



FRIENDS OF SULGRAVE MANOR

TRUSTEES, HONORARY PRESIDENTS AND EMERITUS TRUSTEES

MANUAL

October 2020

FRIENDS OF SULGRAVE MANOR
TRUSTEES MANUAL

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FRIENDS OF SULGRAVE MANOR

TRUSTEES MANUAL

This Manual has been developed to aid the Trustees of the Friends of Sulgrave Manor in carrying out their responsibilities as specified in the Bylaws.

MISSION

The mission of the Sulgrave Board is to be “A CENTRE FROM WHICH SENTIMENTS OF FRIENDSHIP AND GOODWILL BETWEEN THE BRITISH AND AMERICAN PEOPLES WILL FOREVER RADIATE”.

HISTORY

Sulgrave Manor is located in Northamptonshire, England. It is an Elizabethan manor house built by Lawrence Washington (1539), whose great great grandson John settled in Virginia in 1656. John’s great grandson was George Washington. The purchase of Sulgrave Manor, to commemorate the centenary of the Treaty of Ghent (1814), was one of the Edwardians’ initiatives, which established the Special Relationship. In living its mission, Sulgrave opens the house to visitors, hosts 11,000 schoolchildren annually and raises awareness of the US-UK relationship through outreach.

In 1914, honoring the 100th anniversary of the Treaty of Ghent, Sulgrave Manor was acquired and presented jointly to the peoples of the United States and Great Britain as a permanent memorial of their common heritage and friendship. The NSCDA was represented when the keys were turned over to the American Ambassador. Beginning in 1914, The National Society of The Colonial Dames of America began to support Sulgrave Manor by voting to present a copy portrait of George Washington to Sulgrave Manor, and the first donation to Sulgrave Manor was sent by the NSCDA in 1915 for immediate repairs to the Manor. This \$1,000 contribution was acknowledged by the Secretary as “the first contribution we have received from American sources” and according to Mrs. Lamar’s Chronology (Excerpts in Appendix I) “The Board ordered the letter framed and hung on the walls of the Manor”. The NSCDA continued to support Sulgrave Manor and in 1923, it took on the great task of collecting a fund from the

citizens of the United States for the preservation and maintenance of the house and grounds. From 1923 through 1929 the NSCDA continued to support Sulgrave Manor. For the NSCDA, Sulgrave Manor is our oldest, only overseas property and the longest continuously supported property.

Please see Pages 144-182 of Mrs. Joseph Rucker Lamar's book, [A History of the NSCDA 1891-1933](#) for a detailed history of the NSCDA and its early role in Sulgrave Manor. The book may be accessed on the NSCDA website as follows: www.nscda.org; member section (history; future); Publications & Directories (left column); first listing on the page.

Today Sulgrave Manor is an international symbol of peace, friendship and trust celebrated for over two centuries between Great Britain and the United States. The Friends of Sulgrave Manor are committed to this mission.

FRIENDS OF SULGRAVE MANOR

The NSCDA established the Friends of Sulgrave Manor in 1978 to continue the development and preservation of this beautiful and historic Manor House. The Friends is a 501(c)3 charity charged with raising funds in the U.S. for Sulgrave Manor and has provided funds for major restoration, maintenance and preservation projects. The business and affairs of the Friends are managed by the Board of Trustees, no greater than 20, to include Trustees and Trustees, ex officio. The term of office for Trustees shall be two (2) years, with a limit of three (3) consecutive terms, totaling six (6) years. A slate of officers and Trustees is presented for election at the Annual Meeting of Trustees. Officers include: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer. The NSCDA President and Treasurer serve as *ex officio* Trustees. Trustees may present and elect Honorary Trustees. Honorary Trustees, Honorary Presidents and Emeritus Trustees may attend all meeting of the Trustees and may participate in all discussions but without vote. Bylaws of the Friends of Sulgrave Manor are included as Appendix II.

RELATIONSHIP BETWEEN THE NATIONAL SOCIETY OF THE COLONIAL DAMES OF AMERICA AND THE FRIENDS OF SULGRAVE MANOR

The President of The National Society of The Colonial Dames of America (NSCDA) appoints the Senior and Junior Representative to the Sulgrave Manor Trust Board for a three-year term. The Junior Representative is expected to serve for an additional three-year term as Senior

Representative. The position of Junior Representative alternates each term between a representative from a Colonial State and an Associate State.

The Senior Representative serves as President and the Junior Representative serves as Vice-President of the Board of the Friends of Sulgrave Manor. The President and Vice-President are elected by the Trustees of the Friends of Sulgrave Manor, and each serves a three-year term which is concurrent with the terms of their appointments by the NSCDA President as Senior and Junior Representative.

ANNUAL MEETING

Trustees are expected to attend the Annual Meeting of the Friends of Sulgrave Manor, which is held in October of every year either before or after the National Board Meeting. The meeting is generally held in the same city as the NSCDA National Board meeting or nearby. The meeting lasts two days with the Trustees, Honorary Presidents and Emeritus Trustees meeting on the first day and then a joint meeting of Trustees, Honorary Presidents, Emeritus Trustees and Associate Trustees on the second day. An optional day of historical touring occurs either between the two meetings or on the third day. The Trustees, Honorary Presidents and Emeritus Trustees assume the cost of the meeting, transportation to and from the meeting and hotel expenses, all of which vary depending on the location of the meeting. However, these expenses may be included on her personal tax return. The Treasurer will provide each Trustee a tax letter for her files.

ANNUAL SOLICITATION

Associate Trustees generally send out the annual Friends of Sulgrave Manor solicitation to members of their Corporate Societies by regular mail in late January or February to coincide with George Washington's birthday in February. The president of each Corporate Society will be consulted about the timing and some prefer to have them sent out at different times. Detailed procedures for this mailing are included in the Associate Trustees Handbook. Note that Courtesy Members will receive a mailing only from their home Society Associate Trustees.

All contributions are sent directly to the Friends Treasurer.

Donation reports are sent to the Associate Trustees by the Treasurer at regular intervals. Thank you notes and gift acknowledgements will be sent in accordance with the Friends Gift Acknowledgement Procedure.

Donors sending contributions during the period August 1 through July 31 will be listed in the annual Friends newsletter that is sent to the mailing house in late August or early September. Associate Trustees are expected to review names carefully for spelling, making sure they are members of their Corporate Societies, and that In Honor of or In Memory of information is correct. Courtesy Members will receive the annual solicitation from their home Society. Associate Trustees and contributions in response to the annual solicitation will be listed with their home Societies. A Courtesy Member contributing to her Courtesy Society special fundraisers will be listed with the Courtesy Society.

It is expected that all Trustees, Honorary Presidents and Emeritus Trustees participate in the annual solicitation.

TRIPS

The Friends of Sulgrave Manor plans a trip to be taken before and/or after Sulgrave Day at Sulgrave Manor. Sulgrave Day, also known as Dames Day at Sulgrave Manor, occurs in May or June generally every other year. Travel brochures are available and will be sent to you by e-mail when available. The trips are not limited to Dames and their spouses and children. This provides a fundraising opportunity for the Friends since a separate donation is made by each participant.

WEBSITE

Lists of members, letterhead, procedures, job descriptions, publications, sample annual letters and other important information will be posted on the secure Members Section of the website. This will provide a resource for all Trustees, Honorary Presidents, Emeritus Trustees and Associate Trustees and will ensure that the most up-to-date information is available. To access the Members Section of the website: **User ID:** fsm; **Password:** George.

IMPORTANT FACTS

There are three separate and distinct organizations involved in the preservation of Sulgrave Manor

SULGRAVE MANOR TRUST (U.K.)

- Charitable Organization registered in the U.K., Charity number 1003839, and charitable classifications: Education/Training; Arts/Culture/Heritage/Science; and Environment/Conservation/Heritage;
- Articles of Association (Adopted by Special Resolution passed 15 June 2012): Section 4: Objects and Section 5: Powers address in detail the charitable purpose for establishment of the Trust;
- Annual tax return is filed and annual report is prepared by an accounting firm each year.
- Sulgrave Manor Trust Fiscal Year is January 1 - December 31;
- No donations may be sent directly to Sulgrave Manor Trust.
- For more information about Sulgrave Manor Trust please go to the website: www.sulgravemanor.org.uk.

THE NATIONAL SOCIETY OF THE COLONIAL DAMES OF AMERICA (NSCDA):

- Is a separate entity from the Friends of Sulgrave Manor;
- The National Society of The Colonial Dames of America is an unincorporated association of 44 Corporate Societies with a current membership of just over 15,000. Each Corporate Society is separately incorporated in its state;
- NSCDA president appoints a Senior Representative and a Junior Representative to the Sulgrave Manor Trust;
- NSCDA does not donate funds. It supports only its own programs. Gunston Hall and Sulgrave Manor are separately incorporated organizations but are considered programs of the NSCDA;
- Income from the NSCDA Sulgrave Manor Fund for the Future (formerly known as Sulgrave Manor Endowment Fund) is distributed as determined by the NSCDA Finance Committee. This fund was established in 1924 and represents the only funds held and distributed by the NSCDA to the Trust. No additional capital is invested in the fund, but undistributed income is reinvested. Treasurer of the NSCDA is responsible for all matters pertaining to the fund;
- A grant application process for annual general operating support provided to the Trust from the Sulgrave Manor Fund for the Future has been implemented. Applications are sent to the Senior Representative who in turn sends them to the Treasurer who then sends them to the NSCDA Finance Committee for consideration;

- NSCDA has a clear Conflict of Interest Policy and each member of the National Board is required to complete an acknowledgement and disclosure each year. This is administered by the NSCDA Treasurer;
- Annual tax return (IRS 990) is filed and accounts are audited each year;
- NSCDA Fiscal Year is September 1 - August 31.
- For more information about the NSCDA, please go to the website: www.nscda.org;
Member Login: **username**-history; **password**-future.

FRIENDS OF SULGRAVE MANOR:

- Friends of Sulgrave Manor is a separate entity with separate registrations and by-laws from the NSCDA. Friends is incorporated in the Commonwealth of Virginia. Tax returns disclose that there is a relationship with the NSCDA;
- Friends was established in 1978, an IRS application was submitted for 501(c)(3) status and in 1980 status was provisionally approved. In 1984 IRS made a determination that Friends of Sulgrave Manor qualifies for exempt status under section 501(c)(3), as a public foundation (509)(a)(2);
- Articles of Incorporation (June 1978) Article II-1 clearly states charitable purpose is to raise funds for the restoration, maintenance, preservation, operation and promotion of the house, grounds and furnishings of Sulgrave Manor, ancestral home of the Washington family;
- President and Vice-President of Friends of Sulgrave Manor are elected for a three-year term and also are appointed by the NSCDA President and serve concurrently as NSCDA Senior and Junior Representatives to the Sulgrave Manor Trust. Senior Representative has vote on the U.K. Trust Board and Junior Representative serves as an observer for six-months and then serves as a full voting member of the Board. Junior Representative is expected to move up to Senior when her three-year term expires. The NSCDA Senior and Junior Representatives (President and Vice-president of Friends of Sulgrave Manor) rotate between a Colonial State and an Associate State;
- Friends of Sulgrave Manor Board consists of elected Officers and Trustees, not to exceed twenty. The term of office for Trustees shall be two years with a limit of three consecutive terms (six years). Honorary Trustees and Honorary Presidents are elected by majority vote of all Trustees and serve without voice or vote. The President and NSCDA Senior Representative, upon completing her term, is elected an Honorary President. After serving a six-year term, Trustees will become Emeritus Trustees. Honorary Trustees, Honorary Presidents and Emeritus Trustees serve with voice but no vote.
- A representative from each NSCDA Corporate Society serves on the Friends of Sulgrave Manor as an Associate Trustee and that individual sends the annual Friends fundraising appeal from the Friends to the members of her Corporate Society each February. This mailing must be done from within the state for tax purposes—each state has different requirements for an organization to be registered for solicitation. Associate Trustees serve without voice or vote;

- The NSCDA President and Treasurer serve *ex-officio* on the Board of Friends of Sulgrave Manor with vote and same rights as any other Board member;
- The Friends of Sulgrave Manor has a clear Conflict of Interest Policy and each member of the Board is required to complete an acknowledgement and disclosure each year. This is administered by the Treasurer of the Friends of Sulgrave Manor;
- A grant application process has been established and all requests from Sulgrave Manor Trust for support must be presented in grant form and reviewed for funding by the Friends of Sulgrave Manor. Applications are sent to the FSM President who in turn sends them to the FSM Grants Review and Executive Committee for consideration.
- Friends of Sulgrave Manor files an IRS Form 990 each year by January 15. Short version of mission included: To solicit donations for the restoration, maintenance and preservation of Sulgrave Manor.
- Articles of Incorporation and Bylaws of Friends of Sulgrave Manor are kept up to date;
- Friends of Sulgrave Manor Fiscal Year is September 1 - August 31.
- All donations to the Friends of Sulgrave Manor must be sent to the Treasurer, Friends of Sulgrave Manor. Donors who contribute between August 1 and July 31 will be listed in the annual Friends of Sulgrave Manor newsletter that is sent to the mailing house in late August or early September each year.
- For more information about the Friends of Sulgrave Manor please go to the website: www.sulgravemanor.us. Member Login: **username-fsm**; **password-George**.

COMMITTEES

The President appoints all Chairmen and serves ex officio on all committees.

Annual Meetings Committee: The primary objective of the Annual Meeting Committee is to discuss venues and give support to whichever Society is hosting an upcoming meeting.

Archives Committee: The Archives Committee is responsible for preserving the archives of the FSM.

Associate Trustee Advisory Committee: The objective of the Associate Trustee Advisory Committee is to support Associate Trustees in the solicitation process through orientation, education and the provision of material required for solicitations.

Communications Committee: The Communications Committee is responsible for maintaining the FSM website; producing the picture list of Officers, Trustees, Honorary Trustees and Associate Trustees; working with President and Vice-President on annual newsletter with listing of donors.

Education Committee: The objective of the Education Committee is to educate members of the NSCDA and FSM about Sulgrave Manor, encouraging awareness and more involvement

with the Manor. A secondary objective is to provide awareness of Sulgrave Manor and its importance outside the NSCDA and FSM.

Executive Committee (FSM Bylaws Article VIII, Section 1): The Executive Committee shall consist of the President, Vice-President, Recording Secretary, Corresponding Secretary, Governance Chair, Assistant Treasurer and Treasurer. The purpose of these meetings is to update the committee on what has been occurring at Sulgrave Manor Trust; to act for the Friends of Sulgrave Manor Trustees in between the regularly scheduled meetings of the FSM Board of Trustees; and, to discuss any other business. Voting within the Executive Committee may be made by e-mail or conference call. Any motion that is adopted during a meeting of the Executive Committee shall be ratified by the Trustees at their next regular meeting.

Finance Committee (FSM Bylaws Article VIII, Section 3): The Finance Committee shall be composed of the Treasurer, who shall be Chair, the Assistant Treasurer, the Vice-President and the President of the Friends of Sulgrave Manor. It shall be the duty of this committee to investigate and consider all matters pertaining to the organization's finances including preparation of an annual budget, and to present recommendations regarding these to the Trustees for action. The President may appoint ex-officio members to serve on the Finance Committee.

Governance Committee: The Chair of the Governance Committee of the Friends of Sulgrave Manor (FSM), a 501(c) 3 Commonwealth of Virginia Corporation, is responsible for all manner of governance related to the organization.

Grant Review Committee: The Grant Review Committee shall consist of the President, Vice-President, and Treasurer. Grant applications from Sulgrave Manor Trust for support of projects will be reviewed by the FSM Grants Committee for funding. All actions taken by the Grants Review Committee will be sent to the Executive Committee for approval and then ratified by the Trustees of the Friends of Sulgrave Manor at its Annual Meeting.

Merchandising Committee: The objective of the Marketing Committee is to select and to sell Sulgrave Manor related merchandise for the purpose of fundraising.

Nominating Committee: The Nominating Committee shall consist of a Chair appointed by the President of the Friends of Sulgrave Manor. The Chair shall appoint three additional committee members. Two of whom shall be Trustees and one of whom shall be an Associate Trustee. The Nominating committee shall select a slate of Officers and Trustees which shall be presented for vote at the Annual Meeting of Trustees. (FSM Bylaws Article V, Section 2c)

JOB DESCRIPTIONS

Senior Representative to the Sulgrave Manor Trust and President Friends of Sulgrave Manor

The President of The National Society of The Colonial Dames of America (NSCDA) appoints the Senior and Junior Representative to the Sulgrave Manor Trust Board for a three-year term; however the Junior Representative is expected to serve for an additional three year term as Senior Representative. The Senior Representative shall serve as President and the Junior Representative shall serve as Vice-President of the Board of the Friends of Sulgrave Manor. The President and Vice-President are elected by the Trustees of the Friends of Sulgrave Manor, and each shall serve a three-year term which shall be concurrent with the terms of their appointments by the NSCDA as Senior and Junior Representatives. The position of Junior Representative alternates each term between a representative from a Colonial State and an Associate State.

The Senior Representative to the Sulgrave Manor Trust serves as a voting member of the Sulgrave Manor Trust Board. Her primary responsibility is to act as a liaison between the Sulgrave Manor Trust Board and The National Society.

The Senior Representative serves as President of the Board of Trustees of the Friends of Sulgrave Manor, a tax-exempt 501(c)3 Corporation in the Commonwealth of Virginia. As required by Virginia State Law, she presides at the Annual Meeting of the Trustees, and reports the names of the Officers and Trustees of the Corporation to the Virginia State Corporation Commission. The Annual Meeting of the Trustees is held at a time and place convenient to the Trustees.

She also presides at the Annual Combined Meeting of the Trustees and the Associate Trustees held following the Annual Meeting of the Trustees. If an Associate Trustee is unable to attend, the President or another member of the Associate Trustee's Society is encouraged to attend in her place.

She appoints all committee chairmen and serves ex officio on all committees.

She consults with the Junior Representative on all matters pertaining to any proposed request of the Sulgrave Manor Trust for a grant from the Friends of Sulgrave Manor. Requests of the Sulgrave Manor Trust to the Friends of Sulgrave Manor may be presented to the Executive Committee by conference call or email between meetings and ratified by the Trustees at the Annual Meeting.

She attends the meeting of the Sulgrave Manor Trust Board in England in January and the Annual Meeting of the Sulgrave Manor Trust Board in England in June. She also attends all other meetings of the Board that are held by conference call during the year.

She attends the Biennial Council in even years and the National Board meetings every year. She attends National Conferences, and she or the Junior Representative reports at each. If neither is unable to attend the report will be read by a Trustee or Associate Trustee of the Friends.

With the Treasurer and the Vice-President of the Board of Trustees of the Friends she seeks advice from the law firm that files the annual reports and tax returns and holds the Minute Book for the Corporation:

Christian & Barton, L.L.P.
909 East Main Street, Suite 1200
Richmond, VA 23219-3095
Attention: Peter Broadbent

Additional Duties:

- Provides pertinent material and reviews reports and the newsletter of the Friends of Sulgrave Manor which is compiled and distributed by the Junior Representative.
- She acknowledges major gifts to the Friends and gifts from the State Societies.
- Prepares the Friends of Sulgrave Manor article for *Dames Dispatch*.
- Updates NSCDA information each year as requested.
- Writes an article (President's letter) for annual newsletter.
- Writes National Board and Biennial Council reports.

Both Representatives:

- Plan the agenda and set the location and date for the Annual Meeting of the Board of Trustees and the combined meeting of the Trustees and the Associate Trustees of the Friends of Sulgrave Manor. Coordinates the location and dates with the National President and the Chair of the Calendar Committee. Notice of the Meeting is sent to all Trustees and Associate Trustees in a timely fashion.
- Both the President and the Vice-President of the Friends deliver a report at the Annual Trustees Board Meeting and the combined Annual Meeting of Trustees and Associate Trustees.
- Plan tours to Sulgrave Manor for special events. Select the travel agent and the general plans for the next tour immediately following the completion of a tour.

Junior Representative to the Sulgrave Manor Trust and Vice-President Friends of Sulgrave Manor

The President of The National Society of The Colonial Dames of America (NSCDA) appoints the Senior and Junior Representative to the Sulgrave Manor Trust Board for a three-year term; however the Junior Representative is expected to serve for an additional three year term as Senior Representative. The Senior Representative shall serve as President and the Junior Representative shall serve as Vice-President of the Board of the Friends of Sulgrave Manor. The

President and Vice-President are elected by the Trustees of the Friends of Sulgrave Manor, and each shall serve a three-year term which shall be concurrent with the terms of their appointments by the NSCDA as Senior and Junior Representatives. The position of Junior Representative alternates each term between a representative from a Colonial State and an Associate State.

Her primary responsibilities are to assist as a liaison between the Sulgrave Manor Trust Board and The National Society, to help with general correspondence to the Trustees and Associate Trustees, and to publish the Annual Newsletter.

She serves for her first six months as an observer to Sulgrave Manor Trust (January to June) and then becomes a full voting member of the Trust at the Annual General Meeting held in June each year. She also attends other meetings of the Board during the year by conference call.

She attends and is a voting member of the Biennial Council in even years and the National Board meetings annually.

She serves on the following committees of the Friends of Sulgrave Manor: Executive Committee, Finance Committee, Governance Committee, Grants Review Committee, and any other committees as she and the President decides.

She issues a letter of welcome and recent Sulgrave Manor information to new Associate Trustees, and she maintains a current roster of the Trustees and the Associate Trustees. Her responsibilities also include sending the call to the Annual Trustees Meeting and to the Annual Associate Trustees Meeting as well as delivering a report to both.

She shall oversee the Committee's maintenance of Policies and Procedures.

She publishes an Annual Newsletter in the fall in collaboration with the Senior Representative, Trustees and Associate Trustees that is sent to all members of The National Society as well as to supporters of and prospective contributors to the Friends of Sulgrave Manor.

She updates and distributes letterhead to Trustees and Associate Trustees upon request and provides a solicitation letter for the Associate Trustees for their use. The Junior Representative and the Senior Representative work together in planning Sulgrave Day (Dames Day) and the accompanying trip or for special trips.

She is responsible for the annual update of the Trustee and Associate Trustee Handbooks with all associated attachments.

She updates and maintains the Friends of Sulgrave Manor website.

Both Representatives:

- Plan the agenda and set the location and date for the Annual Meeting of the Board of Trustees and the combined meeting of the Trustees and the Associate Trustees of the Friends of Sulgrave Manor. Coordinates the schedule with the National President and the Chair of the Calendar Committee. Notice of the Meeting is sent to all Trustees and Associate Trustees in a timely fashion.
- Both the President and the Vice-President of the Friends deliver a report at the Annual Trustees Board Meeting and the combined Annual Meeting of Trustees and Associate Trustees.
- Plan tours to Sulgrave Manor. Select the travel agent and the general plans for the next tour immediately following the completion of a tour.

Trustees

Trustees of the Friends of Sulgrave Manor (FSM), a 501(c)3 Commonwealth of Virginia Corporation, are responsible for managing the business and affairs of the Friends of Sulgrave Manor.

Term: Trustees shall be elected for a two-year term and may serve with a limit of three consecutive terms for a maximum of six years. Trustees shall be and remain during their term of office members of the NSCDA and need not be residents of the Commonwealth of Virginia. The Trustees, except for *ex officio* Trustees, shall be nominated by a Nominating Committee of the Board of Trustees of the Friends of Sulgrave Manor. The slate shall be presented to the Trustees for election at any meeting. (FSM Bylaws, Article V, Section 2)

Duties:

- I. To support and promote Sulgrave Manor;
- II. To attend Annual Meetings of Friends of Sulgrave Manor in order to conduct the business of the Organization;
- III. To act as voting members of the 501(c)3 Friends of Sulgrave Manor Corporation at the Annual meeting and to be available to vote or provide an opinion by email in case of matters arising between meetings;
- IV. To participate in tours;
- V. To suggest to the Nominating Chair qualified candidates to serve as Trustees or Officers of the Friends of Sulgrave Manor
- VI. To Chair or serve on a committee of the Friends of Sulgrave Manor

Honorary Presidents

Honorary Presidents of the Friends of Sulgrave Manor (FSM), a 501(c)3 Commonwealth of Virginia Corporation, are responsible for supporting and promoting Sulgrave Manor.

Presidents of the Friends of Sulgrave Manor after serving their term may be elected by majority vote of all Trustees present at the Annual Meeting as Honorary Presidents until such Honorary President's death, resignation, retirement, disqualification or removal.

Honorary Presidents will be invited to all meetings and events of the Trustees, such as the Annual Meeting and Sulgrave Day, and although are not required to attend, may do so and may participate in all discussions at meetings of the Trustees occurring there and at meetings of committees of the Trustees to which they may be appointed.

Honorary Presidents shall not be entitled to vote on any business coming before the Board of Trustees and shall not be counted for the purpose of determining the number of Trustees necessary to constitute a quorum.

Duties:

- I. To support and promote Sulgrave Manor;
- II. To attend Annual Meetings of Friends of Sulgrave Manor;
- III. To participate in tours;
- IV. To suggest to the Nominating Chair qualified candidates to serve as Trustees or Officers of the Friends of Sulgrave Manor.

Emeritus Trustees

Emeritus Trustees of the Friends of Sulgrave Manor (FSM), a 501(c)3 Commonwealth of Virginia Corporation, are responsible for supporting and promoting Sulgrave Manor.

Trustees or Officers upon completion of their term will automatically become Emeritus Trustees until such Emeritus Trustee's death, resignation, disqualification or removal.

Emeritus Trustees will be invited to all meetings and events of the Trustees, such as the Annual Meeting and Sulgrave Day, and although are not required to attend, may do so and may participate in all discussions at meetings of the Trustees occurring there and at meetings of committees of the Trustees to which they may be appointed.

Emeritus Trustees shall not be entitled to vote on any business coming before the Board of Trustees and shall not be counted for the purpose of determining the number of Trustees necessary to constitute a quorum.

Duties:

- I. To support and promote Sulgrave Manor;
- II. To attend Annual Meetings of Friends of Sulgrave Manor;
- III. To participate in tours;
- IV. To suggest to the Nominating Chair qualified candidates to serve as Trustees or Officers of the Friends of Sulgrave Manor.