

**BYLAWS  
OF  
HILL COUNTRY CHAPTER NUMBER 31, TXSSAR  
ARTICLE I – MEMBERSHIP**

Section 1. Application for membership shall be made through this Chapter, and sponsored by two members in good standing. Procedures set forth by current directives of the NSSAR and the TXSSAR shall be controlling.

Section 2. The expulsion of any member from this Chapter shall require the same rules and procedures as those of the Texas Society (TXSSAR Constitution Art. X).

**ARTICLE II - DUTIES OF THE PRESIDENT**

Section 1. The President shall be the official executive officer of the Chapter, and shall be responsible for calling and conducting meetings; shall appoint and be an ex officio member of all committees; shall represent the Chapter in public; shall preside at Chapter Executive Committee meetings; and shall maintain general supervision over the affairs and business of the Chapter.

Section 2. The President shall appoint Committee Chairmen and Committee members, as appropriate. One annually required Committee shall be the Nominating Committee, to be appointed in May each year. This Committee shall consist of at least three members, and shall include, but not be limited to, all still resident Past Presidents and, ex-officio, the current-year President. The Committee will nominate Officers in November and they will be elected in January. In March newly elected Officers will take office.

Section 3. The President shall gather the records of the officers of his administration in a permanent Chapter file. The file shall be retained for one year by the Secretary before being sent to the State Archives.

Section 4. The President shall compile and complete the information required for the Chapter Annual Report and forward this report to the appropriate State and National Society by the date required.

### **ARTICLE III – 1ST VICE PRESIDENT**

The First Vice President shall substitute for the President on occasions when necessary and shall be responsible for coordinating the duties assigned to him by the President, and, if feasible and/or desirable, shall perform such diverse tasks as opening and closing meetings, overseeing publicity, acting as program chairman, introducing speakers, and performing other functions related to chapter activities.

### **ARTICLE IV - 2ND VICE PRESIDENT**

Section 1. The Second Vice President shall hold himself in readiness to assume the duties of the 1st Vice President whenever, for any cause, the 1st Vice President or the President cannot act.

Section 2. The Second Vice President shall generate all necessary Award Certificates and order and provide the appropriate medals from the National Society.

### **ARTICLE V - HISTORIAN**

Compiling a year-end scrapbook is typically one of the club historian's main duties. All significant information involving the club should be included in the scrapbook, including club advertisements, newsletters, newspaper articles, event programs, ticket stubs and photos. The historian should attend events with a camera, or delegate that responsibility. The scrapbook can be a simple collection of material or a professional-level bound book with high-quality scans. It all depends on the historian's imagination, technological knowledge and budget.

## **ARTICLE VI- SECRETARY**

Section 1. The Secretary shall be responsible for maintaining the official records of the Chapter, giving notices of meetings pursuant to the President's direction, advising State and/or National Headquarters about membership, initiating and handling the official correspondence, and filing for the Chapter its required State and/or Federal tax reporting. He shall be responsible for recording the minutes of each meeting, preserving them for the permanent files.

Section 2. As stated in the Chapter Constitution (Art. V, Sec.1), the positions of Chapter Secretary and Chapter Treasurer may be combined and held by one elected member.

## **ARTICLE VII - TREASURER**

Section 1. The Treasurer shall be responsible for the collecting, safekeeping, depositing, and disbursing of all funds of the Chapter. His records shall be kept in ready form for an annual financial review. He shall assist the President in preparing the Chapter budget for the approval of the Chapter Executive Committee and for keeping that Committee informed of the progress against the planned budget during the year. At the end of his term, the Treasurer shall make a final financial accounting report for the Chapter permanent file, which will be turned over to incoming officers; further, he shall make whatever arrangements are necessary to empower his successor to function properly and legally.

Section 2. As stated in the Chapter Constitution (Art. V, Sec.1), the positions of Chapter Secretary and Chapter Treasurer may be combined and held by one elected member.

## **ARTICLE VIII - REGISTRAR**

Section 1. The Registrar shall receive all new applications for membership, examine them for completeness, and forward required copies and related documentation to the State Registrar. He shall maintain records of all applications received, the dates of receipt and mailing to State Registrar, and results of interim actions ending in final approval of memberships. With the Secretary, he shall verify a membership roster, which shall reflect deaths, transfers, dual memberships, and delinquencies. These records shall also include individual member records, i.e., a copy of member applications, their NSSAR numbers, and their TXSSAR numbers.

Section 2. As stated in the Chapter Constitution (Art. V, Sec.1), the Registrar's position may be combined with the Secretary's position.

## **ARTICLE IX – CHAPLAIN**

The Chaplain shall assist in meetings by being prepared to offer invocations and benedictions proper on such occasions. The Chaplain shall be the official "friendship chairman" of the Chapter, making every effort to stay informed of the good health, illnesses, birthdays, weddings, anniversaries, hospitalizations, and deaths of Chapter members and their families and respond as appropriate.

## **ARTICLE X - SERGEANT AT ARMS**

The Sergeant at Arms, under the direction of the presiding officers, maintains order and decorum among the members and all persons present at a meeting and may even expel persons from the meeting. He may act as doorkeeper. He acts as usher or directs the ushers and is generally responsible for the comfort and convenience of the assembly and other duties as the President assigns.

## **ARTICLE XI - CHAPTER EXECUTIVE COMMITTEE**

Section 1. The Chapter Executive Committee shall be custodian of all Chapter assets and shall have charge of and manage the business affairs of the Chapter.

Section 2. The Committee shall appoint a replacement to fill a vacancy, which occurs in any elective office during the term of the election, and shall notify the Chapter membership of the action taken at the next regular Chapter meeting.

Section 3. The President and other elected officers, with the Immediate Past President, shall comprise the Chapter Executive Committee, which shall meet at convenient times and locations as set by the President. Meeting notices may be made in writing or by telephone, as deemed appropriate. Written records of meetings shall be made and distributed to all members as requested.

Section 4. Committee Chairmen, State Society officers, and Past Presidents of the Chapter may be invited to participate in Executive Committee meetings, at the discretion of the President.

## **ARTICLE XII- FEES AND DUES**

Section 1. Initiation fees and annual dues are established by the National and State Societies. Dues are billed and collected in accordance with State Society policy. The State Society remits portions of the funds collected to the Chapter, which monies are used to defray operating expenses of the Chapter.

Section 2. Separate Chapter dues may be proposed by the Executive Committee and approved by the membership

**ARTICLE XIII – INSIGNIA**

Section 1. Chapter officers and members are entitled to wear any of the various insignia and medals of the Society, as prescribed by pertinent regulations of the National Society, provided that they shall be purchased by the member and shall not be paid for by the Chapter.

Section 2. The SAR rosette is given to each new member as part of the ceremony welcoming him into Chapter membership. Rosettes are to be paid for by the Chapter.

**ARTICLE IX AMENDMENTS**

These Bylaws may be changed, altered, amended, or substituted in whole by a majority vote at any regular or special meeting of the Chapter which has been called for that purpose. The proposed changes shall be read in final form, and any further changes voted shall be incorporated therein upon final adoption.

**ARTICLE XIII- EFFECTIVE DATE**

These Bylaws shall be in full force and effect immediately upon their adoption, and the meeting at which they are adopted shall be governed thereby. It is understood that, at all times, these Bylaws must conform to those of the Texas Society Sons of the American Revolution, Inc.

**Effective Date: April 15, 2016**

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**President**

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**Secretary**