

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



CONSTITUTION & BY-LAWS

11 DECEMBER 2021

John Anderson, Past President and Registrar

David Friels, Past President and Secretary

Dan Hamilton, Sergeant at Arms

Bob Pope, President

Bob Wehr, Chaplain

Roger Wehr, Past President

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-at-Arms**. These officers, together with the past chapter presidents 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 be composed of the current chapter officers and the former presidents of the chapter. At his discretion, the Chapter President may also appoint Chapter members to the Executive Board.

Section 2. 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 3. 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 and Bylaws may be amended at any meeting of the Chapter by a two-thirds vote of the members present by quorum, 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. A “**quorum**” for the transaction of business shall be defined in Section IX of the Chapter Bylaws.

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 newly elected and qualified successors have been inducted.
- 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 in 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:

1. be the Chairman of the **Executive Board** and the **Awards Committee**.
2. be responsible for presiding over regular chapter meetings. In his absence, the next lower ranking Officer present shall preside at the chapter meeting.
3. provide management and oversight of the financial assets handled by the chapter **Treasurer**, historical records handled by the chapter **Historian**, and flags and banners handled by the chapter **Sergeant-at-Arms**.
4. appoint members to all standing committees.
5. perform other executive duties required for the maintenance of the chapter.
6. provide a signature to be kept on file for the chapter bank account as required by the chapter's bank.

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

BYLAWS

SECTION IV

DUTIES OF OFFICERS

B. VICE-PRESIDENT

The **Vice-President** shall:

1. be Chairman of the **Programs and Publicity Committee**.
2. assist in the arrangement of 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.
3. perform other duties as may be directed by the chapter **President** or the **Executive Board**.

C. SECRETARY

The **Secretary** shall:

1. record the minutes of all meetings of the Chapter and the Executive Board. The Secretary will provide a draft copy of such minutes to the **Web Administrator** as soon as possible following each meeting.
2. give due notice to all members of the time and place of all chapter meetings and meetings of the Executive Board.
3. advise State and/or National headquarters about chapter membership and provide notification to these headquarters after each election of chapter officers.
4. initiate and handle the official correspondence of the Chapter – both internal and external.
5. retain a copy of the most up to date 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.
6. provide information to the chapter's depository bank as required for the chapter **Treasurer** to become a signatory member to the chapter's bank account.
7. perform other duties as may be directed by the chapter **President** or the **Executive Board**.

D. TREASURER

The **Treasurer** shall:

1. be the Chairman of the **Finance Committee** and shall have the custody of all funds of the Chapter.
2. collect ALL sums due to the Chapter.
3. deposit chapter funds in a depository bank, selected by a majority vote of the Chapter Officers.
4. ensure that no blank check will ever be signed as payment.
5. ensure that all checks shall be signed by the **Treasurer** or an alternate designated by the chapter **President**.
6. provide a signature to be placed on file at the designated depository bank.
7. maintain compliance with required Federal tax reporting for the chapter as a non-profit organization under Section 501(c)3 of the Internal Revenue Code.
8. 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

E. CHAPLAIN

The **Chaplain** shall:

1. be the Chairman of the **Spiritual Committee** and shall be responsible for the spiritual welfare of the chapter.
2. provide opening and closing prayers at each meeting.
3. prepare and dispatch all memorial resolutions and letters of condolence on behalf of the Chapter.
4. preside over memorial presentations at the Annual Meeting.
5. be responsible for reporting deaths of Chapter compatriots to the State headquarters and may contact the survivors of compatriots regarding the eligibility of purchasing SAR compatriot grave marker medallions.
6. perform other duties as may be directed by the chapter **President** or the **Executive Board**.

F. REGISTRAR

The **Registrar** shall:

1. serve as first contact with a prospective member.
2. provide information about the National Society of the Sons of the American Revolution, the Texas Society of the Sons of the American Revolution, the chapter and answer any other questions of the applicant.
3. may provide the necessary worksheet and/or formal SAR application for the applicant to complete and advise the applicant to collect all required supporting documents.
4. act as a sponsor of the applicant.
5. review all original and supplemental application papers for completeness and accuracy, and approve them before submission of these applications to the State Registrar.
6. file a copy of all original and supplemental application papers with the Chapter **Historian**.
7. assist the **Membership Committee Chairman** in maintaining an updated list of the Chapter members, their addresses, dates of admissions to the Chapter, and resignations or other terminations of membership.
8. perform other duties as may be directed by the chapter **President** or the **Executive Board**.

G. HISTORIAN

The **Historian** shall:

1. be the Chairman of the **Records Committee** and shall maintain a record of the activities of the chapter and its members.
2. 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.
3. be responsible for the maintenance of any historical records and archives that the chapter might require.
4. 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

H. SERGEANT-AT-ARMS

The **Sergeant-at-Arms** shall:

1. be the Chairman of the **Color Guard**.
2. be responsible for the maintenance of order at all meetings of the Chapter, subject to the instructions of the Chapter **President**.
3. be responsible for the maintenance and placement of all flags at Chapter meetings and activities.
4. be responsible for the maintenance of the Chapter's Color Guard locker and its contents.
5. maintain the chapter's banners, easels, podiums, sound equipment, *et cetera*.
6. maintain a check-out book of the chapter's physical assets described above (i.e., Color Guard locker inventory, banners, easels, podiums, sound equipment, *et cetera*).
7. perform other duties as may be directed by the chapter **President** or the **Executive Board**.

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 the **Sergeant-at Arms**. 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 Membership Committee shall also serve as the so-called Chapter “communications committee” and assist the **Secretary** and **Web Administrator** in giving due notice to current members and remind them of meetings and special activities planned by the Chapter. This committee shall advise the **President** and **Chaplain** of any members who are in ill health. Working closely with the **Vice-President** as Program Chairman, the Membership Committee shall provide feedback from members regarding requested programs and activities. Working closely with the **Registrar**, this committee will also serve as a liaison for new applicants and transfer members through induction and to normal membership standing.

The **Chairman of the Membership Committee** shall:

1. assist with reinstatement of chapter members and membership transfers.
2. welcome new members after induction.
3. maintain a chapter roster of with member contact information.

**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 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. **Website Administration** shall be a subcommittee of the **Programs & Publicity Committee**.

WEB ADMINISTRATION SUBCOMMITTEE

The Chairman of the **Web Administration Subcommittee** shall work closely with the Chapter **Secretary** in reporting of the minutes of regular Chapter meetings. He may also post the announcement of upcoming events and photos of past meetings and other Chapter events. He may also post things of interest as directed by the **Executive Committee**.

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. 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.

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

BYLAWS

SECTION VIII

DUTIES OF THE SPECIAL COMMITTEES

The Chapter may also utilize other special committees based on the needs of the Chapter. These special committees may include but are not limited to a **Nominating Committee**, a **Constitution & Bylaws Committee**, a **State Convention Committee**, and other special committees as designated by the Chapter President. The duties of these committees are as follows:

- A. A **Nominating Committee** shall serve to identify potential candidates for chapter offices and to make recommendations for nominations to the Chapter members. The **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 February. 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 February meeting on the chapter website prior to the March meeting.
- B. A **Constitution & Bylaws Committee** shall serve to make revisions to the Chapter Constitution and Bylaws as needed.
- C. A **State Convention Committee** shall serve to represent the chapter at state society activities and be delegates as prescribed by TXSAR rules and policies.
- D. Other special committees may be formed at the discretion of the Chapter President based on the needs of the Chapter.

SECTION IX

QUORUMS & AMENDMENTS

These Bylaws may be amended at any meeting of the Chapter by a two-thirds vote of the members present subject to a quorum, 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.

The transaction of business may be taken with a quorum of members in which all persons participating can hear and converse with one another. A **quorum** for conducting chapter business will consist of 15% of paid chapter members and at least two members of the **Executive Board**.

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

**BYLAWS
SECTION X**

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 by the **Vice-President** in the absence or disability of the **President**.

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

CHAPTER OFFICERS SIGNATURES OF APPROVAL

, President

, Vice-President

, Secretary

, Treasurer

, Registrar

, Chaplain

, Historian

, Sergeant-at-Arms

And the following Chapter Members:
