**NATIONAL SOJOURNERS, INCORPORATED**

**7942-R Cluny Court**

**Springfield, Virginia 22153**

C4 13 JUNE 2018

**NATIONAL REGULATION 6.2**

Subject: Duties and Responsibilities of the National Officers

Reference: (a) National By-Laws Article 6, Section 6.2

 (b) National Regulation 6.1

 (c) National Regulation 19.3

 (d) National Regulation 19.4

 (e) National Regulation 19.8

 (f) Official Manual of Heroes of ‘76

 (g) National Regulation 8.1.1

 (h) National Regulation 8.1.2

1. PURPOSE: To prescribe the duties and responsibilities of the National Officers in accordance with reference (a).

2. NATIONAL PRESIDENT: The National President is the Chief Executive Officer of the Order, and an ex-officio member of all National committees except the National Nominating Committee and the Honor Awards Committee, and shall perform the duties incumbent to that office, including:

a. Supervising and directing the general activities of the Order, ensuring that all officers, committees, and other elements are functioning efficiently and acting in accordance with applicable National Directives.

b. Presiding at the National Convention.

c. Convening and presiding at the Mid-Winter Meeting of the Order. The National President will establish the format, criteria and parameters of the Mid-Winter Meeting in conformity with the requirements of the National By-Laws and the National Regulations.

d. Making authorized appointments to be effective during his term in office.

e. Filling elected National Officer vacancies in accordance with reference (b).

f. Making special appointments as appropriate and/or as deemed necessary and/or expedient by him. These appointments, with the exception of appointments made under National Regulation 18.3 (Disciplinary Actions) or legal opinions issued by the National Judge Advocate until a major decision is made, shall be posted on the Order’s website, published in the Staff Directory if issued prior to its publication, or may be published in the next issue of THE SOJOURNER, and shall specify the following regarding the special appointment:

(1) The reason or need for the special appointment.

(2) The scope of authority conferred upon the appointee by the special appointment.

(3) The name(s) of the appointee(s).

(4) The time frame, reporting and suspense dates, and the date of termination of the special appointment.

The foregoing special appointment information and any report resulting therefrom shall be made a part of an official file and, if deemed to be of interest to the Order by the National President, shall be posted on the Order’s website, published in THE SOJOURNER, or if made just prior to the National Convention, published in the Annual Report. If the report is exceedingly lengthy, the National Secretary-Treasurer/Editor may condense the report when published in THE SOJOURNER.

g. Identifying areas for Committee of 33 study or action and receiving its official written reports related thereto.

h. Reviewing and ensuring the continuing vitality of the Area/Regional structure, and receiving (via the National President-Elect) reports therefrom.

i. Ensuring adequate liaison with the United States Congress and with the uniformed forces of the United States.

4. NATIONAL PRESIDENT-ELECT: The National President-Elect shall:

a. Assist the National President in the duties of his office.

b. Supervise the operations of and receive the reports from the Area and Regional Representatives, analyze them, and report thereon to the National President.

c. Prepare appointments of Area and Regional Representatives and of members of the National Standing Committees, which appointments shall be made before the National Convention at which he becomes National President.

d. Act as National President in the event of the absence, disability or death of the National President.

5. VICE PRESIDENTS: The several Vice-Presidents will:

a. Perform such duties as may be assigned by the National President, to include coordinating and reporting assignments of the National Standing Committees.

b. Act as National President in the order of their seniority in the absence, disability or death of the National President and the National President-Elect.

c. In the event the National President-Elect succeeds to the office of the National President due to death, resignation or removal of the National President, the office of National President-Elect shall remain vacant until filled by election at the next National Convention, provided, however, the National First Vice President shall perform the duties of the National President-Elect.

6. NATIONAL SECRETARY-TREASURER: The National Secretary-Treasurer shall be responsible to the:

a. National Trustees for all financial, business and property management of the Order, including to:

(1) Collect all funds paid to the National Headquarters pursuant to references (c)–(e) and/or other provisions of the National Directives, make necessary disbursements as authorized by the approved budget, and keep an accurate account of all funds received and/or disbursed.

(2) Submit a report of the activities and status of the Order and a certified statement of the accounts of National Sojourners, Incorporated, quarterly to the National Trustees and annually to the National Convention. Such reports will also properly include constructive recommendations.

b. National Commander when serving as National Adjutant of the Heroes of ’76 in accordance with reference (f), performing such duties as are appropriate thereto.

c. National President for all other matters, including to:

(1) Maintain the National Chapter membership and historical records.

(2) Maintain the National Directives System, including such changes as may be required by action of the National Convention.

(3) Keep the records of all Mid-Winter Meetings and National Conventions.

(4) Coordinate all correspondence originated and/or received by National Headquarters.

(5) Be responsive, whenever possible, to the requirements for the National Officers, National Committees and others requiring administrative support in the execution of their official duties.

(6) Publish and distribute annually the Staff Directory.

(7) Serve as Editor and supervise the publication and distribution of THE SOJOURNER publication.

(8) Be responsible for the management and operation of the National Headquarters, supervision of the National Resale Activity, and submission of required government reports, including those required by the Internal Revenue Service.

d. In the event of his disability, death, or resignation, he shall be replaced by a National Sojourner who is an Active Member designated by the Chairman of the National Trustees, after consultation with the National President, until a successor shall be appointed, selected, or elected.

7. NATIONAL CHAPLAIN: The National Chaplain should be an ordained clergyman. He shall conduct the devotions at the Mid-Winter Meeting and National Convention, and any other national meeting of the Order, and perform such other duties as pertain to his office. He may also be appointed to serve as National Chaplain of the Heroes of `76.

8. NATIONAL JUDGE ADVOCATE: The National Judge Advocate must be an attorney licensed to practice law by the Supreme Court of a state of the United States of America. His duty shall be to give legal opinions, parliamentary decisions, and perform such other duties as pertain to his office. He may also be appointed to serve as National Staff Judge Advocate of the Heroes of ’76.

9. NATIONAL SURGEON: The National Surgeon shall be a medical doctor or a licensed physician able to perform such duties as pertain to his office. He may also be appointed to serve as National Surgeon of the Heroes of ’76. If a medical doctor or licensed physician is not available to serve as such, a licensed a Licensed Veterinarian, Nurse Practitioner or Registered Nurse may be elected to serve.

10 NATIONAL HISTORIAN: The National Historian shall, in coordination with the National Secretary-Treasurer, ensure the collection, compilation and maintenance of historical data pertaining to the Order and to the Heroes of ’76. He may also be appointed to serve as National Historian of the Heroes of ’76.

11. REPORTS: Each of the above National Officers shall submit a brief written report of the activities of his office to the National President at the National Convention for publication and to the delegates. They may also be asked by the National President to submit such a written report at the Mid-Winter Meeting. They should also be prepared to orally report to the National Sojourners assembled at either meeting upon the call of the National President.

12. NATIONAL TRUSTEES: The National Trustees shall have the general supervision and control over the budget, finances, properties, investments, and audits of National Sojourners, Incorporated. Their specific duties and responsibilities are detailed in reference (g).

13. COMMITTEE OF 33: The Committee of 33 shall be the principal advisory body to the National President in matters of general interest/importance to the Order. Their specific duties and responsibilities are detailed in reference (h).

14. PAST NATIONAL PRESIDENTS, PAST NATIONAL COMMANDERS, AND EMERITUS MEMBERS: The Past National Presidents, Past National Commanders and Emeritus Members are ex-officio non-voting members of all national level committees. Because of their experience, their wise counsel is solicited to ensure the vitality and stability of the Order.

15. A currently active and serving National Officer (excluding Past National Presidents, Past National Commanders and Emeritus Members) who has two consecutive absences from required meetings without prior approval by the National President or the appropriate committee chairman will automatically be deemed to have vacated their position.

ATTEST:

WILLIAM R. SANNER EDWARD W. NOLTE

National Secretary-Treasurer National President