any emolument whatever from the Society.

#### ARTICLE IV - MEETINGS

**Section 1. (a) Stated Meetings.** The Society shall have at least three stated meetings in each year on such dates and at such times and places as shall be designated by the president. The annual meeting shall be held in January.

**(b) Special Meetings.** Special meetings of the Society may be called at any time by the president, by the board of managers, or by petition of any twenty members in good standing, submitted in writing to the Secretary. The business of a special meeting shall be confined to the purpose or subjects as stated in the published announcement of the meeting.

**Section 2. Meetings of the Board of Managers.** The board of managers shall meet regularly once in each month except July and August on such day and at such time and place as the chairman shall designate.

**Section 3. Voting.** At meetings of the Society, the board of managers and the board of trustees, all questions shall be determined by a majority vote of the members present, except as otherwise provided herein; in the event of a tie vote, the presiding officer of the meeting shall cast the deciding vote. Except as otherwise provided in these by-laws, all voting shall be viva voce. At the time of holding any election, the presiding officer shall appoint two or more tellers who shall receive the votes and report the names of persons duly elected.

**Section 4. Order of Business.** At meetings of the Society the following order of business shall be observed so far as is consistent with the purpose of the meeting, namely:

Reading of Minutes	Other reports
Report of Officers	Elections
Report of Board of Managers	Unfinished business
Report of Board of Trustees	New business

Procedures at all meetings, unless specifically provided in these by-laws, shall be in accordance with Roberts' Rules of Order.

**Section 5. Annual Reports.** All annual reports of the Society shall be prepared on a calendar year basis and presented at the annual meeting, without regard to the term of office of any individual.

#### ARTICLE V - FUNDS

**Section 1. General.** Each Fund of the Society may consist of Invested Assets and Disbursable Assets. Except as otherwise specifically provided in these by-laws or by a donor, the board of managers may allocate the monies of the Society to the Invested Assets or Disbursable Assets of such Fund of the Society as the board in its discretion may decide. Discretionary allocations to the Invested Assets of any Fund shall be made by resolution of the board, recorded in the minutes thereof, and once so allocated, such assets shall not under any circumstances be used for current requirements. The income produced by the Invested Assets and the other current receipts of any Fund shall be considered a part of the Disbursable Assets unless otherwise specifically allocated by these by-laws, or by the board of managers. It shall be the duty of the board of trustees to invest and reinvest through the treasurer the assets of the Funds of the Society by loaning the same at interest or by depositing the same in such savings accounts or shares, or by purchasing such securities and investments, including but not limited to bonds, notes, debentures, mortgages, public funds, real estate, and common and preferred stocks, as they in their discretion shall deem appropriate in accordance with the powers vested in them by Article III, Section 2 of these by-laws.

**Section 2. General Fund.** The General Fund shall consist of all receipts not otherwise specifically allocated by these by-laws or by the board of managers, and all expenditures for the general purposes of the Society shall be made from this Fund.

**Section 3. Washington Scots Charity and Education Fund.** The Washington Scots Charity and Education Fund shall constitute a permanent trust administered by the Saint Andrew's Society of Washington, D.C., or its successor or successors, solely for the purpose of providing charitable and educational assistance to Scotsmen, lineal descendants

of Scotsmen, and to their widows. The assets of this Fund or of any successor fund or funds, shall not be disbursed or used, upon dissolution or otherwise, for any general purposes of this Society or any successor organization not organized and operated exclusively for charitable or educational purposes. Separate books and accounts shall be kept for this Fund. All donations, bequests, and devises to the Society in the amount of \$500 or more, unless otherwise directed by the donor, shall become a part of the non-disbursable Invested Assets of this Fund. All other donations, bequests and devises, unless otherwise directed by the donor, shall be allocated by the board of managers between Disbursable Assets and the non-disbursable Invested Assets of the Fund. The assets of the Fund, under the direction of the board of trustees, shall be invested as provided in this Article V, Section 1, above. The treasurer shall periodically allocate to this Fund any sums so designated by action of the board of managers or by the Society. All income arising out of the invested assets of the Fund shall be disbursed, not less frequently than annually, solely for the charitable and educational purposes of the Fund.

**Section 4. Special Funds.** The board of managers shall have power to create such special funds, in addition to those established by these by-laws, as are required for any particular purpose or event and which are not prohibited by law. The treasurer shall keep a separate account thereof, but need not necessarily segregate the actual funds from the General Funds. Upon the termination or dissolution of any special fund by the board of managers or b) the Society, any amounts which shall have been advanced from other funds shall be returned thereto, and any surplus remaining in the account shall be transferred by the treasurer to such Fund as may be directed by resolution of the board of managers.

#### ARTICLE VI - AMENDMENTS

These by-laws may be amended by an affirmative vote of two-thirds of the members present at two successive business meetings of the Society. A notice of proposal to alter or amend the by-laws in whole or in part, setting forth the proposed amendments, shall be given by the secretary to each member prior to the first vote upon said amendments.

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