



Wiregrass Chapter

Sons of The American Revolution

Constitution and By-Laws

Adopted:

February 25, 1993

Revised and Adopted:

April 17, 2008

Amended, Amendment #1:

February 17, 2011

## CONSTITUTION

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## ARTICLE I - NAME

The name of the chapter is "WIREGRASS CHAPTER ALABAMA SOCIETY OF THE SONS OF AMERICAN REVOLUTION ". It is sometimes referred to in the Constitution and By-Laws as the "Chapter."

## ARTICLE II - OBJECTS

The objects of this society shall be to perpetuate the memory of the men and women, 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 government founded by our forefathers; to encourage a historical research and education in relation to the American Revolution, to acquire, preserve, and publish the records of the individual services of the Patriots of the War, as well as documents concerning the same; to conserve relics and landmarks to mark the scenes of the American Revolution by appropriate, memorials; to celebrate the anniversaries of the prominent events of the War; to foster true Patriotism, and to maintain and extend the institutions of American freedom.

## ARTICLE III – MEMBERSHIP

Any male may be eligible for membership in this Chapter, who has made application and been, accepted for membership in the National Society and the State Society, Sons of the American Revolution. The criteria for membership are as set forth in the Constitution of the National Society of the Sons of the American Revolution.

## ARTICLE IV– MEETINGS

Section 1. The regular meetings of the Chapter shall be held as ordered by the President or the Board of Officers.

Section 2. The regular meeting in November shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving reports of Officers and committees and for such other business that may arise.

Section 3. Special meetings can be called by the President or by any three (3) members of the Board of Officers and may also be called by either upon the written request of eight (8) members of the Chapter. The purpose of the

meeting shall be stated in the call. Except in the case of an emergency, at least seven (7) days notice shall be given.

Section 4. Eight (8) members of the Chapter shall constitute a quorum.

Section 5. Newly elected officers shall be installed at the December meeting. This should preferably be a luncheon or a dinner meeting with ladies invited. The President of the State Society and his guest should also be invited. The outgoing President, the new Chapter President and the Installing officer should be requested to make short remarks or speeches. The order of business at this meeting will be:

1. Call to order by the outgoing Chapter President
2. Invocation by the Chaplain
3. Pledge of Allegiance
4. Pledge to the S.A.R,
5. Dinner
6. Introduction of the Installing Officer by the outgoing Chapter President
7. Address by the Installing Officer
8. Address by the Outgoing Chapter President
9. Installation of the new officers
10. Address by the new Chapter President
11. S.A.R. Recessional
12. Benediction
13. Adjourn

The Secretary shall notify the State and National Societies of the election results and installation of offices immediately after the December meeting.

Section 6. The order of business at the regular meetings shall be as follows:

1. Call to order by the Presiding Officer
2. Invocation by the Chaplain
3. Pledge of Allegiance
4. Pledge to the S.A.R.
5. Welcome and recognition of guests
6. Reading and Approval of the Minutes of the Previous Meeting
7. Treasurer's Report
8. Officer's reports
9. Committee Reports
10. Introduction of new members
11. Unfinished business
12. New business
13. Introduction of the Speaker or Program
14. Presiding Officers remarks and thanks to Speaker
15. S.A.R. Recessional
16. Benediction

Section 7. In the event that the Chapter shall become inactive, all records, materials, and moneys shall be transferred the State Society to be held in trust pending restoration of the Chapter. Upon the revival of the Chapter all records, materials and moneys (including any earned interest by reason of the trust) shall be returned to the Chapter.

#### ARTICLE V - PARLIAMENTARY AUTHORITY

The Rules contained in the current edition of “Roberts Rules of Order – Newly Revised” shall govern the Chapter in all cases to which they are applicable and are not inconsistent with these By-Laws or any other special rules and orders the Chapter may adopt.

#### ARTICLE VI – OFFICERS

The officers of the Chapter shall be a President, a Vice-President, a Secretary, a Treasurer, a Registrar, a Historian, a Chaplain, and a Sergeant-at-Arms. They shall be chosen by the members present at the monthly meeting in November and installed at the December meeting each year. The elected officers along with the immediate Past-President shall constitute the Board of Officers and shall have charge of the affairs of the Chapter.

#### ARTICLE VII – HEADQUARTERS

The headquarters of the Chapter and the location of its meetings shall be Enterprise, Alabama

#### ARTICLE VIII – AMENDMENTS OF THE CONSTITUTION

The Constitution may be altered, amended or repealed by a vote of two-thirds of the members present at any meeting or special meeting called for the purpose, provided a notice was sent to all members fourteen (14) days in advance, and further that such alteration of amendment is in conformance with the National and State Societies’ Constitution and By-Laws.

## BY-LAWS

Article I	Membership, Initiation, and Dues
Article II	Liability
Article III	Board of Officers
Article IV	Duties of Officers
Article V	Quorums and Proxies
Article VI	Committees
Article VII	Insignia
Article VIII	Amendments of the By-Laws
Amendments	

### ARTICLE I – MEMBERSHIP, INITIATION, DUES

Section 1. Applications for membership must be prepared in the manner prescribed by the National Society. Every applicant and/or member shall be responsible for informing the Secretary of any change in mailing address.

Section 2. All eligible applicants will be accepted as Chapter members upon approval of the State and National Societies.

Section 3. The Schedule of State and National fees is subject to change by those societies. The Chapter dues may be changed by vote of the Chapter membership. Annual per capita dues become due as prescribed by the Alabama Society, SAR and the National SAR.

Section 4. A member who is in arrears for dues as prescribed by the Alabama Society, SAR and the National SAR shall be automatically dropped from the rolls and is not thereafter eligible to participate in any activity of the Society. A former member may be reinstated at any time upon the payment of current annual dues, and any reinstatement fee imposed by the State and National Societies or the Chapter.

Section 5. All applicants for membership whose applications are approved for membership in the Chapter will be inducted into the Chapter by the appropriate SAR Induction Ceremony, normally at a regular Chapter Meeting, by the President of the Chapter, or his Designee.

## ARTICLE II – LIABILITES

No member of the Chapter shall become liable to the Chapter, State, or National Societies for any amount other than annual dues, reinstatement fees, or supplemental fine fees and these only to maintain membership.

## ARTICLE III - BOARD OF OFFICERS

Section 1. Those members of the Board of Officers present at the Chapter meeting in October, shall appoint a Nominating Committee of three members consisting of the current President and two officers from the membership who shall report their nominations for the officers. This report shall be included in the notice of the November meeting. Nothing herein contained shall restrict or prevent nominations from the floor.

Section 2. In case of a vacancy in an office or if from disability or other causes, any Officer shall be unable to perform his duties, the Board of Officers shall have power to fill the vacancy for the time being, or for the remainder of an unexpired term as the case may require. The Board of Officers shall make the appointment at the next scheduled Chapter meeting after the office has been determined to be vacant. In the event that the President is unable to perform his duties, the Vice President assumes the office of President and the Board of Offices will fill the office of Vice President.

Section 3. Any elected or appointed officer other than the President and Vice President may hold more than one office if it is deemed necessary or desirable by the membership.

Section 4. The President may succeed himself for a second term if nominated and elected. He may not succeed himself a second time.

Section 5. A member, who has served two successive terms as President may again be elected to the office, provided a period of two (2) years has elapsed since he has served in the office.

## ARTICLE IV – DUTIES OF OFFICERS

### Section 1. PRESIDENT.

The President shall fulfill the customary duties of the office and shall maintain general supervision over the affairs of the Chapter. He shall keep the Chapter membership informed on all activities of the Chapter. He shall appoint all Committee Chairmen not herein appointed. In the absence or inability of the President to serve, the Vice President, the Secretary or the Treasurer in that order of succession shall perform his duties temporarily.

## Section 2. VICE PRESIDENT

The Vice-President shall assist the President in the discharge of his duties. He will constantly familiarize himself with the activities of the Chapter and serve as Chairman of the Program Committee as well as Chapter Parliamentarian.

## Section 3. SECRETARY

(a). The Secretary shall conduct the general correspondence for the Chapter and shall maintain appropriate files. (b). He shall record the minutes of the chapter meetings and distribute them to the membership in a timely manner. (c). He shall have charge of and maintain all records of the Chapter, which are not herein expressly placed in charge of the other officers of the Chapter. On or about January 1st of each year he shall collect from the other officers those records not kept in perpetuity by them, and transfer these to the Historian for record keeping. (d). He shall maintain an accurate roster of the Chapter and forward to the Secretary of the Alabama Society of the death, resignation, suspensions, or removal from the rolls of any member. (e). He shall notify the Secretary of the Alabama Society of the installation of new officers within 14 days of each installation. (f). He shall, under the direction of the President give due notice of the time and place of all meetings of the Chapter and shall attend the same.

## Section 4. TREASURER

He shall collect all dues and obtain moneys received by the Chapter and shall deposit it into some Federally insured depository to the credit of the "Wiregrass Chapter, Sons of the American Revolution." He shall pay out only such funds as authorized by the President, or by a vote of the membership'. He shall keep a true account of the receipts and expenditures and shall render periodic reports of the same. The President or Board of Officers may require an audit of the Treasurer's accounts if deemed necessary by either.

## Section 5. REGISTRAR

He will serve as the Chapter Genealogist and as Chairman of the Membership Committee. He shall maintain an adequate supply of Applications for Membership, Supplemental Applications and Worksheets. He shall receive all completed applications and documentation of lineage for membership within the Wiregrass Chapter, Alabama Society, Sons of the American Revolution and shall satisfy himself as to the eligibility of each applicant prior to submission to the state organization. He shall insure that each new membership application is signed by the applicant and two (2) chapter sponsors, and that the application has been completed in accordance with established NSSAR criteria. Supplemental applications follow similar protocol, except that the signatures of sponsors is not required. The Office of the Registrar shall retain copies of all approved applications for membership and supplemental applications in perpetuity.



#### Section 6. HISTORIAN.

The Historian will keep a record of the Chapter's historical, commemorative, and patriotic celebrations and social gatherings. He shall establish and maintain an obituary with biographies of deceased members. He shall embody all the above in a report to the November meeting; He shall be the custodian of all historical matter belonging to the Chapter. He shall coordinate and cooperate with the Historians of the State and National Societies in the preparation and publication of all significant material relating to Chapter activities. He shall be the Chairman of the Historical Site and Data Committee.

#### Section 7. CHAPLAIN

The Chaplain shall open and close meetings of the Chapter with the services usual and proper on such occasions. .

#### Section 8. SERGEANT-AT-ARMS

The Sergeant-at-Arms shall assist in the preservation of order at meetings of the Chapter and shall arrange for the escort and the placing of the Colors at such meetings. He will escort distinguished visitors to their seats. He will assemble new members for the initiation ceremony.

### ARTICLE V– QUORUM AND PROXIES

A quorum of the Chapter shall be required for the transaction of business. The number constituting a quorum is defined in the Constitution. Proxies shall not be voted at any meeting of the Chapter.

### ARTICLE VI - COMMITTEES

#### Section 1. PROGRAM COMMITTEE

A Program Committee, consisting of the Chapter Vice President as Chairman and up to three (3) other members, shall be appointed promptly at the January meeting whose duty it shall be to plan the annual program for the Chapter and to arrange for speakers and/or activities for presentation at the succeeding Chapter meetings. He shall be responsible for Chapter property required for use at the monthly meetings.

#### Section 2. AUDITING COMMITTEE.

The Chapter President or Board of Officers may require an audit of the Treasurer's accounts at any time either may deem it necessary. If an audit is called for, the President shall appoint an auditing committee of one or more Chapter members, not to include the Treasurer, whose duty it will be to audit the Treasurer's accounts, and submit a report to the Chapter President and Board of Officers.

#### Section 3. MEMBERSHIP COMMITTEE

The Chapter President shall appoint a Membership Committee consisting of the Registrar as Chairman and two or more members at the January meeting. The duties of this committee shall be to assist potential new members, who have been recruited by Chapter members, in the preparation of their membership applications, and to develop and implement new member recruiting techniques.

#### Section 4. AWARDS COMMITTEE

An awards committee of at least three (3) member shall be appointed by the Chapter President at the January meeting whose duty it will be to plan and arrange for the presentation of ROTC Awards, CAR Awards, Roy Shoffner Good Citizenship Award,, and others as directed by the Chapter. Further their duties will include the nominating of Chapter members who are deemed to be eligible for Awards at the State and National Levels with the appropriate follow-up and promotion of the Nominations.

#### Section 5. HISTORICAL SITE AND DATA COMMITTEE

The President shall at the January meeting, appoint two (2) members to serve on the Historical Site and Data Committee. It will be the duty of the Historian, as Chairman and the two appointed members to record the graves of all Revolutionary War soldiers and other historical sites related to the American Revolution in the Chapter area. It shall maintain all records of such historical data.

#### Section 6. COLOR GUARD COMMITTEE

The President shall appoint a Color Guard Commander at the January meeting, who shall be chairman of the Color Guard Committee. The Color Guard Committee shall be known as the Wiregrass Minutemen. The committee shall be composed of those chapter members with appropriate uniforms/outfits and willing to participate in the Chapter events.

#### Section 7. OTHER COMMITTEES.

The President will establish and appoint members to serve on other such committees, standing or special, as the Chapter Membership or Board of Officers deem necessary to carry out the work of the Chapter.

### ARTICLE VII - INSIGNIA

The insignia of the Society shall conform to the detailed description of the insignia, the criteria for acquisition and the conditions for possession, display and surrender are set forth in By-Laws of the National Society Sons of the American Revolution.

## ARTICLE VIII – AMENDMENTS OF THE BY-LAWS

These By-Laws may be altered, amended or repealed by vote of two-thirds of the members present at any meeting or special meeting called for the purpose, provided a notice was sent to all members fourteen (14) days in advance, and further that such alteration or amendment is in conformance with the State and National Societies Constitution and by-Laws.

### AMENDMENTS

#### AMENDMENT #1 – Executive Committee, approved February 17, 2011

##### Executive Committee

Composition: The Executive Committee of the Wiregrass Chapter, ALSSAR will be composed of the following voting members: president, vice-president, secretary, treasurer, immediate past president and one additional chapter member appointed by the president for a one year term. The appointed member may be another elected chapter officer, past president or general member.

- a. The Chapter President will serve as the Chairman of the Executive Committee.
- b. The Executive Committee will advise, assist and make recommendations to the chapter president on the overall functioning of the chapter's activities.
- c. The Executive Committee may authorize the expenditures of chapter funds when time constraints preclude a vote of the general membership.
- d. Any actions taken by the Executive Committee resulting in the expenditure of chapter funds will be reported to the chapter's general membership at the next regularly scheduled meeting.
- e. The Executive Committee will hold at least three formal meetings a year, preferably shortly before the ALSSAR state meeting, and the two ALSSAR Board of Managers meetings. Meeting times of these formal meetings will be announced electronically and are open to the general membership. Minutes of these meetings will be maintained.
- f. Other meetings of the Executive Committee may be called by the Chapter President or within ten days of a written request by three Executive Committee Members to the Chapter President.

- g. The Chapter President may request from the Executive Committee a telephonic, electronic or paper vote on a business item requiring prompt attention prior to a regular meeting that cannot be handled by and established chapter committee or is beyond the purview of one of the elected officers.