

**SAR East Fork-Trinity Chapter No. 47 By-Laws**

**THE TEXAS SOCIETY  
OF THE SONS OF THE AMERICAN REVOLUTION  
EAST FORK-TRINITY CHAPTER NO. 47  
BY-LAWS**

**Amended December 13, 2018**

**ARTICLE I — MEMBERSHIP**

Application for membership in TXSSAR and NSSAR shall be made through this Chapter and sponsored by two Chapter members who are in good standing. Procedures for membership are outlined in the Constitution and By-Laws of the NSSAR and the TXSSAR. The request for membership shall be made through the Chapter Registrar on the application form authorized by the NSSAR. The application form shall be submitted in two printed copies with all needed documentation accompanied by a check in the proper amount for the initiation and dues fees. The Chapter also assesses an additional admin and mailing fee for applications.

Upon approval by the NSSAR the applicant shall be a member of this Chapter.

The expulsion of any member from this Chapter will be in accordance with the procedures and rules outlined in Article X of the TXSSAR Constitution.

**ARTICLE II – FEES AND DUES**

Initiation fees and annual National and State dues are set by the National and State Societies. The Chapter dues are set by the Chapter. All dues are invoiced and collected by the State Society in accordance with TXSSAR policy and shall be payable directly to the State Society on or before the last day of December of each year. Chapter dues are that are collected by TXSSAR are returned to the Chapter.

The Chapter Executive Committee may, at its discretion, drop any member from the Chapter's list of members, if that member is in arrears for the payment of his annual dues. A member who is delinquent in the payment of his dues shall not be entitled to any of the privileges accorded a member of this Chapter.

A member may apply for reinstatement to active status by making his membership dues current and shall be subject to such reinstatement fees as prescribed by TXSSAR Article 9 iii, Section II.

All other conditions and terms related to said dues as set down in the State Society By-Laws

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shall apply. The expulsion of any member from this Chapter will be in accordance with the procedures and rules outlined in Article X of the TXSSAR Constitution.

### **ARTICLE III – ELECTION OF OFFICERS**

A Nominating Committee will be appointed in September of each year by the Chapter President to prepare a nomination report which will be submitted at the regular Chapter meeting in December of the same year.

The Chapter officers shall be elected at the Annual Chapter meeting in December of each year.

Other nominations may be made by Chapter members from the floor at that time. Officers will be formally installed at the Chapter meeting in January.

A chapter member can only serve for two consecutive terms as President and may serve again after a waiting period of two years with no limit on other officers.

All officers shall hold office for one year or until their successors shall be qualified, nominated, elected and installed. Chapter Elected Officers and Presidential appointees may hold more than one elected or appointed position.

An Audit Committee shall be appointed by the incoming President at the time of his installation to audit the books of the outgoing Treasurer. The Audit Committee shall consist of at least three current Chapter members in good standing. The Audit Committee shall present its report to the membership at the next regular Chapter meeting both orally and in writing. The outgoing President shall be responsible for making arrangement for transfer of all records to the appropriate new officers.

Any chapter officer unable or failing to perform his duties in accordance with the Constitution and By-Laws may be replaced by the President with the concurrence of the Executive Committee.

Vacancies of officer, appointed, and committee member positions occurring during the Chapter year shall be filled by an appointment by the President with the concurrence of the Executive Committee and approval of a majority vote of the membership in attendance at the next regular monthly meeting following such an appointment.

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**ARTICLE IV - DUTIES OF OFFICERS**

**EXECUTIVE OFFICERS ELECTED BY CHAPTER MEMBERS**

**President**

The President will be the official executive officer of the Chapter, and will have the following duties: calling and conducting all Chapter meetings; Appointing the Committee Chairman and Committee members; Serve as an Ex-officio member of all committees; overseeing the creation of any amendments to the Chapter budget; Representing the Chapter in public forums; Presiding at meetings of the Chapter Executive Committee; Maintaining general supervision over the affairs and business of the Chapter; and securing all assets of the Chapter. In the absence of the Treasurer, the President may sign checks for the Chapter.

The President may appoint such standing or special committees, as deemed necessary for the conduct of Chapter business.

**Vice-President**

The Vice-President shall assist the President in all Chapter matters and, in the absence of the President, assume the duties of the President. In the absence of the President and the Treasurer, the Vice President may sign checks for the Chapter.

**Secretary**

The Secretary shall be responsible for maintaining the official records of the Chapter and will record the minutes of all meetings in a neat and legible manner. He shall also keep the register of all members and advise TXSSAR/NSSAR of the Chapter membership. He shall also be responsible for notifying the Chapter membership of all meetings and conducting all correspondence matters for the Chapter. In the absence of the President and Vice-President, the Chapter Secretary will preside over Chapter meetings.

**Treasurer**

The Treasurer shall collect, safe keep, and deposit all funds of the Chapter. He will disburse funds only with the prior approval of the President. He will also file required state and/or federal

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tax reportings and shall maintain the Chapter financial records in ready form for an audit at any time.

A financial statement listing the cost of goods or services purchased by each check issued and the current bank balance reflecting such checks will be made available to the membership at least once each quarter. A financial report will be given at the February meeting.

The Treasurer shall be the Chairman of the Budget Committee and the Budget Committee shall submit, in November of the current year, a proposed budget for the next calendar year. The proposed budget will be finalized at the December meeting.

### **Registrar**

The Registrar shall receive all new applications for membership, examine each application for completeness and accuracy and approve them before forwarding the required copies and related documentation to the TXSSAR Registrar. The Registrar shall also receive all supplemental applications submitted voluntarily by chapter members, examine each supplemental application for completeness and accuracy and advise the member before the member submits the required copies and related documentation to the TXSSAR Registrar. The Registrar shall maintain records of all applications received, dates of receipt and mailings to the State Registrar, and results of interim actions pending in final approval of such memberships; maintain a membership roster which will include deaths, transfers, dual memberships, dues payments, delinquencies, and a copy of each individual member's record, application, NS SAR number and TXSSAR number. The Registrar shall maintain records of all DAR new member Referrals and shall inform the President when Referral Medals are earned by DAR members. Additionally the Registrar shall perform such other duties as are appropriate to this Office or as reasonably assigned by the President.

### **Historian**

The Historian is responsible for capturing in picture and print all the chapter meetings, events and publicity during the year. A yearbook should be prepared suitable for submission and judging at the TXSSAR state convention. The final repository for the yearbook will be the TXSSAR Archive in Denton.

### **Chaplain**

The Chaplain shall assist in meetings by being prepared to offer an invocation and a benediction, proper on such occasions. He will serve as the "friendship" Chairman of the Chapter, making

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every effort to stay informed of the health, illness, birthday, wedding anniversary, hospitalization, death or misfortunes of Chapter members and their families. He will respond with appropriate expressions that will evidence the Chapter's concern, prepare and dispatch all memorial resolutions, and letters of condolence on behalf of the chapter. He will preside over any necrology service at the December meeting; and report any chapter death to the state Chaplain.

### **Presidential Appointments**

#### **Education Coordinator**

The Education Coordinator shall be appointed by the President. The role of the education Coordinator is to serve as liaison between the chapter and local ISDs. Duties include determining the recipients of medals and certificates, and scheduling volunteer chapter members to serve as presenters.

#### **Quartermaster**

The Quartermaster shall be appointed by the President. The Quartermaster shall: maintain in an orderly fashion a supply of medallions, pins, certificates, etc. to satisfy the needs of the chapter as required. In the event that some non-stored items are required by the chapter, the quartermaster is authorized to make the necessary purchases. At the end of the year, the quartermaster must present to the Board an inventory of items on hand and those to be acquired to meet the projected need for the following year.

#### **Sergeant At Arms**

The Sergeant At Arms shall be appointed by the President. The Sergeant at Arms is responsible for order at monthly chapter meetings, subject to the direction of the President.

The Sergeant At Arms is also responsible for the room arrangement at the monthly meetings including the speaker's podium, tables and other items and he will also assist the Color Guard Commander or Adjutant in the placement of the Chapter flags at the meetings. If the Color Guard Adjutant is unable to assist in the meeting room set-up or the Color Guard Adjutant position is vacant then the Sergeant At Arms will coordinate with the Color Guard Commander.

#### **Color Guard Commander**

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The Color Guard Commander shall be appointed by the President. The Color Guard Commander shall maintain a list of chapter compatriots who have a continental style uniform, minuteman style clothing, back country style hunting frock or other colonial style clothing worn during the Revolutionary War. He will determine the compatriot's willingness to serve by participating in parades, presentation of the Colors or other appropriate events.

The Color Guard Commander shall be knowledgeable of the National Society Sons of the American Revolution Color Guard Handbook and The Texas Society Sons of The American Revolution Color Guard Handbook. He shall also be familiar with the U.S. Army Field Manual FM 22-5, Drill and Ceremonies, and the Revolutionary War Drill Manual.

The Color Guard Commander will receive requests from the State Color Guard Commander, the Northern Color Guard Commander and various local organizations asking for Color Guard participation in events.

The Color Guard Commander shall identify suitable events for participation by the Color Guard and he will coordinate with other SAR Chapters for joint participation with those Chapters. He will maintain an awareness of the increased visibility and positive image that a Color Guard Unit can provide the Chapter and will deliver speeches at events as needed. He should avoid events done strictly for commercial purposes. He will also keep the Color Guard members informed of the up-coming Color Guard events and other opportunities to participate and represent the Chapter. The Color Guard Commander shall keep the Chapter informed of the Color Guard unit's activities and he will maintain a record of compatriots who participate at each event for the annual Chapter report. He along with the Color Guard Adjutant shall be responsible for all of the Chapter's flags.

### **Color Guard Adjutant**

The Color Guard Adjutant is appointed by the President with consultation with the Color Guard Commander. The Color Guard Adjutant assists the Color Guard Commander in his duties and shall in the absence of the Color Guard Commander; assume the duties of Color Guard Commander as listed in the By-Laws. The Color Guard Adjutant along with the Color Guard Commander are also responsible for transporting, displaying and recovering the Chapter's flags at regular Chapter meetings and Color Guard Events. If the Color Guard Adjutant is unable to assist in the meeting room set-up or the Color Guard Adjutant position is vacant then the Sergeant At Arms will coordinate with the Color Guard Commander.

### **Community Service Coordinator**

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The Community Service Coordinator shall be appointed by the President. The main role of the Community Service Coordinator is to supply the local media with information concerning the Chapter, such as meetings, speakers, and awards, certificates and media presentations. In addition, the Community Service Coordinator shall keep abreast of local activities so that appropriate awards can be made to deserving public service recipients, such as fire safety, emergency medical heroism, etc.

### **Veterans Coordinator**

The Veteran's Coordinator is appointed by the President and coordinates all Veterans activities for the chapter.

### **Newsletter Editor**

The Newsletter Editor is appointed by the President. He shall publish the Chapter newsletter each month to inform members of upcoming meetings, written and photo inputs from the Officers and members on recent Chapter activities, upcoming events and articles concerning the SAR and the American Revolution. The Newsletter Editor shall organize the inputs into the monthly Newsletter and he shall publish said Newsletter via Email to all current members of the Chapter.

### **Webmaster**

The Chapter Webmaster is responsible for the creation, maintenance and optimization of the Chapter Website. A webmaster must work with members of the Chapter to determine the needs for a specific website elaborate the content and define the organization of data on the web site. The webmaster will ensure appropriate testing is being done prior to launching new or improved websites to fix potentially problematic issues before a site is available to its intended audience. Once a website is posted, a webmaster will be needed to review the content periodically to ensure it is current and relevant and that all functions of the website work appropriately.

### **DAR Coordinator**

The DAR Coordinator serves as the primary contact between the Chapter and the Daughters of the American Revolution local chapters and coordinates joint activities to improve DAR/SAR relations and promotes working together for the good of each society and the local community. The DAR Coordinator also works with the Registrar to promote the DAR Referral Program.



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DAR Coordinator activities include but are not limited to: Local Parade planning, Veteran's Recognition Events, Memorial events, Awards Ceremonies, and New Citizen Ceremonies.

### **ROTC Coordinator**

The ROTC Coordinator is appointed by the President and coordinates all ROTC activities for the Chapter.

### **Registrar Assistant**

The Registrar Assistant (RA) is appointed by the President and works with the Registrar. The RA shall read the current SAR Application Preparation Manual (APM) to obtain the basic knowledge for the preparation and submission of the Application Package and will train with the Registrar in the following areas: Receiving State Referrals, Contacting the Prospective Member (PM), Gathering the required PM information, Identifying and locating Proof Documents, Ancestry.com, the U.S. Census Records, the DAR Website, the SAR Website, Marking Application Documentation, Proof Summaries and Proof Arguments, Completing the Application form, DAR Referral forms, Mailing procedures, State Registrar Review, Tracking the Application through the National website, Receiving the approved application package from State, the Registrar's input to the Chapter Newsletter, Supplemental Applications, and Keeping Records.

### **Eagle Scout Coordinator**

The Eagle Scout Coordinator is the primary liaison for the SAR Eagle Scout Program which invites all Eagle Scouts (under 19 years of age) interested in the American Revolution to participate in the Arthur M. & Berdena King Eagle Scout Award. The Eagle Scout will provide a theme essay concerning the American Revolution. The contest is open to all Eagle Scouts who are currently registered in an active unit and have not reached their nineteenth birthday during the year of application. The preliminary rounds of the contest begin at the local level. Scouts may eventually advance to the State Level that provides cash awards and at the National Level, held in June during the annual SAR Congress. Cash awards of \$10,000 for 1<sup>st</sup> place, \$6,000 for the 1<sup>st</sup> Runner Up, and \$4,000 for 2<sup>nd</sup> runner up are available through SAR National.

The Eagle Scout Coordinator shall contact Boy Scout Troops in the Chapter's service area, provide contest applications, and promote the SAR Essay contest.

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### **Programs Committee**

The Programs Committee (PC) is appointed by the President and consists of a Chairman and two additional members. The PC shall be appointed in January of the calendar year by the new President and will be responsible for arranging the programs at all regular monthly meetings of the Chapter from February through January of the following year.

## **ARTICLE V – CHAPTER EXECUTIVE COMMITTEE**

The Chapter Executive Committee shall consist of the President, all elected officers, plus the immediate Past President and shall meet at locations and such frequency as determined by the Chapter President.

The Chapter Executive Committee shall be the custodian of all chapter assets and shall be responsible for the proper management of all business and business affairs of the Chapter; shall approve a budget to allocate monies for desired programs and activities for the calendar year; shall present the budget to the membership for approval at the February meeting; and be responsible for subsequent Chapter performance as related to that budget.

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

The Committee shall hear charges brought against any elected officer of the Chapter and shall determine if replacement may be reasonable in accordance with Article III of these Bylaws.

## **ARTICLE VI – QUORUM**

A quorum for the transaction of Chapter business shall consist of those members present at a meeting, but a minimum of no fewer than five (5) members in attendance. A quorum for the transaction of business of the Chapter Executive Board shall be four (4).

## **ARTICLE VII – MEETING**

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Regular Chapter meetings are on the second Thursday of each month with the first meeting in January, and the last meeting in December. The Chapter shall hold its Annual Meeting during the month of December each year. The installation of officers shall be conducted in January. Notification of the time, date and place of the meetings shall be made by email no less than seven (7) days prior to each scheduled meeting. All members are responsible for providing current email address to the chapter Secretary. Special meetings of the Chapter may be called with proper advance notice, by the President, the Chapter Executive Committee or at the request of five members of the Chapter. In the event of a special called meeting, information as to the subject matter to be considered shall be noted in writing by mail, e-mail or delivery, or attempt thereof seven (7) days prior to such meeting.

Conduct of the meeting shall follow procedures outlined in the SAR Handbook as applicable and conducted in accordance with the procedures outlined in Robert's Rules of Order. Members are welcome to bring guests, and are responsible for any costs incurred for themselves and their guests. Fees for guest speakers are prohibited, except for the cost of the speaker's meal, which shall be borne by the Chapter.

Regularly scheduled meetings and special meetings may be conducted without a quorum of the membership. (See Article VI) However, Chapter business transaction shall require a quorum. The official Chapter year shall begin January 1st and end December 31st.

### **ARTICLE VIII – PARLIAMENTARY**

The rules contained in Robert's Rules of Order Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with NSSAR, TXSSAR, or Chapter Constitution, Bylaws or special rules of order.

### **ARTICLE IX – INSIGNIA**

Chapter officers and members are entitled and encouraged to wear any of the various medals of the Society as prescribed by pertinent regulations of the NSSAR. All insignias shall be purchased by the member and shall not be paid for through the Chapter's account except for the SAR rosette which is given to each new member as part of the ceremony welcoming him into Chapter membership.

### **ARTICLE X –AMENDMENTS**

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These Bylaws may be changed, altered, amended or substituted in whole or in part at any regular business meeting of the Chapter by a two-thirds vote of the members present, said amendment having been proposed at the preceding regular business meeting. All members will be notified at least seven (7) days prior to the regular meeting at which an amendment is to be ratified.

### **ARTICLE XI - EXPENDITURES AND CONTRACTS**

No check shall ever be signed in blank and all checks must be signed by the Treasurer whose signature is on file at the Chapter's depository institution designated by the Executive Committee. The President or Vice President may also sign checks for the Chapter. The Chapter's Depository institution must be federally insured.

Invoices are required before payment by the Treasurer, President, or Vice President in the absence or disability of the Treasurer.

All contracts or agreements made on behalf of the Chapter must be signed by the President or may be signed by the Vice President in the absence or disability of the President.

Further concurrence by the Chapter officers is not required when items and their budgeted costs appear in the annual budget which has been approved by the Chapter.

Costs in excess of budgeted amounts and any amount over \$500.00 will require approval by the Chapter Executive Committee.

No member or officer shall commit Chapter funds for any project, contract, or agreement not budgeted without the prior approval of the Chapter Executive Committee and membership in a regular or special called meeting.

Motions from the floor involving non-budgeted or over budget expenditures of Chapter funds shall be referred to the Chapter Executive Committee for consideration. Their recommendations on such motions will be reported to the Chapter membership at the next scheduled Chapter meeting. A final decision will be voted on by the Chapter members in attendance.

Money gathered at a meeting for special projects, "called pass the hat" shall be given to the Treasurer, placed in the General Fund, and credited to the budgeted item. A check for the amount gathered will be then be forwarded to the organization sponsoring the project.

### **ARTICLE XII - EFFECTIVE DATE**

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These Bylaws shall be in full force immediately upon its adoption and the meeting at which it is adopted shall be governed thereby. Approved by the membership this day, December 13, 2018 during a meeting of the East Fork-Trinity Chapter No. 47, TXSSAR, INC.



Leslie Anderson  
President



Gary Lovell  
Secretary