

**BY-LAWS**

Robert Rankin Chapter, No. 62

Texas Society

Sons of the American Revolution

**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) Before taking their seats all members shall repeat the Pledge of Allegiance to the Flag of the United States of America and the Pledge to the S.A.R. 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  
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 Genealogist/Registrar  
Reports of Other Officers  
Report of Standing Committees  
Report of Special Committees  
Induction of New Members  
Election of Officers  
Unfinished Business  
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  
Report of Standing Committees  
Report of Special Committees  
Induction of New Members  
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 in accordance with the standard induction ceremony prescribed by the National Society Sons of the American Revolution, in the presence of the attending members. 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 chapter 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.

#### 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. **President Elect:** The President Elect shall fill the office of 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. Unless by Special Vote of the Chapter Membership, The President Elect will assume the Office of the President upon completion of his Term as President Elect.

SECTION 3. **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 4. **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.

SECTION 5. **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 6. **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 7. **Chancellor:** The Chancellor shall be an attorney-at-law if one be included in the membership of 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 8. **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 9. **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 10. **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 Wednesday, March 20, 2002.

Edwin L. Raines, President Elect