

# FIFTH AMENDED BYLAWS

## SAN ANTONIO CHAPTER • NUMBER 4 TEXAS SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION

### **ARTICLE I - PURPOSE**

The purpose and objectives of these Bylaws are in accordance with the Handbook of the National Society of the Sons of the American Revolution and the Constitution and Bylaws of The Texas Society, Sons of the American Revolution.

### **ARTICLE II – MEMBERSHIP**

There are three (3) classes of membership: Member, Dual Member and Junior.

Section 1. A Member is one in good standing and current with the payment of his membership dues.

Section 2. A Dual Member is a member who has primary membership in another chapter and who has, by current payment of dues to the San Antonio chapter and to TXSSAR, attained secondary membership in this chapter.

Section 3. A Junior Member is one under the age of eighteen (18) in good standing and current with the payment of his membership dues.

### **ARTICLE III – MEETINGS**

Section 1. Chapter general membership meetings and chapter election proceedings shall be conducted in accordance with Robert's Rules of Order as revised.

Section 2. At the time of induction a new member shall be presented his NSSAR rosette. The induction ceremony shall be at a regular chapter meeting or other chapter activity conducted by the chapter president or by his designated representative.

Section 3. Motions from the floor shall be referred to the executive committee for consideration. Their decision shall be reported to the chapter membership.

Section 4: The fiscal year is the same as the calendar year.

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**ARTICLE IV – INSIGNIA**

- Section 1. The newly elected chapter president shall be presented the NSSAR neck ribbon by the outgoing president who in turn will be presented the past president's pin.
- Section 2. Chapter members who are entitled to wear any of the TXSSAR and NSSAR medals are encouraged to wear them to chapter activities in accordance with applicable NSSAR or TXSSAR directives.

**ARTICLE V – ELECTED AND APPOINTED CHAPTER OFFICERS**

- Section 1. Term of office for chapter officers shall be one (1) year.
- Section 2. Elected Officers
- a. **PRESIDENT:** The president shall maintain general supervision over the business affairs of the chapter, and unless absent or directs otherwise will chair chapter and executive committee meetings. He is an ex officio member of all committees with the exception of the Audit Committee and is an authorized signer for chapter checks.
  - b. **FIRST VICE PRESIDENT:**
    - (1) The first vice president shall assume the duties of the president in his absence or disability and will carry out those duties and any other responsibilities assigned to him by the president. This office may be combined with that of the vice president.
    - (2) He is responsible for compiling of the chapter data for the submission of the chapter annual report to TXSSAR. All chapter officers, committee chairman, and chapter members are responsible to submit all data of their activities to be included in the report.
  - c. **VICE PRESIDENT:** The vice president shall be responsible for programming and arranging for proper meeting facilities and the menu selection, whenever food is to be served to chapter members and guests. He shall perform the duties and responsibilities assigned to him by the president and assist the first vice president in the performance of his duties.

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- d. RECORDING SECRETARY is responsible for
  - (1) Maintaining the official records of the chapter.
  - (2) Notifying the corresponding secretary of the election of chapter officers.
  - (3) Notifying the chaplain and registrar of death or illness of chapter members or spouses.
  - (4) The duties of the recording and corresponding secretaries may be combined
  
- e. CORRESPONDING SECRETARY is responsible for:
  - (1) Providing written notice to chapter members of meetings, using the chapter newsletter or other means when appropriate or as may be otherwise required for such meetings or for special notice meetings.
  - (2) Initiating and handling official chapter correspondence.
  
- f. TREASURER is responsible for:
  - (1) Filing, on behalf of the chapter, required State and Federal tax reports and returns.
  - (2) Receiving, collecting, depositing and disbursing chapter funds.
  - (3) Tracking reservations for chapter events and informing the venue of the number of guaranteed reservations.
  - (4) Receiving meal funds at meetings and paying from the chapter's treasury the cost of meals at meetings and other chapter functions.
  - (5) Preparing and presenting to the chapter an annual financial report. A current financial statement shall be presented monthly to the executive committee.
  - (6) Under the chapter president's direction and with input from each officer and committee chairman prepare an annual chapter budget for submission to the executive committee for its consideration at its October meeting. The budget as ratified by the executive committee shall be presented to the chapter at its November meeting and shall be voted on by the chapter members at the December chapter meeting.
  - (7) Acting as an authorized signer for chapter checks.
  - (8) Setting up and maintaining all bank accounts necessary to complete the chapter's financial transactions.

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- g. REGISTRAR is responsible for:

  - Preparing a membership roster. Report changes of address, deaths, and registration to the TXSSAR secretary in a timely manner.
  
- h. GENEALOGIST is responsible for:

  - (1) Assisting prospective members in establishing eligibility for membership.
  - (2) Reviewing applications prior submission to TXSSAR.
  - (3) Maintaining a record of applications and the status of the applications.
  - (4) This office may be combined with the registrar.
  
- i. HISTORIAN is responsible for:

  - (1) The collection and preservation of historical and genealogical material relating to the chapter and its members.
  - (2) Maintaining liaison with the TXSSAR historian and the TXSSAR archivist.
  
- j. CHAPLAIN is responsible for:

  - (1) The spiritual life of the chapter and gives the opening invocations and benedictions at chapter meetings.
  - (2) Maintaining contact with chapter members who are ill or otherwise incapacitated.
  - (3) Reporting the death of chapter members to the TXSSAR chaplain.
  
- k. SERGEANT OF ARMS is responsible for:

  - (1) The custody and display of chapter property, i.e. colors, stands, plaques, etc.
  - (2) Maintaining order at chapter meetings or as requested by the president or meeting chairman.

Section 3. Appointed Position: The chapter president shall appoint a Chancellor who is responsible for monitoring the chapter bylaws and recommending changes as may be required from time to time to the executive committee and he serves as the chapter Parliamentarian.

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Section 4. Honorary Position: The executive committee may select a member as an honorary president based upon special and outstanding service to the chapter. Upon approval by the executive committee he will be awarded the NSSAR neck ribbon at the next general membership meeting.

**ARTICLE VI - COMMITTEES**

Section 1. The chapter president shall appoint a chairman and such additional members, as in his judgment may be required, to the standing committees and to such ad hoc committees as are authorized by the executive committee.

Section 2. OPERATIONAL COMMITTEES

- a. EXECUTIVE COMMITTEE conducts the administrative, logistical, and promotional activities of the chapter with a quorum of five (5) who are eligible for membership. Membership shall consist of the current chapter president, past chapter presidents, current chapter officers and committee chairmen.
- b. NOMINATING COMMITTEE appointed by the chapter president not later than October preceding the next election of chapter officers. The duty of this committee is to develop and present to the executive committee, for its approval, in November a slate of candidates for election the following December. The chapter president will present the approved slate to the general membership in November at the chapter meeting, by the chapter newsletter, chapter web site and by email as required by the circumstances. The slate will be presented at the regular chapter meeting in December for floor nominations. A simple majority vote of the members present will determine the election of the chapter officers. The installation of the new officers will occur in the following January at the chapter meeting.
- c. AWARDS COMMITTEE is responsible for:
  - (1) Ensuring recipients are eligible and deserving of awards before approval by the executive committee.
  - (2) Maintaining an inventory of medals, certificates, badges, emblems, ribbons, rosettes, pins, stars, brochures, pamphlets and appropriate gifts for presentation to members, speakers, honored guests and prospective members.

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- (3) Preparing certificates for presentation at chapter meetings or other events.
  - (4) Preparing input to the annual chapter budget for awards.
  - (5) Preparing input to the annual chapter report for awards presented during the year.
  - (6) Establishing a list of all prior awards made to chapter members to avoid duplication and for maintaining the list as awards are made.
  - (7) Ensuring any new contest or award promulgated by TXSSAR or NSSAR is assigned to an appropriate committee for administration.
- d. PUBLICITY COMMITTEE is responsible for:
- (1) Increasing public awareness and understanding of the chapter and the NSSAR by personal contact with local newspaper, radio, television and electronic outlets and by preparing and distributing press releases as appropriate.
  - (2) Checking the accuracy of all information before release to the media or the general public.
- e. COLOR GUARD COMMITTEE:
- (1) The chapter color guard is established to promote the chapter. The color guard will participate in, to the extent practical, patriot and historic events appropriate to the Sons of the American Revolution to include naturalization ceremonies, parades, school history fairs and national holidays.
  - (2) The chapter color guard commander is responsible for the scheduling of chapter color guard events and participating with other chapter color guards to coordinate joint participation when appropriate.
- f. MEMBERSHIP COMMITTEE is responsible for: The Chairman shall establish and maintain a proactive recruitment program designed to attract new members. He works with the chapter president to ensure the prompt assignment of new and transferred members to chapter committees and will advise the executive committee of those assignments.
- g. WEB SITE COMMITTEE is responsible for: Establishing a chapter web site to promote and publicize the purpose, objectives and the activities of the San Antonio chapter. The chairman will maintain liaison with other chapter chairmen to obtain current information.

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- h. NEWSLETTER COMMITTEE is responsible for: Preparing and distributing the chapter newsletter, which shall be published at least quarterly.
  
- i. AUDIT COMMITTEE is appointed by the executive committee. It is responsible for reviewing the chapter's internal controls, compliance with investment policy and related matters, The audit committee is composed of at least three (3) chapter members. The committee meets biennially, or when a new treasurer has been elected, whichever is the first to occur, to review the accounts of the chapter and to report its findings to the executive committee.

Section 3. RECOGNITION COMMITTEES

- a. ROTC COMMITTEE:
  - (1) The chapter president will appoint a ROTC committee chairman to coordinate the medal award program with the participating units.
  - (2) The two types of ROTC Medals are: the Silver Medal awarded to university ROTC students, and the Bronze Medal awarded to students of a JROTC unit. The commanding officer of the respective unit will select the recipient based on the cadet's merit, leadership and excellence of performance.
  - (3) The Enhanced JROTC Program selects the outstanding JROTC cadet from those nominated by the participating units. The ROTC committee will use the criteria established by the NSSAR to make its selection.
  
- b. VETERANS COMMITTEE is responsible for:
  - (1) Coordinating all chapter services to veterans.
  - (2) Maintaining a record of chapter participation in Veteran's activities for inclusion in the appropriate reports.
  
- c. E.C. SNYDER SAR SCHOLARSHIP COMMITTEE is responsible for: Establishing selection criteria, guidelines and procedures to award a funded scholarship to an outstanding JROTC cadet who may be financially disadvantaged; the maintenance of the scholarship funds in an account separate from chapter funds, securing additional funding and for accounting expenditures, collections and disbursements of all scholarship monies. This committee shall select the scholarship winner.
  
- d. DAR/CAR LIAISON COMMITTEE is responsible for:
  - Liaison with the DAR and CAR for recruiting, coordination of participation in patriotic and historical events, essay contests, and joint

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meetings. Makes recommendations for funding, requests and for recognition to include, when appropriate, awarding of SAR Certificates and/or medals to DAR and CAR members, keep records of chapter participation with the DAR and CAR, submitting annual financial requirements to the treasurer for inclusion in the chapter budget and conducts the CAR essay contest.

e. BOY SCOUT COMMITTEE is responsible for:

(1) Administering the Eagle Scout award and other Boy Scout awards and certificates as specified by TXSSAR and NSSAR. All eligible Eagle Scouts are eligible for this award. The winner of the chapter award shall be referred to TXSSAR to compete at the state level.

f. FLAG COMMITTEE: The chairman, appointed by the chapter president shall be responsible for identifying potential recipients of the SAR flag award certificate. The executive committee will approve the award and the committee chairman will arrange for the award ceremony.

g. EDUCATION COMMITTEE:

(1) The chairman, appointed by the chapter president, shall be responsible for the administration following TXSSAR and NSSAR rules of the following:

- Essay Contest
- Oration Contest
- Poster Contest
- American History Teacher Contest

(2) The winner of the chapter award, in each respective contest, shall be referred to TXSSAR to compete at the state level.

(3) The chairman will act as the chapter liaison with the local history fairs.

h. PATRIOTS MEDAL COMMITTEE will be:

(1) Comprised of chapter members who have been awarded the Patriot Medal with the senior recipient serving as chairman. A quorum consists of at least three (3). The committee is responsible for identifying chapter members deserving of consideration for the award of the medal and for

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preparing the nomination.

(2) Each nominee of the committee must be approved by the executive committee before the nomination is sent to the TXSSAR.

i. **PUBLIC SAFETY COMMITTEE:**

(1) The chairman of this committee appointed by the chapter president has the overall responsibility for recommending the following awards to the executive committee for approval:

- Law Enforcement
- Fire Safety
- Emergency Medical Service
- Heroism

(2) The requirements for each award are established by TXSSAR and NSSAR.

(3) The chairman shall submit reports as required by TXSSAR and NSSASR.

**ARTICLES VII – RESIGNATION OR DISABILITY**

Resignation or Disability: The executive committee shall replace a chapter officer who resigns or becomes unable to perform his duties with a member who shall complete the term of the office.

**ARTICLE VIII – DISPOSAL UPON DISSOLUTION**

Upon dissolution of the chapter, none of its property shall be distributed to any members. All of its property shall be transferred to TXSSAR.

**ARTICLE IX – AMENDMENTS**

Section 1: Initiation. Proposals to amend these bylaws may be initiated by the Executive Committee, by recommendation of a standing committee, or by a chapter member in good standing when accompanied by a petition signed by no less than ten (10) percent of the current chapter membership.

Section 2: Approval. Amendments to these bylaws shall be ratified by a voting process of the general chapter membership conducted by the executive committee. The proposed amendment to the bylaws shall be provided to all chapter members no later than thirty (30) days prior to the date of the vote. The proposal shall pass with a two-thirds majority of the votes cast favorably.

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**ARTICLE X – EFFECTIVE DATE**

The bylaws and any change, alteration, amendment, substitution or repeal shall be in force and effective upon the date of adoption at a chapter meeting.

These bylaws were approved by at least a two-thirds majority vote of members in attendance at a chapter meeting held on December 15, 2010.

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Peter Baron

CHAPTER PRESIDENT

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Frank Rohrbough

RECORDING SECRETARY