

# The National Society of The Colonial Dames of America in California

## PROPOSED STYLE SHEET

to be used in  
Proposed Bylaws Revision  
All NSCDA-CA written reports

### CAPITALIZATION:

- Capitalize proper names (names of organizations, people, committees, boards, meetings, official titles.) Examples:
  - Annual Meeting
  - California Society
  - President Gail Sollid
  - Membership Committee
  - Membership Committee Chairman
  - National President Marcy Moody
  - Semi-Annual Meeting
  - The Governing Board
  
- Terms which are ALWAYS CAPITALIZED. Examples:
  - Colonial State Society
  - Corporate Society
  - Dame (when used to reference a member of NSCDA)
  - National President (when used to reference the National President of NSCDA)
  - President (when used to reference the President of a Corporate Society)
  - Regent (when used in reference to Regent of Gunston Hall)
  - Roll of Honor
  - Special Committee
  - Standing Committee
  - Nominating Committee
  - Town and County Committees
  - Young Dames

### LOWER CASE

- alternates
- board
- committee
- chairman
- committee chairman
- delegates
- managers
- meeting
- member
- officer
- regular meeting
- secretary
- special meeting

## ABBREVIATIONS

- NSCDA
- NSCDA-CA

## COMPUTER AND INTERNET TERMS

- email
- Internet
- website

## NUMBERS

- Spell out numbers from one to nine. Numbers over nine can be numeric.
- Spell out numbers that begin a sentence.
- First, second and third can be abbreviated as 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>.

## PUNCTUATION

- Commas are used to separate items in a series. Ex. one, two, and three.
- Semi-colons are used to separate items in a series if the individual items contains commas. Ex. Mrs. John Brown, chairman; Mrs. Robert Green, member.
- Commas, periods, and semi-colons are placed inside quotation marks.

## TITLES

- Italicize the *Constitution* and *Bylaws*
- Italicize book titles, newspapers, magazines, and movies. Ex. *Robert's Rules of Order Newly Revised 11<sup>th</sup> Edition*.
- Quotation marks around song titles, program names, poems, newspaper articles, and magazine articles. Ex. "The Star Spangled Banner,"

## CLARITY AND CONSISTENCY

- Avoid use of undefined abbreviations in place of the full term.
  - "The Governing Board" and later (in the same article, paragraph or sentence) the "Board." This is an example of incorrect usage.
- Avoid use of multiple names for the same item.
  - "National Council" and "Biennial Council" refer to the same meeting. It is acceptable to state "...National Council, also known as Biennial Council" as used in Article XIII Section 1.
  - "California Society President" and "President" unless the section refers to California Society as used in Article V Section 1.
- Avoid use of the same term for multiple meanings.
  - The President – meaning the National President (Acts in Council, Article VI, Section 3. The President...) This is an example of incorrect usage.
  - ...the President – meaning the President of the Corporate Societies (Acts in Council, Article IV, Section 3, paragraph a.)
- Avoid use of extra words by adding "...of the..."
  - Nominating Committee Chairman – not Chairman of the Nominating Committee
  - Standing Committee list – not list of the Standing Committee
- Avoid use of pronouns in place of the full term.

- “The President shall...” and later (in the same article, paragraph or sentence) “...she shall...” This is an example of incorrect usage.

## REFERENCES

Terms defined in *Acts in Council*, Article II should be used EXACTLY as defined below.

### *Acts in Council* Article II Definition of Terms

SECTION 1. The term “National Society” applies to the partnership or alliance of the various Corporate Societies.

SECTION 2. The term “Corporate Society” applies to each and every Society forming The National Society.

SECTION 3. The term “State Society” applies to all the Corporate Societies save and except the Society in the District of Columbia.

SECTION 4. The term “the original fourteen Societies” applies to the thirteen Colonial State Societies and the Society in the District of Columbia; the fourteen Societies that alone formed The National Society until the Council of 1898.

SECTION 5. The term “Colonial State Society” applies to the thirteen Colonial State Societies which represent the thirteen Colonies.

SECTION 6. The term “Charter Society” or the “Domicile” applies to the Society in the District of Columbia, the legal residence of The National Society.

SECTION 7. The term “Associate State Society” applies to the Societies in the non-Colonial States.

SECTION 8. The word "Non-Colonial" is used as a prefix to the words State or States, and never to the words “Dame” or “Society” standing alone.

SECTION 9. The term “Region” applies to the Corporate Societies grouped geographically for conference purposes.

Approved by The Governing Board