

TEXAS SOCIETY
SONS OF THE AMERICAN REVOLUTION
ARLINGTON CHAPTER #7
CONSTITUTION & BYLAWS



APPROVED BY MEMBERSHIP

10 AUGUST 2013

Roger Wehr, Treasurer and Constitution\Bylaws Committee Chairman

Ron Carter, President

David Friels, Vice-President and Chaplain

Bob Wehr, Secretary

John Anderson, Registrar and Historian

CONSTITUTION AND BYLAWS
OF THE
ARLINGTON CHAPTER #7
TEXAS SOCIETY SONS OF THE AMERICAN REVOLUTION
CONSTITUTION

ARTICLE I

NAME AND STATUS

The name of this Chapter shall be "**Arlington Chapter #7, 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

CHAPTER OBJECTIVES

"The objectives 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."

**CONSTITUTION AND BYLAWS
NSSAR, TXSSAR, ARLINGTON CHAPTER #7**

CONSTITUTION

ARTICLE III

OFFICERS

The Officers of this Chapter shall be a **President, Vice-President, Secretary, Treasurer, Registrar, Chaplain, Historian, and Sergeant-of-Arms**. These officers, together with the immediate past president, or an alternate, shall constitute the Executive Board of this Chapter.

ARTICLE IV

MEMBERSHIP

Any man eighteen years of age or over whose application for membership in the National Society Sons of the American Revolution has been approved and is a member in good standing of the Texas Society of the Sons of the American Revolution, shall be eligible to membership in this Chapter.

ARTICLE V

THE EXECUTIVE BOARD

Section 1. The Executive Board shall formulate and carry out plans for promoting the purposes and growth of the Chapter and shall generally superintend its interests. They shall execute such other duties as may be assigned them at any meetings of this Chapter.

Section 2. The Executive Board may review all applications of candidates for membership and make appropriate recommendations to the Chapter membership for its approval.

ARTICLE VI

MEETINGS

The Chapter shall hold its Annual meeting in March of each year at which time officer installations shall be conducted.

**CONSTITUTION AND BYLAWS
NSSAR, TXSSAR, ARLINGTON CHAPTER #7**

CONSTITUTION

ARTICLE VII

AMENDMENTS

This constitution 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, and said notice is published in the preceding monthly minutes. This Constitution and Bylaws are subject to the Constitution and Bylaws of the TXSSAR and the NSSAR.

**CONSTITUTION AND BYLAWS
NSSAR, TXSSAR, ARLINGTON CHAPTER #7**

BYLAWS

SECTION I

MEMBERSHIP AND DUES

A. Application for membership must be made in writing to the **Registrar** on the form authorized by the NSSAR, and submitted as prescribed by TXSSAR and NSSAR with all needed documentation and a check in the proper amount for the initiation fee. An applicant may be invited to participate as a guest pending final approval of his application by the NSSAR authorities. The applicant shall become a member of the Chapter after favorable report by the Registrar of the approval of the application by the TXSSAR and the NSSAR, and induction by the Chapter membership.

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 by notifying the **Secretary** in writing.

SECTION II

MEETINGS

A. The Chapter shall meet monthly as announced.

B. Special meetings of the Chapter may be called at the request of the **Executive Board** or by a majority quorum vote.

**CONSTITUTION AND BYLAWS
NSSAR, TXSSAR, ARLINGTON CHAPTER #7**

BYLAWS

SECTION III

ELECTION OF OFFICERS

- A. The officers shall hold office for one year or until their successors shall be elected and shall have qualified.
- B. The **President** or a majority by quorum vote shall appoint a nominating committee in December consisting of three members of the Chapter. The nominating committee should make their recommendations to the membership before February. Other nominations may be given at that time from the floor. Elections shall be held in the same meeting. Installation of the Officers shall be held in the following meeting.
- C. An **Auditor** appointed by the **President**, usually the newly elected **Treasurer**, prior to the Annual Meeting shall audit the books of the previous **Treasurer**. The auditor's report shall be made at the Annual Meeting of the members prior to the installation of the new officers. It should include a statement of the budget given a forecast of the current year's income and expenses.
- D. In case of death, disability, or resignation of any officer, the **Executive Board** shall have the power to appoint a successor to fill the unexpired term of office.
- E. Any Chapter officer unable or failing to perform his duties in accordance with the Constitution and Bylaws may be replaced. The **Executive Board** or one-third quorum vote 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 be the Chairman of the **Awards Committee** and is responsible for presiding over regular Chapter meetings. In his absence, the next lower ranking Officer present shall preside at the Chapter meeting. Moreover, the President shall appoint members to all standing committees and perform other such executive duties required by the Chapter.

**CONSTITUTION AND BYLAWS
NSSAR, TXSSAR, ARLINGTON CHAPTER #7**

BYLAWS

SECTION IV

DUTIES OF OFFICERS

B. VICE-PRESIDENT

The **Vice-President** shall be Chairman of the **Programs and Publicity Committee** and shall be responsible for arrangements for all programs at all regular meetings of the Chapter. In the absence or disability of the **President**, the **Vice-President** shall preside at the meetings of the Chapter.

C. SECRETARY

The **Secretary** shall:

1. record the minutes of all meetings of the Chapter and provide a draft 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. advise State and/or National headquarters about Chapter membership and notify said headquarters after each election of officers;
4. initiate and handle the official correspondence of the Chapter – both internal and external;
5. 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; and
6. perform other duties as may be directed by the Chapter **President** or the **Executive Board**.

**CONSTITUTION AND BYLAWS
NSSAR, TXSSAR, ARLINGTON CHAPTER #7**

BYLAWS

SECTION IV

DUTIES OF OFFICERS

D. TREASURER

The **Treasurer** shall be the Chairman of the **Finance Committee** and shall have the custody of all funds of the Chapter. The **Treasurer** shall collect all sums 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 Chapter Officers. 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 shall be placed on file at the designated depository bank.

E. CHAPLAIN

The **Chaplain** shall be the Chairman of the **Spiritual Committee** and 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, and presiding over the necrology service at the Annual Meeting. The **Chaplain** shall be responsible for the reporting of deaths of Chapter compatriots to the State headquarters, and may contact the survivors of compatriots regarding the eligibility of purchasing SAR compatriot grave marker medallion.

F. REGISTRAR

The **Registrar** shall be Chairman of the **Membership Committee**. The **Registrar** shall review all original and supplemental application papers for completeness and accuracy, and approve them before submission to the State Registrar. A copy of all original and supplemental application papers must be filed with the Chapter **Historian**. The **Registrar** shall maintain an updated list of the Chapter members, their addresses, dates of admissions to the Chapter, and resignations or other terminations of membership.

**CONSTITUTION AND BYLAWS
NSSAR, TXSSAR, ARLINGTON CHAPTER #7**

BYLAWS

SECTION IV

DUTIES OF OFFICERS

G. HISTORIAN

The **Historian** shall be the Chairman of the **Records Committee** and shall maintain a record of the activities of the Chapter and its members. His duties shall include the maintenance of relevant historical materials such as photos, news clippings, and other relics of such activities for presentation to the State and National Society conventions. The **Historian** shall be responsible for the maintenance of any historical records and archives that the Chapter might require.

H. SERGEANT-AT-ARMS

The **Sergeant-at-Arms** shall be the Chairman of the **Color Guard** and shall be responsible for the maintenance of order at all meetings of the Chapter, subject to the instructions of the Chapter **President**. The **Sergeant-at-Arms** is also responsible for the maintenance and placement of all flags at Chapter meetings and activities.

SECTION V

CHAPTER PROPERTY

Properties obtained by, for, or in the name of the Chapter such as money, investments, accounting books, flags, historical photos, newspaper clippings, scrapbooks, medals, and other documents and supplies are the property of the Chapter and should be treated as such by an Officer or Standing Committee in charge of such items. Such property may be transferred to a successive officer or a committee at the proper time or upon demand by the Executive Board unless specifically excluded by prior written permission of the **Executive Board**.

**CONSTITUTION AND BYLAWS
NSSAR, TXSSAR, ARLINGTON CHAPTER #7**

BYLAWS

SECTION VI

STANDING COMMITTEES

There shall be the following standing committees to be appointed by the Chapter **President**: “**Membership**,” “**Finance**,” “**Programs & Publicity**,” “**Awards**,” “**Spiritual**,” “**Web Administration**,” “**Records**,” and “**Nominating**.”

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

SECTION VII

DUTIES OF THE STANDING COMMITTEES

A. MEMBERSHIP COMMITTEE

The **Registrar** shall be Chairman of the **Membership Committee**. The Membership Committee shall serve as the first contact with a prospective member of the 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 worksheet and/or formal SAR application for the applicant to complete and instruct the applicant to collect all required supporting documents. An SAR member in good standing or the Membership committee shall act as sponsors of the applicant. The committee shall work closely with the Registrar on behalf of the applicants.

The Membership Committee shall also serve as the so-called Chapter “communications committee” and assist the secretary in giving due notice to current members and remind them of meetings and special activities planned by the Chapter. The Committee shall advise the **President** and **Chaplain** of any members who are in ill health. Working closely with the Program Chairman, the Membership Committee shall provide feedback from members regarding requested programs and activities.

**CONSTITUTION AND BYLAWS
NSSAR, TXSSAR, ARLINGTON CHAPTER #7**

BYLAWS

SECTION VII

DUTIES OF THE STANDING COMMITTEES

B. FINANCE COMMITTEE

The **Treasurer** shall be the Chairman of the **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 may desire.

C. PROGRAMS & PUBLICITY COMMITTEE

The **Vice-President** shall be Chairman of the **Programs & Publicity Committee** and shall be responsible for arrangements for all programs at all regular meetings of the Chapter. The Programs & Publicity Committee shall have the objective to attract the interests of men who are candidates for SAR membership. The committee shall seek the co-operation of newspapers, radio and television stations to reach that audience. The committee shall provide news publications and articles about the growth and activities of the Chapter to the TXSSAR and NSSAR. The committee should also work closely with the **Historian**, who is in charge of maintenance of relevant historical materials. The Programs & Publicity Committee shall plan for speakers or other types of programs for the Chapter. It is suggested that at least half of the meetings should feature historical and/or patriotic programs. The committee should work closely with the Chapter **President** to assist him with the agenda for the regular Chapter meetings. As directed by the Chapter **President**, the Programs & Publicity Committee may create a separate subcommittee for the purpose of publicity.

D. AWARDS COMMITTEE

The Chapter **President** shall be Chairman of the **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 services. The committee shall nominate candidates; however, no awards or certificates shall be issued without the approval of the **President** and/or the **Executive Board**. Subcommittees may be organized as directed by the **President**. If any, each subcommittee chairman is automatically a member of the Awards Committee.

**CONSTITUTION AND BYLAWS
NSSAR, TXSSAR, ARLINGTON CHAPTER #7**

BYLAWS

SECTION VII

DUTIES OF THE STANDING COMMITTEES

E. SPIRITUAL COMMITTEE

The **Chaplain** shall be the Chairman of the **Spiritual Committee**. The Spiritual Committee shall assist the Chaplain as needed in his duties in the preparation and dispatch of memorial resolutions and letters of condolence on behalf of the Chapter.

F. WEB ADMINISTRATION COMMITTEE

The Chairman of the **Web Administration Committee** may work closely with the Chapter **Secretary** in reporting of the minutes of regular Chapter meetings. The Chairman of the Web Administration Committee may also assist in the announcement of upcoming events and posting of photos of past meetings and other Chapter events.

G. RECORDS COMMITTEE

The **Historian** shall be the Chairman of the **Records Committee**. The Records Committee shall assist the Historian as needed in his duties of maintaining a record of the activities of the Chapter and its members.

H. NOMINATING COMMITTEE

A Nominating Committee shall consist of those members selected by a majority of members present at the December monthly meeting. If a quorum is not met at the December meeting, then the President and/or Vice-President may select the members of the Nominating Committee. The Nominating Committee shall report its nominations for Chapter Officers at the monthly meeting in January. Following the report of the Nominating Committee, other nominations may be made by members from the floor. All nominations shall be reported in the minutes of the January meeting on the chapter website prior to the February meeting.

**CONSTITUTION AND BYLAWS
NSSAR, TXSSAR, ARLINGTON CHAPTER #7**

BYLAWS

SECTION VIII

QUORUMS & AMENDMENTS

A “**quorum**” for the transaction of business shall consist of a majority of those active members present at a meeting. A “quorum” for the transaction of business of the **Executive Board** may include Chapter members who are not members of the Executive Board by virtue of having served in the past as Chapter Presidents.

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 is given at the previous regularly scheduled meeting immediately preceding the electoral meeting, and said notice is published in the preceding monthly minutes.

SECTION IX

EXPENDITURES & 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 to be approved by the Chapter or the **President**.
- C. All contracts or agreements made on behalf of the Chapter must be signed by the **President** or the **Vice-President** in the absence or disability of the **President**.

**CONSTITUTION AND BYLAWS
NSSAR, TXSSAR, ARLINGTON CHAPTER #7**

MEMBER SIGNATURES OF APPROVAL

Ron Carter, President

David Friels, Vice-President and Chaplain

Bob Wehr, Secretary

Roger Wehr, Treasurer

John Anderson, Registrar and Historian

Claude Hicks, Sergeant At Arms

And the following Chapter Members:
