

MICHIGAN SOCIETY
SONS OF THE AMERICAN REVOLUTION



HANDBOOK

Effective April 8, 2017
David W. Van Hoof, Chancellor and
Chairman of the Resolutions Committee

Table of Contents

<u>Constitution</u>		<u>Page</u>
Article I	Name	1
Article II	Objectives	1
Article III	Eligibility of Membership	1
Article IV	Governance	1
Article V	Meetings	2
Article VI	Century Club	3
Article VII	Parliamentary Authority	3
Article VIII	Amendments	4
<u>Bylaws</u>		
Bylaw No. 1	Membership	5
Bylaw No. 2	Local Chapters	7
Bylaw No. 3	Officers; Duties and Responsibilities	7
Bylaw No. 4	President	8
Bylaw No. 5	Vice-Presidents	8
Bylaw No. 6	Secretary	9
Bylaw No. 7	Treasurer	10
Bylaw No. 8	Chancellor	10
Bylaw No. 9	Genealogist	10
Bylaw No. 10	Registrar	11
Bylaw No. 11	Historian	11
Bylaw No. 12	Director of Youth Award Programs	12
Bylaw No. 13	Director of Training	12
Bylaw No. 14	National Trustee Duties and Responsibilities	13
Bylaw No. 15	Chaplain	13
Bylaw No. 16	Chapter Trustees	14
Bylaw No. 17	Board of Managers	14
Bylaw No. 18	Standing Committees	15
Bylaw No. 19	Nominating Committee & Procedures	18
Bylaw No. 20	Special Committees	20
Bylaw No. 21	Fees & Dues	20
Bylaw No. 22	Delegates to the National Congress	21
Bylaw No. 23	Finance	21
Bylaw No. 24	Indemnification	22
Bylaw No. 25	Director of Communications	22
Bylaw No. 26	Insignia	23
Bylaw No. 27	Standard	23
Bylaw No. 28	Meetings	23
Bylaw No. 29	Quorum	24
Bylaw No. 30	Dissolution	24

Table of Contents

<u>Bylaws</u>		<u>Page</u>
Bylaw No. 31	Code of Conduct & Conflict of Interest	25
Bylaw No. 32	Discipline, Procedure & Due Process	25
Bylaw No. 33	Ladies Auxiliaries	26
Bylaw No. 34	Color Guard	27
<u>Status of MISSAR Constitution and Bylaws</u>		27

Constitution of the Michigan Society of the Sons of the American Revolution

Article I – Name

The name of this organization shall be the Michigan Society, Sons of the American Revolution (MISSAR), in accordance with the charter granted by the National Society, Sons of the American Revolution, dated 18 January 1890.

Article II – Objectives

The objectives of the Michigan Society are declared to be patriotic, historical, and educational, and shall also include activities designed to perpetuate the memory of those Patriots who gave of their services and sacrifices during the war of the American Revolution; 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 the government as founded by our forefathers; to encourage historical research in relation to the American Revolution; to acquire and preserve the records of individual services of patriots of the war, as well as documents, relics and landmarks; to mark the scenes of the Revolution by appropriate memorials; to celebrate the anniversaries of the prominent events of the War and of the Revolutionary period; to foster true patriotism; to maintain and extend the institutions of our American freedoms, and to pursue the purposes as expressed in the preamble of the Constitution of the United States of America and the injunctions of President Washington in his farewell address to the American people.

Article III – Eligibility of Membership

Membership in the Michigan Society shall be open to any male who has proven to be a lineal descendant of a person who supported the cause of the American Revolution, and has been accepted by the National Society Sons of the American Revolution (NSSAR), in accordance with the current NSSAR Handbook, as amended.

Dual memberships in the Michigan Society are available to members of other states or foreign Societies.

Century Club Membership is also available to members of the Michigan Society.

Article IV – Governance

The Michigan Society shall have the power and authority to regulate all Sons of the American Revolution (SAR) affairs within its jurisdiction, subject to the provisions of the NSSAR Constitution and Bylaws, and NSSAR Handbook, as amended.

Section 1 – Officers & Board of Managers (BoM). At the Annual Meeting, members of the Michigan Society shall elect the following Officers to serve on a Board of Managers (BoM) for one-year terms: President, First-Vice President, Second-Vice President, Secretary, Treasurer, Registrar, Genealogist, Chancellor, Director of Youth Awards Programs, Director of Training, Director of Communications, Chaplain, and Historian. The President shall serve as the Chairman of the BoM.

The MISSAR Officers, National / Alternate National Trustees, chapter trustees, immediate past Michigan Society President and any sitting National Officers of the Michigan Society will serve as the voting members of the BoM. The BoM shall direct the activities of the Michigan Society, and its chapters, to include but not limited to establishing policies, approving applications for new membership, developing and executing annual budgets, appointing members to all standing / special committees and accepting or rejecting reports from all committees.

Section 2 – National Trustee / Alternate National Trustee. The Michigan Society shall be represented by a National Trustee who shall serve as a liaison between the Michigan Society and the National Society. An Alternate National Trustee will serve in such capacity in the event the National Trustee is unable.

Section 3 – Trustees. At the Annual Meeting, each chapter will submit the names of two members to serve as Chapter Trustees on the BoM for one-year terms. One of the trustees must be the President or Vice-President of the chapter. No member may serve as a Michigan Society or National Officer and Chapter Trustee during the same term.

Section 4 – Committees. The President, with approval of the BoM, can establish both standing and special committees. Standing committees are permanent committees required to carry out the objectives of the Michigan Society, preferably chaired by a current or past officer. All Standing Committees must provide a written report of their activities for the Annual Meeting. Special committees are temporary committees formed for short-term projects.

Section 5 - Delegates to the National Congress. The Michigan Society shall be represented by a delegation as determined by guidelines of the National Society.

Article V - Meetings

Section 1 - Regular Board of Managers Meetings. The BoM shall conduct no less than four (4) regularly scheduled meetings each year one of which will occur prior to the Annual Meeting, primarily for the purpose of receiving the report of the Nominating Committee. These meetings will be held at various locations within the state. A local chapter will be asked to serve as host by the President. In the event a chapter defaults as host, the BoM will host the meeting.

Additional regular meetings may be scheduled for social and/or business purposes.

Section 2 - Special Board of Managers Meetings. A special meeting of the BoM may be called by the President in order to consider a specific matter or issue. Such a meeting may also be called upon by a written petition of at least five (5) members of the BoM.

Section 3 - The Annual Meeting. There shall be an Annual Meeting of the Michigan Society, open to all members, scheduled for the third Saturday in April, or as near that date as practical.

The purpose of the Annual Meeting is to provide all members of the Michigan Society the opportunity to review status of the Michigan Society; elect new Michigan Society Officers; nominate National/Alternate National Trustees; nominate a candidate for Vice President General-Great Lakes District as required; designate which candidates for national office should receive support from the Michigan Society; act on proposed changes to the Michigan Society Constitution and Bylaws; and conduct other business that requires membership approval.

Section 4 - Special Meeting of Michigan Society Members. A special meeting of the Michigan Society membership in addition to the Annual meeting shall be called by the President when directed to do so by the BoM. A special meeting of the Michigan Society membership shall be called by the President when requested to do so by a written petition signed by no less than ten (10) members of the Michigan Society. Special meetings of the Michigan Society shall be called for consideration of specific items of business.

Article VI – Century Club

The Century Club shall be formed for the sole purpose of supporting and perpetuating the Michigan Society Sons of the American Revolution and its local chapters.

Article VII – Parliamentary Authority

The rules set forth in the most current edition of *Robert's Rules of Order, Newly Revised* shall govern the Michigan Society in all meetings in which they are not inconsistent with this Constitution, the Bylaws of the Michigan Society, the NSSAR Constitution and Bylaws and or any special rules of order the National Society may adopt.

Article VIII – Amendments

This Constitution and these Bylaws may be amended or repealed, in part or in whole, as determined to be necessary by the BoM. Any proposed amendments or changes to the MISSAR Constitution and Bylaws shall be put in written form and sent, either electronically or regular postal mail, to all members of the BoM at least ten (10) days prior to the next BoM meeting for consideration. At such meeting the BoM, through a majority vote, will determine the appropriateness of any proposed amendments or changes to the Constitution or Bylaws.

All BoM approved proposed changes will be outlined in the notice for the next Annual membership meeting or for any special membership meeting designated to consider such changes. All changes will be ratified by a majority vote of the members present.

Bylaws of the Michigan Society Sons of the American Revolution

Bylaw No. 1 - Membership

Section A. Applications for membership in the National Society being made by residents of the State of Michigan shall be submitted to the Michigan Society.

Section B. Applications for membership and types/classifications of membership in accordance with current NSSAR Handbook shall be made by the National Society.

Section C. A completed original of the official SAR application (the master copy) and a copy of the master copy must be submitted. All signatures must be in black ink.

Section D. Supporting documentation must cite specific references that would prove the applicant to be a lineal descendant of a person who supported the cause of the Revolution.

Section E. Both completed forms along with one (1) copy of supporting documentation and a check in the amount of the prescribed admission fee made payable to "Michigan Society, Sons of the American Revolution (MISSAR)," shall be submitted to the Secretary of the Michigan Society for processing and forwarding to the Registrar General.

Section F. Applications for membership and/or supplemental membership in the Michigan Society submitted by lineal descendants of present or former members of the National Society must complete the entire application form. Supporting documentation required need only be that which would prove the relationship of the applicant to the present or former member.

Section G. Membership applications submitted by lineal descendants of a present or former member of the DAR, or a lineal descendant of a former member of the CAR, must also complete the entire application form. Supporting documentation shall also include copies of approved reference membership application forms in those Societies.

Section H. After review and approval by the Registrar, the original application forms and one (1) copy of all supporting documents shall be directed to the Secretary of the Michigan Society for processing. The Secretary shall sign and forward the original application form with supporting documents and the applicable fee to the Registrar General for approval. The Secretary shall retain one (1) copy of the application form in a permanent file.

Section I. Final Approval by the National Society will result in the assignment of a national number and the issuing of a certificate of membership. Certificates are received by the Secretary of the Michigan Society for required signatures and then transmitted to local Chapter Presidents for presentation at an appropriate occasion.

Section J. In the event an application for membership is rejected by NSSAR, the application form, all supporting documentation, and all pre-paid dues (chapter, state and national) shall be returned to the applicant in a manner determined by the NSSAR and MISSAR. The refund of pre-paid dues shall be accompanied by an explanation for the NSSAR rejection and any recommendations for corrective action for re-submission of the original membership application.

Section K. Members of the Michigan Society are normally "assigned" to local Chapters by the Secretary based upon residency location. The exception to this procedure occurs when a new member specifically states his desire to be assigned to a certain local Chapter despite the location of his current residency.

Section L. Members of the Michigan Society may request dual membership with another State Society by completing the required forms and submitting same to the Secretary of the Michigan Society for transmittal to the National Society. Members are required to pay but one (1) National Society dues; however, they are required to pay dues for both State Societies and Local Chapters as may be the case.

Section M. Use of the Perpetual Life Fund shall be restricted as follows: each year, National, State and Chapter dues shall be paid for living Perpetual Life Members. The Perpetual Life Fund is closed to additional memberships.

Section N. Members of the Michigan Society may become members of the Century Club by donating \$100.00 or more during a single calendar year to any specified activity of the Michigan Society, including the general fund and local chapters.

Section O. Members of the Michigan Society are eligible for Michigan Life Service membership after being a paid member of the Michigan Society for a continuous period of forty (40) years, and as such, payment of all future annual SAR dues (National, State Society, and local Chapter) shall be paid by the Michigan Society for the balance of his lifetime.

Section P. The names of all members of the "Perpetual Life," "Century Club," and "Michigan Life Service" categories shall be so noted in each edition of the Wolverine Minute Man. Century Club membership shall be on a calendar year basis and shall only include members who made contributions for the current year. The amount donated shall not be shown. The BoM may provide for a system of recognition of Century Club members.

Section Q. Membership in the Michigan Society shall terminate upon failure to pay all dues and fees by due date.

Section R. All members of the Sons of the American Revolution shall be addressed as "Compatriot" by fellow members, other than current and former Officers, who will be addressed by their current title or the title of the highest position attained.

Bylaw No. 2 - Local Chapters

Section A. The Michigan Society BoM may grant, upon written petition, a charter to establish a Local Chapter to not less than ten (10) or more members of the Michigan Society. Further, the BoM may split an existing chapter and create a new one if formally petitioned to do so and such action is both prudent and agreeable to all parties concerned.

Section B. Local Chapters shall adopt their own constitution and/or bylaws consistent with the general provisions of the Michigan Society's Constitution and Bylaws. Chapter constitutions and/or bylaws shall not include a description of "territory of jurisdiction" and must be approved by the BoM. All amendments to Local Chapter constitutions and/or bylaws must also be approved by the BoM.

Section C. Local Chapters shall elect their officers and board of managers, and shall conduct meetings and other activities consistent with the objectives of the Michigan Society.

Section D. Local Chapters may establish their own additional dues, above the amount of chapter dues established by the Michigan Society, as necessary to support the operation of their own programs.

Section E. Members are encouraged to support and participate in the Local Chapter BOM meetings, and also are encouraged to invite the Michigan Society BoM to hold meetings in their areas and to serve as hosts for such meetings.

Section F. In the event a Local Chapter, for a period of one (1) year, fails to function according to conditions as set forth in the original charter, or pursue the objectives of the National Society, the Michigan Society BoM shall declare the Local Chapter to be inactive. In the event of such action, all assets and property of that particular Local Chapter shall be surrendered to the Michigan Society. All such assets and property shall remain in escrow for a period of four (4) additional years or until the Chapter is reorganized. Should the Chapter not be reorganized, such assets and property shall then become the property of the Michigan Society.

Section G. The President, with BoM approval and direction, shall be authorized to attempt to reorganize any Chapter that has been deemed inactive.

Bylaw No. 3 - Officers; Duties and Responsibilities

Section A. The duties of the elected Officers of the Michigan Society shall be such as usually appertain to their respective offices, and in addition to such other duties as directed by the BoM.

Section B. Each Officer shall submit a summary report of his Society activities at the Annual meeting, and at such other times as requested by the President or BoM.

Bylaw No. 4 - President

Section A. The President shall act as Chairman of all meetings of the Michigan Society, and shall supervise all business and social activities. He shall appoint all committees, unless otherwise provided for, and shall serve as a member on all Standing Committees.

Section B. The President should endeavor to attend and participate in the activities of the National Society. He shall also endeavor to attend the Annual meetings of all State Societies of the Great Lakes District societies especially when the Vice President General of the Great Lakes District is a member of the Michigan Society.

Section C. At the first Board meeting following the Annual meeting, the newly elected President shall submit to the Board for approval, a list of names of three (3) Compatriots who have agreed to serve as a Nominating Committee. Current Michigan State Society Officers and National/Alternate National Trustees may not serve on the nominating committee.

Section D. The President shall appoint, or may be directed to appoint, Special Committees to investigate and report upon, as necessary, various subjects of concern to the Society.

Section E. In the event of the permanent incapacitation, resignation, removal from office, or death of the President, the First Vice President shall thereupon assume the duties of the President for the remainder of the term of office.

Bylaw No. 5 Vice-Presidents

Section A. The First Vice President shall perform the duties of the President in his absence, or by his request, or by direction of the BOM. The First Vice President shall consult with and assist the President in all official matters, and shall also act as a liaison between the President and the BoM and the Chairmen of the various appointed committees. The First Vice President shall also serve as Chairman of the Membership Committee.

1. In the event of the permanent incapacitation, resignation, removal from office, or death of the First Vice President, the Second Vice President shall thereupon assume the duties of the First Vice President for the remainder of the term of office.

Section B. The Second Vice President shall perform the duties of the First Vice President in his absence or by his request, or by direction of the Board.

1. One of the primary duties of the Second Vice President is to act as General Program Chairman and as such will coordinate the planning of the activities of the Michigan Society. He shall also coordinate the programs hosted by Local Chapters.

2. In the event of the permanent incapacitation, resignation, removal from office or death of the Second Vice President or any other Officer other than the President and First Vice President, the President shall appoint, with BoM approval, a member to serve for the remainder of the term.

Bylaw No. 6 Secretary

Section A. The Secretary shall conduct the general correspondence of the Society and keep records thereof. He shall notify all qualified and accepted candidates of their election, and perform such other duties as the BoM may assign to him.

Section B. The Secretary shall have custody of the Certificate of Incorporation, Constitution & Bylaws, and other historical documents and records of the Michigan Society other than those items specifically entrusted to other Officers.

Section C. The Secretary shall conduct all correspondence between the Michigan Society and the National Society regarding both regular and supplemental membership requests. The Secretary shall serve as a delegate of the BoM in approving membership applications. The Secretary, at his discretion, may reserve specific applications for BoM approval.

Section D. The Secretary shall notify all new members of their acceptance, and in addition, shall provide a list of delegates' names to the Annual Congress, and further shall maintain an annual record of members that have secured new members for the Society.

Section E. The Secretary shall report at the Michigan Society Annual meeting the names of all new members, in addition to those members who have dropped due to resignation, death or non-payment of dues.

Section F. The Secretary shall maintain accurate written records of all Michigan Society meetings, and shall report to the BoM the results of all resolves and votes affecting each item of business.

Section G. The Secretary shall determine if a quorum is present to conduct the business of the Michigan Society, and to advise the Chair accordingly.

Section H. If the Secretary is absent for any meeting, the President may appoint an experienced member to record the business activity.

Section I. All records of the Michigan Society for the past two (2) years shall be stored in a convenient location with ready access. All other permanent records of the Michigan Society should also be placed within an archival type facility within a reasonable time.

Bylaw No. 7 Treasurer

Section A. The Treasurer shall be responsible for the safe keeping, depositing, and disbursing of all collected funds and securities of the Michigan Society. Records of all such transactions shall be as directed by the Finance Committee.

Section B. All funds shall be deposited in the name of the "Michigan Society, Sons of the American Revolution," and in such accounts and depositories as approved by the BoM.

Section C. Disbursements under \$500.00 shall be made by check signed by the Treasurer. Disbursements over \$500.00 shall be made by check signed by the Treasurer and the President or the First Vice President or the Secretary. In the event the Treasurer is temporarily incapacitated, checks under \$500.00 shall be signed by the President or the First Vice President or the Secretary. Checks over \$500.00 shall be signed by the President and either the First Vice President or the Secretary.

Section D. Checks shall be issued only upon receipt by the Treasurer of proper documentation of an expense in the conduct of business of the society.

Section E. The annual accounting period of the Michigan Society is twelve consecutive months beginning January 1 and ending December 31. The Treasurer shall establish and maintain financial accounts accordingly.

Section F. The Treasurer shall provide at each regular meeting of the BoM a Statement of Financial Position (balance sheet) and a Statement of Activities (income and expense report) clearly showing the status of all funds and accounts of the Michigan Society as of the last day of the month prior to such meeting. At the Annual Meeting, the Treasurer shall provide the same reports as of the close of the previous fiscal year.

Bylaw No. 8 Chancellor

Section A. The Chancellor shall preferably be an Attorney-at-Law, in good standing with the State Bar of Michigan. The Chancellor shall submit opinions regarding legal matters affecting the Society when such opinions are requested by the Board.

Section B. The Chancellor shall serve as Chairman of a Resolutions Committee is appointed to review and amend, if necessary, the Constitution and Bylaws of the Michigan Society.

Bylaw No. 9 Genealogist

Section A. The Genealogist shall perform those duties as outlined in the National Society handbook. He shall assist the Registrar regarding questions on applications for membership and/or supplemental membership; and confirming application source materials.

Section B. The Genealogist will serve as a point of appeal in the event the Registrar has rejected an application.

Section C. The Genealogist shall serve as Chairman of the Genealogy Committee. The opinion of the committee regarding specific points of question shall stand unless overruled by the National Society.

Bylaw No. 10 Registrar

Section A. The Registrar shall review all applications for membership and/or supplemental membership in the Michigan Society. He shall also review all supporting documentation for accuracy against established references. Upon his approval of an application, he shall transmit all applications, supporting documents and the admission fee to the Secretary of the Michigan Society for transmittal to the Registrar General for final approval.

Section B. The Registrar shall report on the status of all current applications to the Board of Managers.

Section C. In the event the Registrar, with the assistance of the Genealogist, is unable to verify the genuineness or the accuracy of the supporting documentation, he must promptly return the application papers, supporting documents and admission fee to the applicant. He shall also provide the applicant with reasons for the rejection and offer suggestions and/or recommendations that may cause the documents to be accepted upon correction and resubmission.

Section D. The Registrar shall serve as a member of the Genealogy Committee.

Bylaw No. 11 Historian

Section A. The Historian shall maintain records in the form of written articles and photographs that concern the activities of members and the Michigan Society on an annual basis and in a scrapbook format.

Section B. The Historian shall assemble all data in a suitable file together with a summary of the material contained. Such material shall be, but not limited to the following:

1. Names of all Officers and members of the Board of Managers, and Committee Chairmen.
2. A membership Roster.
3. Names of Compatriots deleted by death, etc.
4. Copies of each meeting notice, agenda, and minutes of same.

5. A record of all medals and awards presented by the Michigan Society or by the President.
6. A list of names of Compatriots who served as delegates to the National Congress, and those who may have served on various national Society committees.
7. A copy of the Treasurer's annual statement.
8. Details regarding unusual activities, events, accomplishments, and projects in which the Society participated.
9. The Historian shall annually deposit all designated archive materials of MISSAR with the approved archive depository at the State of Michigan Library, Lansing, MI.

Section C. The Historian shall present the current file to the newly elected Historian at the Annual Meeting.

Bylaw No. 12 Director of Youth Award Programs

Section A. The Director of Youth Award Programs shall be responsible for the oversight of these programs.

Section B. The programs to be included are Children of the American Revolution (CAR), Eagle Scout Award, ROTC/JROTC Recognition Program, Knight Essay Contest, Rumbaugh Oration Contest, Americanism Poster Contest, Adams Brochure Contest, and American History Teacher Award.

Section C. The Committee Chairman/Mentor of each of these programs shall be a member of the Youth Award Programs Committee.

Bylaw 13. Director of Training

Section A. The Director of Training shall be responsible for the development and implementation of training within the Michigan Society. This includes the state society and the local chapters.

Section B. The training should include an understanding of our Society, i.e. the roles of the members, the roles of the different chapter and state officers, what programs are available at all levels including an overview of each program.

Section C. Training may be available at local chapter meetings, special meetings, BoM meetings or through the internet.

Section D. A Training Committee may be formed by the Director of Training.

Bylaw No. 14 National Trustees Duties and Responsibilities

Section A. The National Trustee and the Alternate National Trustee should be a persons who have proven capabilities of leadership and dedication to the Society.

Section B. The Michigan Society shall propose nominees to the National Society in accordance with established National Society procedures and timetables.

Section C. A nominee selected by the Michigan Society and subsequently elected at the National Congress will serve for a one (1) year term.

Section D. The duties of the National Trustee are as follows:

1. Perform the duties and responsibilities as outlined in the National Society handbook.
2. Attend all Michigan Society meetings.
3. Assist the President of the Michigan Society when hosting National Society Officers.
4. Attend Great Lakes District and annual meetings, particularly when the Vice President General is a member of the Michigan Society.
5. Attend all called meetings of the National Trustees as the representative of the Michigan Society.
6. Advise the National Chairman of the Resolutions Committee, in writing, of any adopted resolutions submitted by local Chapters or the Michigan Society for consideration at the National Congress.
7. Keep the Michigan Society Board of Managers informed by submitting a written report detailing all business enacted and actions under consideration by the National Board of Trustees.

Section E. The Alternate National Trustee shall serve in a like manner whenever the National Trustee is unable to attend specific meetings.

Bylaw No. 15 Chaplain

Section A. The Chaplain shall preferably be a man of the cloth. The Chaplain shall open and close all meetings of the Society with a prayer and remind all members to rededicate themselves to God and Country.

Section B. The Chaplain may conduct funeral services for deceased members in accordance with established National Society procedures, if so requested by the surviving family.

Section C. If the Chaplain is absent at a Society meeting, the President may appoint a member to give the invocation and the benediction.

Bylaw No. 16 Chapter Trustees

Section A. Chapters may send to the BoM meetings an Alternate Trustee to act in behalf or/in place of an Elected Trustee, provided that the BoM approves the Alternate Trustee prior to the Business Portion of the BoM meetings.

Bylaw No. 17 Board of Managers (BOM)

Section A. The Board of Managers (BOM) is elected to serve as the governing body of the Michigan Society, and as such, they shall be responsible for, but not limited to, the following:

1. Meet no less than four (4) times per year.
2. The financial well being of the Society.
3. Approve an annual balanced budget and authorize expenditures within the adopted budget.
4. Approve or reject applications for membership and/or supplemental membership submitted by the Secretary.
5. Direct the President to appoint special committees, as necessary, to advise and make recommendations to the Board.
6. Approve the establishment of meeting dates, places, and program content as recommended by the General Program Chairman.
7. Approve the methods by which all funds are collected, received and deposited, and also the designation of specific depositories.
8. Establish Standing Committees, and approve of or disapprove of appointments to all Special Committees.
9. Call special meetings of the Board as necessary or as petitioned to do so, or as requested by the President to discuss a specific item of business.
10. Take the necessary administrative action to process the reorganization of or dissolving of a local Chapter and the transfer of all assets of a dissolved Chapter to the Michigan Society if deemed necessary.

11. Approve the establishment of new or reorganized Local Chapters and the granting of Charters accordingly.
12. Remove from office and/or membership in the Michigan Society due to:
 - a) Failure to pay established dues and fees.
 - b) Acts inconsistent with the objectives of the Michigan Society.
 - c) Acts in derogation of our Country, our Society, or our fellow Compatriots.
 - d) Failure to abide by the regulations as set forth in the Constitution and Bylaws of the Michigan Society.
13. Accept resignations from office and/or membership.
14. Approve or disapprove proposed slate of nominees presented by a Nominating Committee.
15. Direct to revise, as necessary, the Constitution and & Bylaws of the Michigan Society.

Bylaw No. 18 Standing Committees

Section A. The Michigan Society, as governed by the BoM, requires the guidance provided by various committees established to make recommendations as to policy, and for the efficient administration of the Societies business. Standing Committees are appointed by the President and approved by the BoM and preferably chaired by a current or past officer of the Michigan Society, on a perpetual basis. The Standing Committees shall be, but not necessarily limited to, the following:

Section B. *Membership Committee.* The Membership Committee shall be chaired by the First Vice President, who shall be responsible for developing the methods that would result in the retention of current members and the securing of new members for the Michigan Society. The Chairman shall work closely with the DAR/CAR Liaison officer.

Section C. *Program and Special Activities Committee.* The Program and Special Activities Committee shall be chaired by the Second Vice President, who shall be responsible for recommending to the Board, specific meeting dates and program content. The Chairman shall work closely with Presidents of Local Chapters regarding the selection of locations for regular Board meetings. The Chairman shall also work closely with the National Trustee and the DAR/CAR. Liaison officer to establish a calendar of meetings that does not conflict with those other activities.

Section D. *Public Relations and Publicity Committee.* The Public Relations and Publicity Committee should be chaired by a member who is skilled in the art of public relations. The Chairman should have a good working knowledge of the various forms of the media, and a strong desire to actively participate in this type of business. The Chairman shall be responsible for the release of all photographs and copy deemed noteworthy for

publication in the press, television media, SAR Magazine or other accepted publications. The Chairman shall also provide the Secretary with information of an interest to all Society members for possible inclusion in the *Wolverine Minuteman* (WMM).

Section E. Genealogy Committee. The Genealogy Committee shall be chaired by the Genealogist who, by experience, is qualified to do genealogical research. The Genealogy Committee shall assist the Registrar in resolving questions involving authenticity or correctness of documentation being submitted by applicants for membership or supplemental membership.

Section F. Finance and Audit Committee. The Finance and Audit Committee shall be chaired by a member experienced in the financial and/or investment field. The Chairman shall make specific recommendations to the Board involving the establishment of various funds for the prudent investment of Society funds. The Committee should consist of diverse representation from the various local Chapters. The Committee shall prepare and propose to the members at each annual meeting a zero-based working budget for the following fiscal year. The Committee shall audit the books and records of both the Secretary and the Treasurer, and in addition, they shall review the stability of all securities and special funds prior to the Chairman issuing a report of their findings at the Annual meeting.

Section G. Fundraising Committee. The Fundraising Committee should be chaired by a member knowledgeable and skilled in the art of raising funds. The Chairman should be an amenable person able to work closely with the President and Board of Managers. The Fundraising Committee is responsible to lead the Board in all efforts that attract money and services needed to carry out the programs and activities of the Society. The Chairman shall oversee all interaction with donors/sponsors, obtaining funds or in-kind services, depositing checks with the Treasurer, thanking donors/sponsors in writing, and acknowledging (or assuring that the President acknowledges) the donor/sponsors in all proper venues.

Section H. Medals and Awards Committee. The Medals and Awards Committee should be chaired by a member knowledgeable as to the qualifications necessary for persons selected to receive the various medals and awards as outlined in these Bylaws and by NSSAR regulations.

1. All recommendations and/or nominations for all medals and awards statewide shall be submitted to the Medals and Awards Committee in written document form as prescribed by the Medals and Awards Committee. The Chairman of the Committee shall make specific recommendations to the BoM concerning all such presentations. The Chairman of the Committee maintains on an annual basis a record of all awards presented by the Michigan Society. Copies of that record shall be made available to the Secretary and to the Historian.

2. SAR medals and awards that are available to SAR members and non-members are described in the current NSSAR Handbook, and all NSSAR rules, regulations and policies shall be adhered to by the Michigan Society and its Chapters awarding medal and awards. Any medals or awards that carry specific terms or restrictions for either qualification of the recipient or method of presentation as stipulated by the National Society shall be observed.
3. The Medals and Awards Committee shall meet when necessary to consider and approve or reject all recommendations and/or nominations for the awarding of medals and awards to Compatriots and non-Compatriots statewide, with the concurrence of the MISSAR President.
4. Presentation of medals and awards to members is usually made by the President either at the Annual meeting or at a special awards banquet. Medals and awards made to DAR and CAR members may be presented by the DAR/CAR Liaison officer at special meetings of those organizations. Special awards for Boy Scout activities may be made at the Annual meeting, or at a special awards banquet, or at a special meeting of that organization. The Chairman of the Boy Scout Committee or a member so designated shall make all such awards.
5. The awarding of Bronze Good Citizenship, Law Enforcement, ROTC, Certificates of Distinguished Service, Certificates of Appreciation, and Heroism Awards may be made by either the Society or local Chapters. Such awards should be presented by MISSAR representatives at appropriate occasions. Heroism medals shall only be given for deeds in which either the rescuer or the rescues were in a life-threatening situation.

Section I. *Boy Scouts Committee.* The Boy Scout Committee shall be chaired by a member with a strong background in, and a dedication to the Boy Scouts of America. The Committee shall be responsible for coordinating and implementing the Scouting programs established by the NSSAR and the Michigan Society. The Chairman of the Boy Scout Committee traditionally makes the presentations to recipients of Boy Scout awards.

Section J. *Grave Marking Committee.* The Grave Marking Committee should be chaired by a member with a strong interest in accomplishing one of the important objectives of the NSSAR and the Michigan Society, that is, the locating of and the identifying of gravesites of all Revolutionary War Patriots who are buried in Michigan. The Chairman shall arrange for any memorials or rededication of markers deemed appropriate.

Section K. *Committee Emeritus.* The Committee Emeritus shall be comprised of past MISSAR Executive Officers whose collective wisdom and historical memory makes them an invaluable source for the State President and Board of Managers. This Committee will help the Society maintain its credibility and respect.

1. The Committee Emeritus shall consist of three former Presidents of the Michigan Society, appointed by the current President and subject to approval by the BoM. In the absence of available former Presidents willing and able to serve, the President may select from former Executive Officers of the Michigan Society. All Committee members must remain members in good standing in the Michigan Society.
2. The Committee Emeritus shall elect its own Chairman, to serve a one-year term, conterminous with the term of the State President.
3. The Committee Emeritus shall serve as an advisory body to the President and BoM and shall have no vote at BoM meetings.
4. The Committee Emeritus shall serve as an “Internal Affairs Committee,” herein referred to as the IAC. No other committee, standing or special, will serve this purpose. When serving as an IAC, the Committee shall have the sole responsibility for the full and complete investigation of any charge(s) and/or complaint(s).
5. The Committee Emeritus shall act as a resource and consultant for all committees and chapters within the jurisdiction of the Michigan Society.

Section L. *Website Committee.*

Bylaw No. 19 Nominating Committee & Procedures

Section A. The President shall propose a nominating committee and its chairman by September 15th of each year. At the next BoM meeting, BoM approval of the nominating committee membership and its chairman, as proposed by the president or as revised by the BoM, shall be obtained.

Section B. The Committee shall be comprised of three (3) members, including the chairman. Neither the chairman nor the other members of the committee shall currently be serving as officers of the Michigan Society. The President shall be an ex-officio member of the committee but will have no voting right. The committee may obtain the advice of current chapter presidents regarding potential candidates.

Section C. The Committee shall develop its slate of candidates and distribute it to the membership as an attachment to the announcement of the Annual Membership Meeting.

Section D. The Nominating Committee shall prepare a slate of candidates for the offices of National Trustee, Alternate Trustee, and if applicable, the Vice President General

1. The Nominating Committee shall confirm in their own minds by observation and/or discussion with each candidate being considered as to his suitability to serve effectively. Candidates for National Officers

shall be limited to those members who have served as President of the Society.

2. The Nominating Committee also has the right to nominate members for any office in the NSSAR. Such action, if taken, requires the Nominating Committee to be prepared to advise all NSSAR State Societies and request their support. All such candidates remain as such until elected at the NSSAR Congress.
3. The Chairman of the Nominating Committee shall submit the agreed upon slate to the Secretary prior to September 1st. The Secretary shall include the slate of names in the meeting notice for the regular October meeting of the BoM.
4. The Chairman shall present the slate of candidates to the Board at the October meeting. Other nominations from the floor may also be received at that time. The Board has the authority to approve or disapprove all candidates.
5. The Secretary is required to report the results of accepted candidates for National Trustee, Alternate Trustee, and Vice President General to the NSSAR prior to December 15th.

Section E. The Nominating Committee shall prepare a slate of candidates for each office of the Michigan Society and for Trustees as called for.

1. The Nominating Committee shall prepare a slate of candidates for each Office and members of the BoM, and submit same to the Secretary at least thirty (30) days prior to the scheduled Annual Meeting.
2. Traditionally, the current First Vice President becomes the candidate for the office of President. It is strongly recommended that the candidate nominated for the First Vice President shall have experience as an Officer in the Society and/or a President of a Local Chapter.
3. It is further recommended that such a candidate will have previously attended at least one (1) National Congress or National Trustees Meeting.
4. Any five (5) members of the Society may also propose candidates for any Office and members of the BoM by submitting a written list of candidates to the Secretary at least thirty (30) days prior to the scheduled Annual Meeting.
5. The Secretary shall include a listing of all candidates proposed by the Nominating Committee and other members in the meeting notice for the Annual meeting.

6. The Board has the right to approve or disapprove the slate as presented by the Nominating Committee.
7. An opportunity shall be given at the Annual Meeting to receive additional nominations from the floor.

Bylaw No. 20 Special Committees

Section A. These Committees are formed for short-term specific projects, and are appointed by the President with approval by the Board.

Bylaw No. 21 Fees & Dues

Section A. All dues and fees for the National Society shall be established by that organization independent of the Michigan Society. All dues and fees for the operation of the Michigan Society and Local Chapters shall be established and amended as necessary by the BoM.

Section B. The Secretary or other designated agent approved by the BoM, shall notify each member that annual dues are due. Failure by a member to pay all such dues and fees prior to January 1 each year may result in the termination of membership.

Section C. Membership shall be reinstated upon payment of dues within the current calendar year. When a lapse in membership extends beyond the first day of January of the following year, the applicant for reinstatement shall pay the dues for the then current year, but shall be exempt from payment of arrears.

Section D. The Michigan Society shall be responsible for collection of all dues and fees from the membership. All annual dues and fees for each member – local Chapter, Michigan Society, and National Society – shall be paid to the MISSAR, and collected by the Secretary, or other designated agent approved by the no later BoM than December 31st of each year.

Section E. All funds collected through the dues collection and membership processes shall be delivered, as soon as practicable after the posting of member records, to the Treasurer for deposit into the demand deposit account authorized by the BoM.

Section F. Redistribution of local Chapter and National dues and fees shall be made by the Treasurer, or other designated agent approved by the BoM. The redistributed National dues and fees shall be paid by the due date established by the NSSAR. The redistributed local Chapter dues and fees shall be paid by the first day of February each year, or as near that date as practicable.

Section G. New members who are accepted by the National Society shall be required to pay Michigan Society and Local Chapter dues for that calendar year.

Bylaw No. 22 Delegates to the National Congress

Section A. Upon approval by the BoM, the Secretary shall submit the list of names of selected delegates to the National Society in accordance with established procedures and timetables.

Section B. Other Michigan Society members attending a National Congress may be appointed by the National Trustee to fill vacancies and serve as delegates as necessary.

Bylaw No. 23 Finance

Section A. The Michigan Society shall maintain its financial policies and records on a cash basis.

Section B. The net assets of the Michigan Society shall be grouped into three classes: unrestricted, temporarily restricted, and permanently restricted. Unrestricted and temporarily unrestricted net assets shall comprise the General Fund. Permanently restricted net assets shall include the Lynn S. Gordon Trust Fund and the Permanent Endowment Fund. The principal of the Lynn S. Gordon Fund shall not be reduced. The principal of the Permanent Endowment Fund shall not be reduced except by approval of 75% or more of the members present at an annual meeting.

Section C. Prior to each fiscal year, the Finance Committee shall present to the BoM a proposed budget for the Michigan Society for that fiscal year in which total outlays do not exceed total receipts.

Section D. Total outlays for any fiscal year shall not exceed total receipts for that fiscal year, unless three-fifths of the whole number of the BoM shall provide for a specific excess of outlays over receipts by a roll-call vote.

Section E. Total receipts shall include all receipts (including attributable interest) of the Michigan Society except those derived from borrowing. Total outlays shall include all outlays of the Michigan Society except for those for repayment of debt principal.

Section F. The BoM shall not have the authority to dispose of, disburse, or distribute any of the General Fund belonging to the Michigan Society, or incur any liabilities historically usual and ordinary, other than for current expenses, unless specifically ordered to do so by the general membership at the Annual meeting, or by an affirmative vote by no less than twelve (12) members of the Board present at a regular or special meeting.

Section G. Special programs, such as the Perpetual Life Member, Century Club, and Michigan Life Service shall be established and funded according to terms as set forth by the BoM.

Section H. The Michigan Society budget shall provide funding for BoM and Committee postage and telephone call expenses. When Committee operational expenses are anticipated, the Committee Chair will submit a budget to the BoM for prior approval and inclusion in the Michigan Society annual budget, including the use of monies to specified funds from Century Club membership. Requests for an advance of funds may be made to the President following BoM approval of the expenses.

Bylaw No. 24 Indemnification

Section A. Except as otherwise provided by law, a MISSAR officer or trustee shall not be personally liable for monetary damages to the Michigan Society or any member resulting from any act or omission incurred in the good faith performance of his duties as such.

Section B. Michigan Society shall assume all liability to any member, organization or third party person for all acts or omissions of an officer or trustee incurred in the good faith performance of his duties.

Section C. The Society shall assume the liability for all acts or omissions of a non-officer volunteer, provided that:

1. The volunteer acting or reasonably believed he was acting within the scope of his authority.
2. The volunteer was acting in good faith.
3. The volunteer's conduct did not amount to gross negligence or willful and wanton misconduct.
4. The volunteer's conduct was not an intentional tort.
5. The volunteer's conduct was not a tort arising out of the ownership, maintenance, or use of a motor vehicle as described in Section 709 (e)(v) of the Michigan Nonprofit Corporation Act.

Bylaw No. 25 Director of Communications

Section A. The Director of Communications shall be responsible for the administration and maintenance of the Michigan Society website and other social media.

Section B. The Director of Communications shall be the chairman of the Information Technology (IT) Committee.

Bylaw No. 26 Insignia **(Reserved for Future Use)**

Bylaw No. 27 Standard **(Reserved for Future Use)**

Bylaw No. 28 Meetings

Section A. Regular Board of Managers (BoM) Meetings. The President shall preside at all BoM meetings unless otherwise directed.

1. To all officers and members of the BoM and all Officers of the Local Chapter hosting the meeting shall be sent a written notice, either electronically or regular postal mail, of the meeting not less than fifteen (15) days prior to the date of the scheduled meeting.
2. At least six (6) members of the MISSAR Board of Managers, including three MISSAR officers, shall constitute a quorum for the conducting of ordinary Society business except as otherwise specified.
3. All members of the Society are cordially invited to attend all BoM meetings; however, voting on all items of business shall be the sole responsibility of the BoM. The President will cast a vote only in the case of a tie.
4. Reports from the Secretary and Treasurer, as well as from the Chairmen of both Standing and Special Committees, shall be received.
5. Any Chapter that has offered to act as the host for any Society meeting shall be responsible for such details as location, time, meals, speaker, special activities, etc. The host Chapter shall coordinate all activities with the Second Vice President or General Program Chairman. The state shall underwrite costs of such meetings up to a maximum amount provided in the budget.

Section B. Special Board of Managers (BoM) Meetings. Special Meetings may be held at a specific physical location. They may also, however, be held via telephone, or other electronic means, with the President or his designee(s) calling the individual Board of Managers' members and discussing with them the specific subject(s) under consideration. If a vote is required, the voting may be done by mail. If necessary due to timing constraints, however, the votes may be taken over the phone, votes taken over the phone to be confirmed in writing to the Secretary. Special Board of Managers meetings, when called, shall be devoted to specific items of business as stated in the meeting notice and/or written petition. To all BoM members shall be sent, either electronically or regular postal mail, written notice of the meeting and a statement as to the specific subjects for consideration at least five days before the meeting.

Section C. The Annual Meeting. The Annual meeting of the Michigan Society shall be called by the BoM to be scheduled for the third Saturday in April, or as near that date as practical. To all members of the Society shall be sent a written notice, either electronically or regular postal mail, of the Annual meeting not less than twenty (20) days prior to the date of the scheduled meeting.

1. The Secretary shall determine if a quorum is present for the conducting of Society business. At least fifteen (15) members shall constitute a quorum.
2. All Officers and Chairmen of Standing Committees shall be required to provide a written report of their responsibilities and activities. Reports from Chairmen of Special Committees may also be requested by the President.
3. All items of business which come before the Society at the Annual meeting shall be decided by a majority vote of the members present with the President casting the deciding vote in the case of a tie.
4. Election of Officers of the BoM and approval of nominees for National/Alternate National Trustees shall be conducted by the Secretary. The Secretary shall be prepared to issue paper ballots and appoint tellers in the event there are other nominations from the floor in addition to the slate of nominees as presented by the Nominating Committee. If there are no other nominations from the floor, then a motion directing the Secretary to cast a unanimous ballot for the official slate would be in order.
5. Newly elected Officers and members of the Board of Managers shall be sworn into office according to procedures as outlined in the National Society handbook.

Section D. Special Meeting of Society Members. Special Meetings of the Society, when called, shall be devoted to specific items of business as stated in the meeting notice and/or written petition.

1. The same requirements for the calling of Special Meetings of the Society, regarding notices, etc., shall apply as established for the Annual meeting.

Bylaw No. 29 Quorum

(Reserved for Future Use)

Bylaw No. 30 Dissolution

Section A. At such time the Michigan Society can no longer function under the terms of the Charter granted by NSSAR, or is unable to comply with the terms as outlined in the NSSAR Constitution and Bylaws, the Society shall be considered to be inactive and dissolved.

Section B. All assets and property including the original Charter belonging to the Society shall then revert to the NSSAR. Upon dissolution, the BoM shall arrange for the surrender of the original Charter, all assets and property of the Michigan Society to the NSSAR.

Section C. Such assets and property shall be designated for inclusion into the NSSAR Permanent Funds, and retained for a period of time in trust, as determined by NSSAR, while efforts are undertaken to reorganize the Society.

Section D. Following such a transfer of assets and property, there shall be no further obligations on the part of the former members and officers of the Michigan Society.

Bylaw No. 31 Code of Conduct & Conflict of Interest (Reserved for Future Use)

Bylaw No. 32 Discipline, Procedure & Due Process

Section A. A member of the Michigan Society may be removed from Office or from the Board of Managers for sufficient cause other than non-payment of dues, death, or resignation. Sufficient cause for removal shall be, but not limited to, the following:

1. Acts in derogation of the organization, our country, or a fellow Compatriot.
2. Acts inconsistent with the purpose of the organization.
3. Failure to abide by the stipulations of the Constitution and Bylaws of the Michigan Society or the NSSAR.

Section B. A written complaint(s) outlining the charges along with all supporting documentation must be submitted to the State Secretary, who shall within seventy-two hours of receiving them, notify the State President and deliver all documents to him. The State President shall, within thirty (30) days of the receipt of such charges, call together the Internal Affairs Committee (Committee Emeritus) and present to them the complaint(s) and all supporting documents. This Committee shall complete a full and complete investigation of any charge(s), will determine their validity and merit(s), and will advise the President via written report of their finding(s) and recommendation(s). This Committee shall complete its work as expeditiously as possible.

1. In the event that the IAC/Committee Emeritus investigation determines that such charges against a Compatriot(s) have merit, then the State President shall call a special meeting of the BoM within thirty (30) days of the President's receipt of the IAC Report from the Committee Emeritus.
2. The notice for the Special Meeting of the BoM must state the reason(s) for the special meeting including whatever further action, if any, should be pursued by the BoM.

3. The accused, all Officers, and other members of the BoM must be notified via first class mail no later than twenty (20) days prior to the scheduled meeting.
4. The Chancellor shall be requested to be present and render opinions, if so requested by the MISSAR Board.
5. The accused member shall be given every opportunity to refute any and all charges brought against him. He may submit his defense in written form and/or by appearing at the meeting to defend himself in person. He shall have no less than thirty (30) days in which to prepare a rebuttal.
6. The BoM, after hearing all testimony and reviewing all documentation, both pro and con, shall act on the matter. A vote of at least two-thirds (2/3) of the BoM members present and voting shall be required to remove a member from an office or from the BoM. A secret ballot shall be required for such a vote.
7. In the event a member is removed from office as an Officer or Trustee, the Secretary shall advise the NSSAR Executive Director of such action taken by the MISSAR BoM.
8. In the event the IAC/Committee Emeritus investigation determines that such charges against a member does not have merit and/or sufficient grounds, or are frivolous, then the President may wait until the next Regular Meeting of the BoM for the presentation of the IAC/Committee Emeritus Report and the recommendations of any action the BoM may desire to take.

Bylaw No. 33 Ladies Auxiliaries

Section A. The Michigan Society and each Chapter shall be authorized to allow the formation of a related ladies' auxiliaries which shall be named "The Ladies' Auxiliary of the Michigan Society of the Sons of the American Revolution" or "The Ladies' Auxiliary of the Michigan Society, (chapter name) Chapter, of the Sons of the American Revolution."

Section B. The State Society and each Chapter ladies' auxiliary shall have its own charter and bylaws, subject to approval by the Michigan Society Board of Managers.

Section C. Membership in a ladies' auxiliary shall be open to women, including widows, who are directly related by marriage or blood line to members who are, or were in good standing of SAR.

Section D. All costs of operation of a ladies' auxiliary organized in accordance herewith shall be borne by the membership of that ladies' auxiliary.

Section E. A ladies' auxiliary should provide assistance to the National Society or the State Society or the Chapter, to which it is auxiliary, to further the patriotic, historical and educational objectives and purposes of the National Society.

Section F. The ladies' auxiliary/auxiliaries may hold meetings in accordance with the schedule of the National Society or the State Society or Chapter to which it is auxiliary.

Bylaw No. 34 Color Guard (Reserved for Future Use)

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Status of MISSAR Constitution and Bylaws

The Constitution and Bylaws of the Michigan Society of the Sons of the American Revolution was published in April of 1987. The 1987 Constitution and Bylaws were amended on April 23, 1988; April 9, 1990; April 1991; April 18, 1998; April 10, 1999; April 21, 2001; April 24, 2004; April 30, 2005; April 21, 2007; April 26, 2008; April 18, 2009; and April 17, 2010.

On April 16, 2016 the existing Constitution and Bylaws of the Michigan Society of the Sons of the American Revolution was re-formatted into the Michigan Society of the Sons of the American Revolution Handbook; The 2016 MISSAR Handbook was amended October 29, 2016 & April 8, 2017.

David W. VanHoof
Chancellor, and Chairman of the
Resolutions Committee
April 8, 2017