

BY-LAWS of the
ALEXANDER HAMILTON CHAPTER,
TEXAS SOCIETY, SONS OF THE AMERICAN REVOLUTION

ARTICLE I – MEMBERSHIP AND DUES

SECTION 1 – Applications for membership are approved by the Chapter Registrar and submitted to the TXSSAR Registrar for his approval. The TXSSAR Registrar will then submit the application to the NSSAR. Once the candidate for membership is accepted by NSSAR, no further action is taken by the Chapter but to induct him into the chapter and present him with his certificate welcoming him into Chapter membership.

SECTION 2 – If any member shall fail to pay his annual dues, he shall be dropped from Chapter membership until such dues are paid as certified by the Chapter and the TXSSAR office.

ARTICLE II – ELECTION OF OFFICERS

SECTION 1 – Any Chapter member may nominate another Chapter member in good standing for any elected Officer position listed in Article IV of the Chapter Constitution. Nominations must be received by the May meeting date of the 2nd year of the election term. The slate of candidates standing for election shall be named in the June issue of our twice annual newsletter.

SECTION 2 – The officers shall be elected at the September Chapter meeting of the 2nd year of the election term. They shall be installed as Chapter officers at the November meeting of the 2nd year of the election term and will begin their duties on that date.

SECTION 3 – Officers shall serve for a term of two years.

SECTION 4 – The Chapter President may not hold that office for more than two terms in succession.

SECTION 5 – If any vacancies occur in any office during the year, it shall be filled by appointment of the Board of Managers and serve until the next regular election.

ARTICLE III – DUTIES OF OFFICERS

SECTION 1 – PRESIDENT: The President shall preside at all meetings of the Board of Managers and the Chapter. He shall appoint all standing committees and oversee their functions. He shall perform any other duties as pertain to his office.

SECTION 2 – PRESIDENT ELECT: The President Elect in the absence of the President shall preside at Chapter meetings and the Board of Managers meetings. He shall serve the President in other matters when asked to do so by the President. He shall be responsible for arranging all programs.

SECTION 3 – SECRETARY: The Secretary shall record the minutes of the meetings of the Board of Managers and notify all members of their election and of such other matters as may be directed by the Board of Managers. He shall give due notice of the time and place of all meetings of the Chapter and the Board of Managers. It shall be the further duty of the Secretary to keep a correct list of the members and their addresses, the dates of their admission to the Chapter, their resignations, transfers, or other terminations of their membership in this Chapter. He shall also be responsible for submitting all required reports as indicated in the TXSSAR Constitution and By-Laws.

SECTION 4 – TREASURER: The Treasurer and the President have custody of all moneys of the Chapter and shall collect all the moneys due the Chapter and shall deposit them to the credit of the Chapter in a depository bank or savings institution selected by the Board of Managers. The Treasurer, or the President in the absence of the Treasurer, shall pay all bills and obligations incurred by the Chapter after receiving proper documentation. All checks shall be signed by the Treasurer or President in the absence of the Treasurer.

SECTION 5 – GENEALOGIST: The Genealogist shall provide assistance and support to the Registrar by providing research that documents and validates certifiable lineage for prospective applicants.

SECTION 6 – REGISTRAR: The Registrar shall furnish application forms and information to those seeking membership. He shall receive all applications for membership or supplemental applications and review them for completeness and accuracy. The Registrar shall sign these applications as the sponsor and will submit them to the TXSSAR Registrar for approval. He shall keep accurate records on those applicants who have applications being completed and those which have been submitted. He shall also be the custodian of the Chapter Archives of completed and approved original and supplemental application forms by members.

SECTION 7 – HISTORIAN: The Historian shall maintain a record of the activities of the Chapter and its members, and 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 other documents as the Chapter might require. The Historian shall produce a twice annual newsletter in June and in December of the same year.

SECTION 8 – SERGEANT-AT-ARMS: The Sergeant-At-Arms shall be responsible for the maintenance and order at all meetings of the Chapter, subject to the instructions of the President. He shall also be responsible for the safe keeping of all flags, banners, and signs used at the meetings and oversee the arrangement of the items used in the Chapter meetings. The Sergeant-At-Arms shall also oversee the arrangement of the meeting room on entry and exit. The Chapter may elect two Sergeant-At-Arms if the membership chooses to do so.

SECTION 9 – CHAPLAIN: The Chaplain shall be responsible for the spiritual needs of the Chapter. He shall give the Invocation and Benediction at all meetings. He shall also keep watch for any illnesses or deaths of members and notify the President. He shall also see that proper remembrances are made in the event of the death of a member, such as contributions to the Patriot's Fund or the Chapter Memorial Fund.

ARTICLE IV – STANDING COMMITTEES

SECTION 1 – There shall be the following standing committees to be appointed by the President: Awards and Medals; Membership; Community Programs; Communication; and Veterans.

SECTION 2 – The President shall appoint such other committees as shall be directed by the Chapter or the Board of Managers or as he may deem appropriate.

SECTION 3 – The President shall appoint a Color Guard Commander who shall: maintain a roll of the Color Guard members, enroll and train new members; report to the Board of Managers and the Chapter any activities. He is responsible to muster Color Guard members for any activity that is in keeping with the objectives of this organization.

ARTICLE V – 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 Board of Managers shall consist of three members.

ARTICLE VI – AMENDMENTS

These By-Laws may be amended or altered at any meeting of the Chapter by a vote of two-thirds of the members present provided that notice of such amendment or alteration has been given at least thirty days prior to the meeting at which the amendments or alteration is to be considered.