



Constitution

and

Bylaws

RIVER RAISIN CHAPTER

MICHIGAN SOCIETY

Sons of the American Revolution

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Constitution

ARTICLE I — NAME AND DOMAIN

Section 1. *Name.* The name of this organization shall be the River Raisin Chapter, Sons of the American Revolution. Established in Adrian, Michigan, and chartered by the Michigan Society, Great Lakes District, 4 December 1999.

Section 2. *Domain.* The River Raisin Chapter shall obtain its members mostly from the Michigan counties of Lenawee, Hillsdale, Jackson, Washtenaw, and Monroe.

ARTICLE II — OBJECTS

Purpose. The objectives of the Chapter are declared to be:

(a) Patriotic, historical, and educational, and shall include those intended or designed to perpetuate the memory of those patriots who, by their services or sacrifices during the war of the American Revolution, achieved the independence of the American people.

(b) To unite and promote fellowship and goodwill among their descendants; to inspire them and the community-at-large with a more profound reverence for the principles of the government founded by our forefathers.

(c) To foster true patriotism.

(d) To encourage historical research in relation to the American Revolution.

(e) To endeavor to find, protect, and preserve historical documents, books, relics, landmarks, and Revolutionary War grave sites.

(f) To encourage and provide for membership growth in the Sons of the American Revolution through a close relationship with, and support for, the DAR and other patriotic societies.

(g) To unite against any individual, group, or organization, foreign or domestic, which would attempt to undermine or overthrow the Government of the United States.

ARTICLE III — ELIGIBILITY FOR MEMBERSHIP

Eligibility. Any person shall be eligible for membership in the Chapter who:

(a) Is of the male sex.

(b) Is aged eighteen years or over.

(c) Is a citizen of good repute in the community.

(d) Is personally acceptable to the Society.

(e) Is the lineal descendant of an ancestor who was at all times unflinching in loyalty to, and rendered active service in, the cause of American Independence as defined by the National Society, Sons of the American Revolution.

(f) Does not advocate the overthrow of the government of the United States by use of force or violence, nor is an associate of any person, group, or organization who does so advocate.

ARTICLE IV — OFFICERS

Section 1. The officers of the Chapter shall be a president, vice-president, secretary, treasurer, registrar, historian, and chaplain. Said officers shall be elected biennially at such time and in such manner as shall be fixed in the bylaws of the Chapter. Each officer must be a member in good standing and shall hold his office during the term of two years or until his successor has been elected and qualified for office. Each officer shall serve without compensation in his capacity.

Officers shall perform their duties as normally appertain to their respective office, and such other duties as are imposed upon them by the Board of Governors. They shall report to the Chapter at the annual meeting and at such other times as may be required by the Board of Governors.

At the expiration of the term of office, or at the time of resignation or removal or death, all officers or their representative shall promptly deliver to the Board of Governors all documents, books, records, funds, and other property belonging to the Chapter then in their possession.

Section 2. *The Office of President.* The president shall preside over all meetings and activities of the Chapter and shall have a casting vote. He shall enforce strict observance of the constitution and bylaws of the Chapter. He shall serve as the chairman of the Board of Governors. He shall have the authority to appoint all committees and chairmen thereof, unless otherwise provided for in the Chapter bylaws. The president shall be an ex officio member of all standing committees.

Section 3. *The Office of Vice-President.* The vice-president shall perform the duties of the president in the absence of, or by the direction of, the president. The vice-president shall assist the president and perform such duties as may be assigned by the president. The vice-president shall, under the supervision and approval of the president, act as a general program chairman to establish dates, places, and program content for all regular meetings.

In case of the removal of the president from office, or of his death, resignation, or inability to discharge the powers and duties of the said office, the same shall devolve on the vice-president until the disability be removed, or a president shall be elected.

Section 4. *The Office of Secretary.* The secretary shall give official written notice of all meetings of the Chapter according to the provisions of Article VI and Bylaw 5. He shall keep accurate written records of all Chapter proceedings and all Board of Governors proceedings. He shall handle all the correspondence of the Chapter under the direction of the president. He shall promptly notify the executive secretary of the Michigan Society of the names and addresses of newly elected officers and board members. He shall keep and safeguard such records of the Chapter as are entrusted to the secretary. The records of the Chapter shall be open to the inspection of the Board of Governors at all times.

Section 5. *The Office of Treasurer.* The treasurer shall perform such duties as normally appertain to the office of treasurer. He shall be custodian of the funds of the Chapter, and shall maintain such funds in insured accounts and depositories as shall be designated by the Board of Governors. He shall render disbursements for such obligations as may be approved by the Board

of Governors or by vote of the general membership. All checks and other disbursements of Chapter funds shall be signed by either the treasurer or the president. He shall keep regular books of account, and all records shall be open to the inspection of the Board of Governors at all times. He shall present at each regular meeting a summary report of account status, and a report of any unpaid membership dues. At the annual meeting, he shall present to the general membership a written financial report of all accounts covering the prior fiscal year and current fiscal year to the date of the annual meeting. This report may include income and expense projections for the remainder of the Chapter's current fiscal year.

Section 6. *The Office of Registrar.* The registrar shall keep a complete register of names, dates of birth, dates of admission, resignations or deaths of all members of the Chapter. He shall provide guidance to current members and applicants in the completion of application forms and supplementals. He shall review, recommend changes to, and approve all application forms before submitting the same to the Michigan Society registrar for approval. He shall report to the Chapter members the names of all newly approved members and introduce the same.

Section 7. *The Office of Historian.* The historian shall, on a yearly basis, make recommendations to the Board of Governors for the collection, preservation, and retention of historical, genealogical and archival material deemed essential to the purposes of the Chapter. In addition, he shall organize and supervise the collection, preservation, and retention of material relating to the history of the Chapter, both current and past. He shall cooperate with the historians of the several State Chapters in collecting and recording information in reference to historical sites, grave sites of Revolutionary War Soldiers and Patriots, and other kindred matters.

Section 8. *The Office of Chaplain.* The chaplain shall pronounce the invocation and the benediction at all meetings, and endeavor to provide spiritual guidance to the membership. He shall keep the Chapter membership advised of any major illnesses or deaths of Chapter members, or members of their immediate families, and shall send expressions of sympathy or condolence as appropriate. He shall assist and participate in the services of deceased compatriots when the Chapter is requested to do so. He shall observe the official ritual outlined in the NSSAR Handbook.

Section 9. *Officer Vacancies.* The president shall have power to fill up officer vacancies (Office of President excepted), by and with the advice and consent of two-thirds of the Board of Governors, that may happen between biennial elections until said office shall be filled by election.

ARTICLE V — BOARD OF GOVERNORS

Section 1. The Board of Governors for the Chapter shall be composed of the elected officers, the immediate past president of the Chapter, and not less than three other compatriots elected from the membership. Said Board of Governors shall be elected biennially at such time and in such manner as shall be fixed in the bylaws of the Chapter. Each board member must be a member in good standing and shall hold his position during the term of two years or until his successor has been elected and qualified for the position. Each board member shall serve without

compensation.

Section 2. The Board of Governors shall have the power to control and manage the business and affairs of the Chapter. They shall be the legal custodians of all property belonging to the Chapter, and shall establish procedures to account for such property. They shall have the power to accept resignations from office and from membership.

Section 3. The Board of Governors shall have the power to remove from office any officer or board member in such manner as shall be fixed in the bylaws of the Chapter.

Section 4. The Board of Governors may meet and adjourn from time to time, as the business and affairs of the Chapter require, according to the provisions of Article VI, Section 4. They shall meet at least once in every year, in autumn, to establish annual Chapter dues for the succeeding calendar year, according to the provisions of Bylaw 2, Section 4.

Section 5. *Board of Governor Vacancies.* Vacancies in the Board of Governors that may happen between biennial elections shall remain vacant until filled by election.

ARTICLE VI — MEETINGS

Section 1. *Annual.* The annual meeting of the Chapter for the transaction of business, for constitution and bylaw changes, and for the election and installation of officers biennially, shall be held in such manner as shall be fixed in the bylaws of the Chapter. Official written notice shall be given to all members in good standing according to the provisions of Bylaw 5.

Section 2. *Regular.* Regular meetings of the Chapter for social activities and for the transaction of business shall be held at the interval, time, and place designated by the Chapter president. There shall be at least three such meetings in every year, and one such meeting shall be in the month of March. Official written notice shall be given to all members according to the provisions of Bylaw 5.

Section 3. *Special.* Special meetings of the Chapter's general membership may be called by the president at any time he deems necessary and shall be called by him at the written request of two-thirds of the Board of Governors or one-fifth of the Chapter membership in good standing. Official written notice shall be given to all members in good standing according to the provisions of Bylaw 5.

Section 4. *Board of Governors.* Meetings of the Board of Governors may be called by the president at any time he deems necessary and shall be called by him at the written request of two-thirds of the Board of Governors. Said meetings may be conducted by electronic means (telephone, facsimile, or e-mail) if a situation warrants such action. Official written notice shall be given to all Governors according to the provisions of Bylaw 5.

Section 5. *Quorum.* The number of members in good standing who must be present for the valid

transaction of Chapter business shall be determined in such manner as shall be fixed in the bylaws of the Chapter, but a lesser number may meet and adjourn from time to time.

ARTICLE VII — AMENDMENTS

Section 1. All alterations or amendments to this constitution and bylaws shall be proposed in writing and submitted to the Board of Governors at least sixty days prior to the date of the meeting when such proposals would be voted upon.

Section 2. The constitution and bylaws may be altered or amended only by a two-thirds or better affirmative vote of the members in good standing, present and voting, at an annual meeting of the Chapter. It is further required that not less than thirty days notice of such proposal shall have been given by the secretary to every Chapter member in good standing.

ARTICLE VIII — RATIFICATION

The ratification of three-fourths of the Chapter members in good standing, shall be sufficient for the establishment of this constitution and bylaws.

Done in an organizational meeting, by the unanimous consent of the compatriot members present, the 23rd day of September, in the year of our Lord 1999. In witness whereof we have hereunto subscribed our names.

[Names omitted]

Bylaws

BYLAW 1. MEMBERSHIP

Section 1. The Chapter will accept the membership of any applicant who (1) meets the membership eligibility requirements stated in Article III of this Constitution, and (2) is a member in good standing in the National Society of the Sons of the American Revolution, and (3) resides within the domain of the Chapter, or who resides outside the domain of the Chapter but is approved for dual membership by the Board of Governors according to Section 3 following.

Section 2. Applications for membership in the Chapter shall be made through a state society on such form as shall be prescribed by, and completed in accordance with, the National Society. The required application fees, established by the National Society, must accompany the application form.

Section 3. The procedure for membership into the Chapter is as follows:

(a) An applicant for membership shall be sponsored by two members in good standing, and he shall make oath that the statements in his application are true to the best of his knowledge and belief.

(b) The application and supporting documents shall be submitted to the Chapter registrar for initial review and acceptance.

(c) The Chapter registrar will forward the same to the Michigan Society registrar for State review and acceptance.

(d) The Michigan Society registrar will forward the same to the NSSAR Registrar General for final review and acceptance.

(e) Once the NSSAR Registrar General has approved the application for membership in the National Society, and National and State membership numbers are assigned, the NSSAR Registrar General will inform the new member by U.S. Mail of such approval.

(f) The Chapter president, upon notification of such approval by the secretary of the Michigan Society, shall send a letter of welcome to the new member.

(g) A membership certificate will be prepared by the National Society and sent through the Michigan Society, to be presented to the new member by the Chapter president, or his designated compatriot, at the following Chapter meeting.

Section 4. Any SAR member in good standing in any other state society may request dual membership in the Chapter and in the Michigan Society. Approval for dual membership will be granted upon the completion and submission of the necessary paperwork and the payment of Chapter and Michigan Society dues.

Compatriots of dual membership are required to pay, in addition to their national dues, the state and chapter dues of both state societies and chapters. Such payment is made when

application for dual membership is submitted, and annually thereafter.

BYLAW 2. FEES AND DUES

Section 1. The admission fee for membership and the fee for each supplemental claim to establish additional ancestral lines are established by the National and State Societies.

Section 2. The Michigan Society shall make a full refund whenever an application for membership, or an application for a supplemental ancestral line, shall be disapproved.

Section 3. The annual dues for each member, and the collection thereof, shall be affixed by the National and State Societies.

Section 4. Additional Chapter dues, and the collection thereof, may be established annually by the Board of Governors. The additional amount, if any, shall be determined not later than the tenth month of the current calendar year, and shall be used in the succeeding calendar year. The amount determined shall be in addition to the dues exacted by the National and State Societies and shall be used for the patriotic, historical, and educational purposes for which the Chapter was chartered.

Section 5. Nonpayment of dues by January 2d will result in the immediate loss of good standing within the Chapter and State Society, and cause the suspension of voting rights and eligibility to hold an office in the Chapter and State Society or to act upon a committee. Nonpayment of dues by end of day March 31 will result in the automatic termination of membership in the Sons of the American Revolution organization.

Section 6. Any member whose membership has been terminated for nonpayment of annual dues may be reinstated upon the payment of current year dues and the established reinstatement fee.

BYLAW 3. ANNUAL MEETING

Section 1. The Chapter shall hold an annual meeting in May. The date, time, and place designated for such annual meeting will be determined each year by the president.

Section 2. The agenda for the annual meeting shall include at least the following: (1) written annual reports from all officers, (2) a current detailed financial report of all accounts, (3) a report of members terminated for nonpayment of dues, (4) alterations or amendments to the Chapter constitution and bylaws, and (5) the election and installation of officers and governors biennially.

All written reports shall be entered into the official written records of the Chapter.

BYLAW 4. QUORUM

Section 1. The quorum for all Chapter meetings shall be four during the first calendar year of the establishment of the Chapter. Thereafter the minimum number shall be the lesser of (1) a majority of members in good standing or (2) the average attendance of members in good standing of all regular Chapter meetings, discounting annual and special meetings, during the previous calendar year. The president and secretary shall make the annual determination of such minimum number, and it shall be effective with the first meeting of the Chapter following the end of the preceding calendar year. This minimum number shall be entered into the official written records of the Chapter at such first Chapter meeting.

Section 2. The quorum for all Board of Governor meetings shall be four during the first calendar year of the establishment of the Chapter. Thereafter a majority of Governors shall constitute a quorum to do business.

BYLAW 5. REQUIRED NOTICES

Section 1. It shall be the duty of all members to keep on file with the secretary an address to which all required notices may be delivered. The delivery of such notices to such last known address shall be sufficient and conclusive notice upon such member.

Section 2. The secretary shall give official written notice of all meetings of the Chapter. The call shall state the date, the time, the location, and the business to be transacted. Not less than 30 days notice shall be given for an annual meeting or a special meeting, three weeks notice for a regular meeting, and ten days notice for a Board of Governors meeting.

BYLAW 6. AUDITS

Section 1. At the expiration of the treasurer's term of office, and at any other time the Board of Governors deems necessary, a review of all books of account shall be conducted. The review may be performed by the Board of Governors, or by an agent of their choosing.

Section 2. Upon completion of the review, a report of finding shall be announced at the next Chapter meeting, and entered into the official written records of the Chapter.

BYLAW 7. NOMINATIONS AND ELECTIONS

Section 1. There shall be a nominating committee, newly formed for each biennial election, to be composed of not less than three compatriots. All nominating committee members must be in good standing as of February 1st of the election year.

Section 2. The president shall appoint all members of the nominating committee on or about February 1st of the election year. The committee chairman shall be chosen by the committee members.

Section 3. The president shall not be a member of the nominating committee.

Section 4. The election of Officers and Governors shall take place at the annual meeting. The nominating committee shall present a report proclaiming their candidate for each office, and for the three compatriot positions on the Board of Governors. Nominations will also be accepted from the floor. Each nominee candidate must be a member in good standing and must have agreed to serve, if elected.

Section 5. Elections shall be decided by members in good standing, present, and voting. The Chapter president shall be elected by a majority vote. All other officers, and the three compatriot positions on the Board of Governors, shall be elected by a plurality vote. Election shall be by paper ballot, except in instances of only one nominee for office when a vote viva voce is sufficient. The nominating committee shall act as tellers of the ballots, and shall immediately report the vote count.

BYLAW 8. INSTALLATION OF OFFICERS

Section 1. Installation of all officers and governors shall be conducted at the Chapter's annual meeting.

Section 2. The president, or his designated compatriot, shall administer the oath of office to newly elected officers and governors according to suggested guidelines established by the National Society.

Section 3. Newly installed officers and governors shall begin their terms of office at the close of the annual meeting at which they were installed.

BYLAW 9. REMOVAL FROM OFFICE

Any officer or board member of the Chapter may be removed from office, for a limited time or permanently, for sufficient cause. An affirmative vote of two-thirds of the Board of Governors is required for removal. Notice of such proposed action must be delivered to such officer or board member in writing, signed by the chairman of the Board of Governors, not less

than twenty-one days before such action.

BYLAW 10. EXPULSION FROM MEMBERSHIP

Section 1. Any member of the Chapter may be expelled from membership for sufficient cause. An affirmative vote of two-thirds of the Chapter membership in good standing, present and voting, is required for expulsion. Notice of such proposed action must be delivered to such member in writing, signed by the Chapter president, not less than twenty-one days before such action.

Section 2. Any member of the Chapter whose Michigan Society membership is terminated for any reason shall immediately and automatically be terminated from membership in the Chapter.

Section 3. Any member of the Chapter shall have their membership terminated for failure to pay annual dues within the allotted time after the same become due, according to the provisions of Bylaw 2, Section 5.

BYLAW 11. GENERAL PROVISIONS

Section 1. The fiscal year of the Chapter shall be January 1 to December 31.

Section 2. In all instances not covered by this constitution and bylaws, Robert's Rules of Order Revised shall apply in all questions of procedure and parliamentary law.

Section 3. Each compatriot of the Chapter is entitled to a current copy of the Chapter's constitution and bylaws.

BYLAW 12. APPROPRIATION OF FUNDS AND DISSOLUTION

Section 1. *Appropriation of Funds.* No officer, board member, or other member shall incur any indebtedness to the Chapter without the approval of the Board of Governors or by vote of the general membership. The Board of Governors shall not authorize the appropriation of Chapter funds beyond the balance then in the custody of the treasurer and not previously appropriated.

Section 2. *Dissolution.* On dissolution of the Chapter, the Board of Governors shall cause the remaining Chapter funds to be distributed to a regularly organized and qualified patriotic, historical, and educational organization(s) whose constitutional objects reflect those of the Chapter.