

CONSTITUTION

PineyWoods Chapter, No. 51

Texas Society
Sons of the American Revolution
as amended August 1998

CAPTION

CONSTITUTION of PineyWoods Chapter, No. 51, Texas Society, Sons of the American Revolution.

PREAMBLE

We, the members of PineyWoods Chapter, No. 51, Texas Society, Sons of the American Revolution, in order to provide for the governance of our Chapter and thereby promote fraternal and social intercourse among ourselves, hereby adopt this Constitution for our Chapter.

ARTICLE I - NAME

The name of this Chapter was chosen by action of the membership at a meeting on the 2nd day of December, A. D., 1993, PineyWoods Chapter, No. 51, Texas Society, Sons of the American Revolution, and shall henceforth be so known.

ARTICLE II - SITUS

The situs of PineyWoods Chapter, No. 51, Texas Society, Sons of the American Revolution, shall include Montgomery, Harris County, San Jacinto, and adjacent counties, Texas. The business address shall be that of the Chapter's Post Office Box, Kingwood, unless changed by the Board of Directors or by the Chapter at a regular meeting.

ARTICLE III - PURPOSES

The purposes of PineyWoods Chapter, No. 51, Texas Society, Sons of the American Revolution, shall be to promote and accomplish the objectives of the National Society of the Sons of the American Revolution and of the Texas Society Sons of the American Revolution, Inc., and no action or effort not embraced in these objectives shall be espoused by said Chapter. All activities of the Chapter shall be confined to the objectives for which the National Society and the Texas Society, as set forth in the Constitution and By-Laws of each, were formed; and no member of this Chapter shall be committed to or be bound by any action outside of the Constitution and By-Laws of the National Society of the Sons of the American Revolution or of the Constitution and By-Laws of the Texas Society Sons of the American Revolution, Inc.

ARTICLE IV - MEMBERSHIP

Any man who is a member in good standing of the Texas Society Sons of the American Revolution, Inc., shall be eligible for membership in this Chapter. In addition to the dues required to be paid to the Texas Society and the National Society, each member of this Chapter shall pay to its Treasurer, as annual Chapter dues, such sum as may be fixed by the By-Laws of the Chapter, and each member shall be required to pay an assessment to defray the expense of any meeting that he may attend, if called upon to do so. Any member who becomes delinquent in payment of dues to the Texas Society and National Society, or to this Chapter, shall thereby become suspended and shall not take part in the meetings of the Chapter.

ARTICLE V – MEETINGS

This Chapter shall hold at least two regular meetings in each twelve (12) month period, at times to be fixed by its By-Laws, the last of which meetings, at which officers shall be elected for the ensuing year, shall be held no less than thirty (30) days before the annual meeting of the Texas Society. Special meetings of the Chapter may be held at the call of the President or the Board of Directors; or the Secretary of the Chapter shall call a special meeting at the request of five (5) or more

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members. All meetings of the Chapter shall be held in the Kingwood/Humble area, and arrangements shall be made by those at whose instance the meeting is called for the accommodations of same. No member of the Chapter shall be denied admittance to a meeting who is in good standing.

ARTICLE VI - QUORUM

Unless otherwise provided in this Constitution, a quorum for the transaction of any business at a regular or special meeting of the membership of this Chapter, including the taking of any action affecting the standing of a member or officer, or disposing of the property of the Chapter, shall require the presence of at least 6 members in good standing or 30 percent of all members in good standing, whichever is less.

ARTICLE VII - RULES

Roberts' Rules of Order Revised shall be used at all meetings as a parliamentary guide, except as may be otherwise provided in the By-Laws of the Chapter.

ARTICLE VIII - OFFICERS

The officers of this Chapter shall be a President, First Vice President, Second Vice President, Secretary, Treasurer, Registrar, Chancellor or Parliamentarian, Genealogist, Historian, Chaplain, and Sergeant-at-Arms. The duties of officers of the Chapter shall be such as is usually incumbent upon such officers, but the Chapter may, in its By-Laws, increase or change their duties. The offices of Secretary, Treasurer, Registrar, Genealogist, Chancellor, and Parliamentarian, or any two of these, may be held by the same person. The Secretary, Treasurer, Registrar, Historian, and Chancellor may, with the consent of the Board of Directors, appoint an assistant, who must be a member of the Chapter and who may, with the consent of the presiding officer, in the absence of the Secretary, Treasurer, Registrar, Historian, or Chancellor (respectively), act for that Officer at meetings of the Chapter.

ARTICLE IX - BOARD OF DIRECTORS

In addition to the officers provided for in Article VIII of this Constitution, all past Presidents of this Chapter as well as Assistant officers, in good standing in the National Society, Texas Society, and this Chapter, shall compose the Chapter's Board of Directors, of which the President of the Chapter (or a Vice President, in order of seniority, if the President is absent or unable to serve) shall be the presiding officer, provided that if a past President is also a current officer, he shall have only one vote. The Board of Directors shall have general supervision and control of the business and activities of the Chapter, subject only to the action of the Chapter at a regular or special meeting.

ARTICLE X – ELECTIONS

Officers of this Chapter shall be elected by a majority vote of the members present and voting, provided not less than 6 members, or 30 percent of the entire membership, whichever is less, are present and provided further, that all members have been notified of the election date and place not less than ten days before. Officers to be elected shall be members in good standing of the National Society and Texas Society and of this Chapter, and when they, for any reason, cease to be members in good standing of these, or any of them, their offices shall thereby become vacant. Vacancies in office shall be filled by appointment by the Board of Directors until the next election and the successors of those appointed have been inducted into office.

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ARTICLE XI – OBLIGATIONS

This Chapter shall create no indebtedness for its members to pay.

ARTICLE XII - RELIEF

The Board of Directors, or the Chapter, at a regular meeting, may for a specified time or indefinitely, for such reasons of financial necessity as may be deemed proper, or for other just cause, waive payment of annual dues to the Chapter by a member.

ARTICLE XIII - DISCIPLINE

Authority is hereby given the Board of Directors of the Chapter, in the exercise of its discretion, to discipline, suspend, or expel any member, or remove any officer, who by conduct disloyal to the ideals and/or prejudicial to the interests of this Chapter, or the Texas Society, or the National Society, shall render himself unworthy of membership therein or unfit to hold office. It is provided, however, that the disciplinary authority hereby given may not be exercised except on the conditions that the accused shall have had due notice and an opportunity to be heard; that no less than five members of the Board, concurring, can discipline, suspend, or expel a member, that the accuser or accusers must present to the Secretary a written charge at least ten days prior to the meeting which shall hear the charge or charges, and the accused must be sent a copy of the charges at least seven days prior to the Board meeting. Further, any member disciplined or officer removed by the Board may appeal from such action to the next regular or special meeting of the Chapter.

ARTICLE XIV - TERMS

No person can hold office provided for in Article VIII of this Constitution for three (3) consecutive terms, but such person may be elected to a different office at the will of the membership; provided, however, that the persons holding the offices of Secretary, Treasurer, Registrar, Chancellor, Parliamentarian, Genealogist, Historian, Chaplain, and Sergeant-at-Arms may be re-elected term after term at the will of the membership.

ARTICLE XV - AMENDMENTS

Amendments or additions to, or proposals for repeal of, any or all provisions of the Constitution and/or By-Laws unless such amendments or additions or proposals for repeal shall have been proposed at a previous regular meeting, notice that same will be presented for action shall be given to all members in good standing, by mail, by the Secretary, at least fifteen (15) days prior to the meeting at which same are to be presented. The consent of a majority of the members of the Chapter, in good standing, shall be necessary to amend or repeal, or to make additions to, any or all provisions of the Constitution of this Chapter, but any or all provisions of its By-Laws may be amended, repealed, or added to by an affirmative vote of at least 25 percent of the membership in good standing. Each member, in advance of the regular meeting at which same are to be presented for action, may vote on amendments or additions to or proposals to repeal any or au provisions of the Constitution or By-Laws of the Chapter by written ballot, signed by him, by delivering his ballot to the Secretary of the Chapter.

Original Constitution adopted by members of the Chapter at an organizing meeting held on Thursday, January 13, 1994.

Thomas M. Green, President

BY-LAWS

PineyWoods Chapter, No. 51

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as amended May 2000

ARTICLE I - MEMBERSHIP

SECTION 1. A man cannot be a member of this Chapter unless he is a member in good standing of the National Society and Texas Society.

SECTION 2. Each application for membership in this Chapter must bear the written endorsement of three members of the Chapter before being presented to the Registrar for action. Thereafter the Board of Directors must approve said application for membership before final acceptance.

ARTICLE II - MEETINGS

SECTION 1. Regular business meetings of the Chapter shall be held during the months of February and September of each year, and special meetings may be called pursuant to Article V of the Constitution of this Chapter. The Secretary shall notify all members, by mail, of the time, date, and place of all meetings at least ten (10) days prior to the meeting date unless the Board of Directors shall direct otherwise. The hour for all meetings shall be seven o'clock in the evening unless otherwise directed by the Board of Directors.

SECTION 2. The Board of Directors shall determine the place for each regular meeting and make arrangements for its accommodation.

SECTION 3. In inducting new members the ceremony prescribed by the National Society shall be followed as closely as practicable.

SECTION 4. The ceremony for each regular meeting, and for special meetings as far as practicable, shall be as follows:

- (a) Prior to convening, the meeting room shall be clear, but the needed chairs, tables, and other furniture and fixtures shall be in place.
- (b) The President shall enter the room and take his place standing beside the President's chair, in front of which shall be a table or stand for his use. At his left and forward of his stand shall be the Secretary's desk. The members shall enter the room (all hats removed) led by the Sergeant-at-Arms carrying the United States flag. The Sergeant-at-Arms will take his stand at the right with the flag standing, staff on the floor, in front of him, and all members, remaining standing, shall salute the flag.
- (c) Before taking their seats all members shall repeat the Pledge of Allegiance to the Flag of the United States of America. Following this shall be the invocation by the Chaplain. Next, if desirable, the members, still standing, will sing the National Anthem (or the first verse of it). Then the President, using his gavel will call the meeting to order and all members will be seated. The flag will remain standing in a holder during the meeting.

SECTION 5. The order of business at all regular meetings shall be as follows:

- (a) At the last regular meeting of the year, at which officers will be elected, the order of business shall be as follows:

Calling the Roll of Members
Induction of New Members
Report of the President
Report of the First Vice President
Report of the Second Vice President
Report of the Secretary
Report of the Treasurer
Report of the Registrar

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Report of Standing Committees
Report of Special Committees
Unfinished Business
Election of Officers
Induction of New Members
New Business
Entertainment, Ceremonial Programs and Addresses
Adjournment

(b) At other regular meetings the order of business shall be as follows:

Calling the Roll of Members
Induction of New Members
Report of Standing Committees
Report of Special Committees
Unfinished Business
New Business
Entertainment, Ceremonial Programs, and Addresses
Adjournment

SECTION 6. All business of the Chapter shall be conducted at regular meetings, or at special meetings called for the specified purpose.

ARTICLE III - ELECTION OF OFFICERS AND DELEGATES

SECTION 1. **Nominations:** Not less than thirty (30) days prior to the regular meeting at which officers are to be elected, the Board of Directors shall nominate candidates for officers of the Chapter. The Board shall nominate one candidate for each office of the Chapter, and deliver its report to the Secretary, who shall forthwith mail to each member a copy of same. Such nominations shall not preclude nominations by members of the Chapter who may make such nominations from the floor at the election meeting of the Chapter.

SECTION 2. **Voting:** If there be more than one candidate for an office, the voting at the election meeting shall be by secret ballot. If there be more than two candidates for an office, and no one candidate has received a majority of the votes cast, all candidates but the two receiving the highest number of votes **cast** shall be dropped, and the vote then taken on those two candidates. If there be only one candidate for an office, the President may call for a vote thereon in any way recognized by Parliamentary law.

SECTION 3. **Delegates:** At the election meeting each year the Chapter shall elect delegates to the annual meeting of the Texas Society, and reasonable care shall be taken that they be ones who will attend the annual meeting of same.

SECTION 4. **Induction:** Officers shall be inducted into office at the meeting at which they are elected, or at the next regular meeting, and this shall be done by having them all stand before the President and he shall, in the presence of the attending members, call the name of each officer and identify the office to which he is elected. Thereupon each officer shall receive from his predecessor the portfolio of the office and begin his duties. If called upon by the members present, the officer may deliver a short address. The retiring President shall deliver the gavel to his successor and shall make a short address, and the latter will be expected to respond.

SECTION 5. **Insignia for President:** The Board of Directors is hereby directed, from Chapter funds, to purchase the ceremonial badge prescribed by the National Society for chapters presidents within sufficient time before the annual meeting at which the officers of the Chapter -are elected so that such ceremonial badge may be presented to the newly elected President immediately upon his induction into office.

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ARTICLE IV - DUTIES OF OFFICERS

The duties of the officers of this Chapter, other than those usual under parliamentary law for the respective officials, shall be such as elsewhere provided in the Constitution and these By-Laws, and in the following sections of this article:

SECTION 1. President: The President shall appoint all standing committees and such special committees, as he deems necessary. He shall announce to the Chapter at meetings, or direct the Secretary to do so to the members by mail all actions and decisions of the Board of Directors. He shall represent the Board of Directors in all its dealings. He shall countersign all checks written on funds of the Chapter.

SECTION 2. First Vice President: The First Vice President shall fill the office of the President of the Chapter when the President is absent or unable to act. In matters other than presiding at meetings, however, he shall act only if the matter will not reasonably await the return of the President or his renewed ability to act.

Duties of the First Vice President shall include, but are not limited to:

- Responsible for the Chapter Meeting Programs.
- Assists the Chapter Genealogist with follow up on new member application issues.
- Other duties or responsibilities as may be assigned by the Chapter's Board of Directors.
- The President will appoint an Assistant to the First Vice President. The term of the Assistant to the First Vice President will be one year in length. He will be responsible for the Newsletter.

SECTION 3. Second Vice President: The Second Vice President shall, as provided for the First Vice President, will fill the office of the President in case both the President and the First Vice President are absent or unable to act.

Duties of the Second Vice President shall include, but are not limited by:

- Leads the Chapter activities in the area of Chapter sponsored Youth Contests, such as essay, oration, and poster programs.
- Assists the Medals and Awards Committee in the performance of its official duties.
- Other duties or responsibilities as may be assigned by the Chapter's Board of Directors.

SECTION 4. Secretary: The Secretary shall have custody of all papers, books, files, and property of the Chapter, except such as pertain to the duties of other officers, and have same available for use of the Chapter at all meetings, or as it may direct. He shall keep the minutes of all meetings and present them for approval at the next regular meeting of the Chapter, after which he shall enter them in the minute book. Such minutes shall show the names of all members present at the meetings and the actions taken and other performances at same. He shall carry into effect all orders of the Chapter at meetings, except such as are directed to other officers and committees, and perform such other services for the Chapter as directed by it or its authorized officers, committees, and members. He shall keep all books, files, records, and property subject to inspection of all members of the Chapter at all reasonable times. He shall preserve all property of the Chapter in his possession from loss or injury, and permit it to be used for Society purposes only. He shall conduct all business and correspondence for the Chapter as directed by the President and/or the Board of Directors, except such as may be in the hands of other proper officers or committees for attention.

SECTION 5. Treasurer: The Treasurer shall keep the funds of the Chapter deposited in a good and solvent bank in an account or accounts, as may be authorized by the Board of Directors, in the name of the Chapter, and such funds may be withdrawn only on checks signed by him or the Assistant Treasurer and countersigned by the President or another Officer, as approved by the Board of Directors. At the last regular meeting of each year he shall make an annual report, in writing, to the Chapter showing all money and property of the Chapter in his possession, all that has been received by him during the year, and fully the manner of its disposition. He shall make such special reports during the year as may be called for by the Chapter or its Board of Directors. He shall collect from the Secretary all funds due the Chapter and make deposit thereof.

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SECTION 6. Registrar: The Registrar shall keep a list of all members of the Chapter and their addresses, with the dates of admission to membership, dates of resignation, death, or other termination of membership. He shall make a report to the Chapter in writing, at the February regular meeting for the entire preceding calendar year, and at such times during the year as may be called for by the Chapter or its Board of directors, and deliver to his successor in office all the lists of members, books, papers, correspondence, and other property pertaining to his office.

SECTION 7. Genealogist: The Genealogist shall render such assistance to the Secretary and members of the Chapter as may be needed in compiling the genealogy for all applicants for membership, and give such advice and assistance in completing applications for membership as may be needed.

SECTION 8. Chancellor: The Chancellor shall be an attorney-at-law if one be included in the Chapter and it shall be his duty to give opinions on legal matters affecting the Chapter when such questions are referred to him by the proper officers. The Chancellor may also act as Parliamentarian at any of the meetings of the Chapter.

SECTION 9. Parliamentarian: The Parliamentarian shall be called upon by the President or the Board of Directors in all matters affecting parliamentary law in the course of meetings of the Chapter.

SECTION 10. Historian: The Historian shall, from time to time, make recommendations to the Board of Directors for the collection and preservation of historical and genealogical material, collect and record information in reference to historical sites and related matters, and keep a scrapbook or record of the events pertaining to the Chapter's history.

SECTION 11. Chaplain: The Chaplain shall open and close all meetings with prayer, and officiate in such other duties as the President or Board of Directors may direct

SECTION 12. Sergeant-at-Arms: The Sergeant-at-Arms shall lead the members of the Chapter into the meeting hall, bearing the flag, at the opening of meetings. Between meetings the flag shall remain in the custody of the Sergeant-at-Arms, who will deliver it for use at meetings of the Chapter. During meetings he shall perform such other duties as may be directed by the President.

ARTICLE V - STANDING AND SPECIAL COMMITTEES

The President shall appoint the following standing committees, of not less than three (3) members each, whose duties shall be such as may be defined by the Board of Directors unless otherwise directed by the Chapter at a regular or special meeting:

Membership Committee
Credentials Committee
Genealogy Committee
Finance Committee
Program Committee
Publicity Committee
Visitation Committee

Also, the President may appoint such special committees as may be necessary from time to time.

Original By-Laws adopted by members of the Chapter at an organizing meeting held on Thursday January 13, 1994.

Thomas M. Green, President