



## **GUIDE FOR COSSAR MEMBERSHIP SECRETARY/REGISTRAR**

*COSSAR Bylaws, Article IV, Section 1B(5): The MS/R shall be designated as the main contact for correspondence received from NSSAR. The MS/R shall examine all applications for membership, and shall make appropriate recommendations to the National Society. He shall have the care and custody of all membership records, and shall keep a complete register of the names, dates of birth, dates of admission, resignations, expulsions, deaths, or other losses of all members, together with pertinent information concerning applicants who are refused admission. He shall offer proper assistance to members or prospective members in matters relating to their genealogy, and shall assist in the examination and evaluation of applications for membership.*

1. The MS/R shall maintain all required files in an adequate container in a safe/secure location. The files and container shall be passed on to his successor.
2. Upon receipt, the MS/R shall sign the membership certificate for all newly approved members and send the welcome package to the COSSAR President for further distribution.
3. Registrar General Letters: As the point of contact for correspondence from National, he will assign the appropriate COSSAR control number to the letter, prepare a 4x6 card with the required personal data and forward the transmittal letter and card to the COSSAR RS/H for chapter members. For members at-large the MS/R forwards the letter to the COSSAR treasurer, but does not send a card.