

CONSTITUTION AND BYLAWS PLANO CHAPTER NO. 37 - TEXAS SOCIETY SONS OF THE AMERICAN REVOLUTION

CONSTITUTION (Amended 12 May 2009)

ARTICLE I - NAME & STATUS

The name of this Chapter shall be Plano Chapter No. 37, Texas Society of the National Society Sons of the American Revolution. The Chapter is a non-profit organization and derives its status from Section 501(c) (3) of the Internal Revenue Code granting such status to the National Society Sons of the American Revolution and its subordinate elements. The National Society is a corporation created by special act of the Congress of the United States in 1906, and amended in 1925 and in 1961.

ARTICLE II - OBJECT

The objects of this Society are declared to be patriotic, historical, and educational, and shall include those intended or designed to perpetuate the memory of those patriots who, by their services or sacrifices during the war of the American Revolution, achieved the independence of the American people; to unite and promote fellowship among their descendants; to inspire them and the community- at-large with a more profound reverence for the principles of the government founded by our forefathers; to encourage historical research in relation to the American Revolution; to acquire and preserve the records of the individual services of the patriots of the war, as well as documents, relics, and landmarks; to mark the scenes of the Revolution by appropriate memorials; to celebrate the anniversaries of the prominent events of the war and of the Revolutionary period; to foster true patriotism; to maintain and extend the institutions of American freedom, and to carry out the purposes expressed in the preamble of the Constitution of our country and the injunctions of Washington in his farewell address to the American people.

ARTICLE III - OFFICERS

The officers of this Chapter shall be a president, one or more vice-presidents, a secretary, treasurer, chaplain, registrar, historian and sergeant-at-arms. These officers, together with the immediate past president, or an alternate, shall constitute the Executive Board of this Chapter.

ARTICLE IV – MEMBERSHIP (Amended 12 May 2009)

Any male, who, being a citizen of good repute in the community and is the lineal descendant of an ancestor who was at all times unfailing in loyalty to, and rendered active service in the cause of American Independence either as an officer, soldier, seaman, marine, militiaman or minuteman, in the armed forces of the Continental Congress or any one of the several Colonies or States, as a signer of the Declaration of Independence, as a member of a Committee of Safety or Correspondence, as a member of any Continental, Provincial, or Colonial Congress or Legislature, as a foreign national of, but not limited to, France, Germany, Poland, Spain, Sweden or Switzerland who rendered service in the cause of American Independence or as a recognized patriot who performed actual service by overt acts of resistance to the authority of Great Britain, shall be eligible for membership in the society; provided, however, that no person advocating the overthrow of the Government of the United States by use of force or violence shall be eligible for membership in the Society. There shall be the following classes of members:

A. A Regular or Regular Life Member shall be any member of the age of eighteen years and over, excepting those members described in Subsections (B) through (D) (4//28/15) of this Paragraph, who meets all the requirements for membership as defined in this Constitution and in the Bylaws of the National Society.

B. A Youth Registrant shall be a male under the age of eighteen years whose Youth Registrant application has been submitted and approved in accordance with the Bylaws of the National Society.

C. A Youth Life Member shall be a male under the age of eighteen years who has applied for and been admitted to Youth Life Membership and has paid the applicable fee for Life Membership.

D. A Junior Member is a male under the age of eighteen years who has met the membership requirements of the Sons of the American Revolution. A Junior Member cannot vote or receive the SAR Magazine until he attains the age of eighteen years.

E. A Memorial Membership for a deceased male of the same family as current members, whose application has been submitted and approved in accordance with the Bylaws of the National Society.

ARTICLE V - THE EXECUTIVE BOARD

A. The Executive Board shall formulate and carry out plans for promoting the purposes and growth of the Chapter and will generally superintend its interests. They shall execute

such other duties as may be assigned them at any meetings of this Chapter.

B. The Executive board shall delegate to the Registrar responsibility for reviewing all applications of candidates for membership and for approving said applications at the Chapter level when the applicant's lineage to a Revolutionary War patriot has been proven. (4/28/15)

ARTICLE VI – MEETINGS (Amended 10 February 1997)

The Chapter shall hold its Annual Meeting on the first Tuesday of January of each year, where possible at which installations shall be conducted.

ARTICLE VII - AMENDMENTS

This Constitution may be amended at any meeting of the Chapter by a two-thirds vote of the members present, providing that notice of such intended alteration or amendment be given at the previous regular scheduled meeting immediately preceding the electoral meeting, and said notice is published in the preceding monthly newsletter.

BYLAWS

SECTION I - MEMBERSHIP AND DUES (Amended 11 November 2009)

A. Application for membership must be made in writing to the Registrar (4/28/15) on the form authorized by NSSAR, and submitted in two typed copies with all needed documentation and a check in the proper amount for the registration fee. An applicant may be invited to participate as a guest pending final approval of his application by the TXSSAR and NSSAR authorities. The applicant shall become a member of the Chapter after approval of the application (4/28/15) by the TXSSAR and NSSAR.

B. The annual dues shall be payable directly to the State Society on or before the last day of December of each year, with a portion remitted to the Local Chapter, as provided in the Bylaws of the TXSSAR. All other conditions and terms related to said dues as set down in the State Society Bylaws shall apply.

C. If any member shall fail to pay his annual dues for one year, the Executive Board may, at its discretion, drop his name from the list of members.

D. A member may resign if his dues are all paid by notifying the secretary in writing.

SECTION II – MEETINGS

- A. The Chapter shall meet monthly, or as announced.
- B. Special meetings of the Chapter may be called at the request of five members or by a majority vote of the Executive Board.

SECTION III - ELECTION OF OFFICERS

- A. The nominating committee shall consist of the Immediate Past President and two former Presidents. If two former presidents are not available, the Immediate Past President shall appoint a member or members in good standing to the committee (Added 12 September 2000).
- B. The committee shall be formed in September and make their selections in October. The committee's recommendations will be presented to the membership for vote (4/28/15) at the November meeting (Added 12 September 2000). At this time, nominations may also be made by any member in good standing (Added 12 September 2000).
- C. Elected officers will receive the Oath of Office and take office on the first of January of the succeeding year (Added 12 September 2000). E. The officers shall hold office for one year or until their successors shall be elected and shall have been qualified.
- D. An auditor shall be appointed by the President prior to the Annual Meeting to audit the books of the Treasurer. The auditor's report shall be made at the Annual Meeting of the Members, prior to the installation of new officers.
- E. The officers shall hold office for one year or until their successors shall be elected and shall have been qualified.
- F. In case of the death, disability, or resignation of any officer, the Executive board shall have the power to elect a successor to fill the unexpired term of office.
- G. Any Chapter officer unable or failing to perform his duties in accordance with the Constitution and Bylaws may be replaced. The Executive Board shall nominate a successor to be voted on at the next Regular Chapter meeting. The elected successor shall fill the unexpired term of office.

SECTION IV - DUTIES OF OFFICERS

- A. **PRESIDENT** - The President shall preside at all meetings of the Chapter. He shall

appoint all standing committees and perform such other duties as pertain to his office. In case of the President's absence, he shall appoint a Vice-President to assume the duties of the President.

B. VICE PRESIDENT OF CHAPTER PROGRAMS - The Vice President of Chapter Programs shall be responsible for the arrangements for all programs at all regular meetings for the Chapter. (4/28/15) At least half the meetings should feature Historical or Patriotic programs working closely with the President on the agenda for Chapter meetings. He shall seek the cooperation of newspapers, radio, television stations to reach that audience. He shall also provide the State and National SAR news publications with articles about the growth and activities of the Chapter (Added November 11, 2003).

C. VICE PRESIDENT OF MEDALS AND AWARDS - Vice President of Medals and Awards shall be responsible for securing the appropriate supply of all medals, engraving, certificates and awards to be granted by the Chapter along with the preparation of all certificates and awards. (4/28/15) He will be working closely with other board members, committees and special groups to determine the maintenance of a yearly supply (Added November 11, 2003).

D. VICE PRESIDENT OF SCHOOL ACTIVITIES - The Vice President of School Activities shall be responsible for all School programs, the presentation of medals, awards and the preparation of all certificates for the Oration, Essay, Poster Contests and American History Teacher award*. (4/28/15) Secure judges to the schools for their History Fair contests and for Patriotic SAR programs to the schools. He shall seek the cooperation of newspapers, radio, television stations to reach that audience. He shall also provide the State and National SAR news publications articles about the growth and activities of the Chapter in this area (Added November 11, 2003).

E. VICE PRESIDENT OF COMMUNITY SERVICE - The Vice President of Community Service shall be responsible for seeking out individuals and/ or organizations for the purpose of providing commendations for distinguished service including the presentation of all medals, awards and the preparation of all certificates*. (4/28/15) The broad categories for which commendations are given are for service in the armed forces, law enforcement, fire and safety, heroism, and recognition for community service, as a reward within the SAR and/or to the DAR. He shall seek the cooperation of newspapers, radio, television stations to reach that audience. He shall provide the State and national SAR news publications articles about the growth and activities of the Chapter (Added November 11, 2003).

F. VICE PRESIDENT OF VETERANS AFFAIRS - The Vice President of Veterans Affairs shall be responsible for all Veteran affairs and veterans-related activities, while seeking out individuals and/ or organizations for the purpose of providing commendations for distinguished service including the presentation of all medals, awards and the

preparation of all certificates for veterans*. (4/28/15)
(Added November 11, 2003).

G. VICE PRESIDENT OF YOUTH ACTIVITIES - The Vice President of Youth Activities shall be responsible for heritage oriented youth activities, the ROTC and Eagle Scout programs, unless headed by an Eagle Scout Coordinator, (4/28/15) including the presentations of medals, awards and the preparation of all certificates*. (4/28/15) He shall seek the cooperation of newspapers, radio, television stations to reach that audience. He shall provide the State and national SAR news publications articles about the growth and activities of the Chapter (Added November 11, 2003).

* means making sure that they are prepared. (4/28/15)

H. SECRETARY - The Secretary shall:

1. Record the minutes of all meetings of the Chapter and provide a copy of such minutes to the President as soon as possible following each meeting.
2. Give due notice to all members of the time and place of all meetings of the Chapter and of the Executive Board.
3. Maintain a correct list of the members, their addresses, their dates of admission to the Chapter, resignation or other termination of membership.
4. Advise State and/or National headquarters about membership and notify said headquarters after each election of officers.
5. Initiate and handle the official correspondence of the Chapter both internal and external.
6. Maintain the true Constitution and Bylaws of the Chapter, with the date of Chapter approval, and signed by the President. All amendments to the Constitution and Bylaws shall be maintained as a historical record in the Secretary's file.

It shall be the further duty of the Secretary to perform such other duties as may be directed by the President or the Executive Board.

I. TREASURER - The Treasurer shall have the custody of all moneys of the Chapter and shall collect all the moneys due to the Chapter and shall deposit them to the credit of the Chapter in a depository bank, selected by a majority vote of the Executive Board. No check shall ever be signed in blank and all checks shall be signed by the Treasurer or an alternate designated by the President of the Chapter, and whose signature is on file at the designated depository.

J. CHAPLAIN - The Chaplain shall be responsible for the spiritual welfare of the Chapter. His duties shall include the provision of opening and closing prayers at each meeting, the preparation and dispatch of all memorial resolutions and letters of condolence on behalf of the Chapter. (4/28/15)

K. REGISTRAR - The Registrar shall be chairman of the Membership Committee. The

Registrar shall review all original and supplemental application papers for the completeness and accuracy, and approve them before submission to the State Registrar.
(4/28/15)

L. HISTORIAN - The Historian shall maintain a record of the activities of the Chapter and its members. His duties shall include the maintenance of a scrapbook containing the photos, clippings, and other relics of such activities for presentation to the State and National Society conventions, as well as the maintenance of such archives as the Chapter might require.

M. SERGEANT-AT-ARMS - The Sergeant-at-Arms shall be responsible for the maintenance of order at all meetings of the Chapter, subject to the instructions of the President. The Sergeant-at-Arms is also responsible for the maintenance and placement of all flags at Chapter meetings and activities.

N. WEBMASTER – The Webmaster shall be responsible for the information technology maintenance of the Chapter website and posting of information to the site received from the Chapter officers and members. He shall assemble the Chapter newsletter and notify the Secretary that same is ready for distribution to all members and others who are on the list to receive the newsletter (Added November 11, 2003).

SECTION V - STANDING COMMITTEES

In his discretion, the President may appoint any or all of the following standing committees:

- a. Membership
- b. Finance
- c. Publicity
- d. Program
- e. Awards
- f. Nominating

The President shall appoint such other special committees as shall be directed by the Chapter or the Executive Board or as he may deem necessary.

SECTION VI - DUTIES OF THE STANDING COMMITTEES

A. MEMBERSHIP COMMITTEE - The Membership Committee shall serve as the first contact with a prospective member of SAR. The committee shall provide information about NSSAR, TXSSAR, and the Chapter and answer any other questions of the applicant. The committee shall provide the necessary Yellow Worksheet and formal SAR

application for the applicant to complete and instruct the applicant to collect all required support documents. The Membership Committee shall act as sponsors of the applicant if no SAR member, in good standing, is standing as sponsor.

The committee shall work closely with the Registrar on behalf of the applicants. The Membership Committee shall also serve as the Chapter "telephone committee" to contact the current members and remind them of meetings and special activities planned by the Chapter. The committee shall advise the President of any members that are in ill health. Working closely with the Program Chairman the committee shall provide feedback from the members about current and requested programs and activities.

B. FINANCE COMMITTEE - The Finance Committee shall examine the financial condition of the Chapter and suggest ways and means of increasing its revenues and of limiting its expenses and report its findings to the President and the Executive Board. The Treasurer shall furnish the committee with such information as it shall desire. The Treasurer shall NOT be a member of the Finance Committee, but may attend meetings of that committee when invited to do so.

C. PUBLICITY COMMITTEE - The Publicity (Community Affairs) Committee shall have the objective to attract the interest of men who are candidates for membership. The committee shall seek the cooperation of newspapers, radio and television stations to reach that audience. The committee shall also provide the State and National SAR news publications articles about the growth and activities of the Chapter. The committee shall work closely with the Program and Membership chairmen to coordinate activities and information about the Chapter.

D. PROGRAM COMMITTEE - The Program Committee shall plan for speakers or other types of programs for the Chapter. At least half the meetings should feature historical or patriotic programs. The committee shall work closely with the President and assist him with the agenda for Chapter meetings.

E. AWARDS COMMITTEE - The Awards Committee shall seek out individuals and/or organizations for the purpose of providing commendations for distinguished service. The broad categories for which commendations are given are for service in the armed forces, recognition for community service, as a reward within the SAR and DAR, and for heritage oriented youth activities. The committee shall nominate candidates. However no awards or certificates shall be issued without the approval of the President and/or the Executive Board.

F. NOMINATING COMMITTEE - The nominating committee shall consist of the Immediate Past President and two former Presidents. If two former presidents are not available, the Immediate Past President shall appoint a member or members in good standing to the committee. The committee shall be formed in September and make their selections in October to be presented to the membership at that month's Chapter meeting

(12 September 2000).

Election of officers shall occur at the November meeting. At this time, nominations may also be made by a member in good standing. Elected officers will receive the Oath of Office and take office at the January meeting of the succeeding year (12 September 2000).

SECTION VI - QUORUM

A quorum for the transaction of business shall consist of those members present at a meeting. A quorum for the transaction of business of the Executive Board shall include Chapter members who are not members thereof by the virtue of being past presidents.

SECTION VII - AMENDMENTS

These Bylaws may be amended at any meeting of the Chapter by a two-thirds vote of the members present, provided that notice of such intended alteration or amendment be given at the previous regular scheduled meeting immediately preceding the electoral meeting, and said notice is published in the preceding monthly newsletter.

SECTION VIII – EXPENDITURES AND CONTRACTS

- A. No member or officer shall commit Chapter funds for any project, contract or agreement without prior approval of the Executive Board and Chapter in a regular or called meeting.
- B. Before payment by the Treasurer, all invoices are required to have signature approval, by the President, or First Vice President in the absence or disability of the President.
- C. All contracts or agreements made on behalf of the Chapter must be signed by the President, or a Vice President, in the absence or disability of the President.
- D. Each year the Treasurer submits an annual budget to the Board at the November (4/28/15) Meeting. After approval by the board, the budget is presented for vote (4/28/15) to the membership at the following February (4/28/15) Chapter meeting. The Treasurer is authorized to spend in accordance with the Budget. Any line item over budget by \$100.00 or any expenditure over Total Budget, must have Board approval and Chapter approval prior to the expenditure (12 August 2008).
- E. The Chapter has established a Compatriot Fund. The Compatriot Fund is to be used only for Americanism Projects approved by the Board. Withdrawal of any monies from

the principal must be voted on and approved by the Board and documented in the chapter budget, the annual financial report and the meeting minutes when the change is approved (Modified Nov 6, 2012).

F. Any Chapter Fund raising project or program shall be submitted to The Board for approval and then submitted to the Chapter membership for final approval by 2/3rds of the members present. All impromptu appeals for donations or funds from the Chapter membership by members or visitors at a regular monthly meeting must have prior board approval (12 August 2008).

G. Any Chapter emergency such as fire, riot, financial, displacement from meeting place, or act of God, must be expeditiously handled by the executive Board. The President or other Board Officer must initiate a called BOM meeting immediately upon learning of the emergency. The Executive board will review the situation and take appropriate action. The Chapter will be notified at the earliest possible time (12 August 2008).

Constitution/By-Laws at 1/28/15. (Updated 4/20/15)

Larry Mealm President SAR
4/20/15 Plano #37