

# **BERNARDO de GALVEZ CHAPTER # 1**

## **TEXAS SOCIETY**

### **SONS OF THE AMERICAN REVOLUTION**

#### **AMENDED BY-LAWS**

##### **ARTICLE I – DEFINITIONS**

**SECTION 1:** Whenever the term "National Society" or "NSSAR" is used it shall mean the National Society of the Sons of the American Revolution.

**SECTION 2:** Whenever the term "State Society" or "TXSSAR" is used it shall mean the Texas Society of the Sons of the American Revolution.

**SECTION 3:** Whenever the term "Chapter" or "this Chapter" is used it shall mean the Bernardo de Galvez # 1 of the Texas Society of the Sons of the American Revolution.

**SECTION 4:** The Executive Committee of this Chapter shall consist of the Chapter President, Vice President, 2nd and 3rd Vice Presidents, Secretary, Treasurer, Registrar and the immediate Past President. Committee chairmen may attend the Executive Committee meetings but have no vote.

**SECTION 5:** Chapter Meeting will normally be held in person but may be held by other electronic means such as ZOOM if the situation warrants it. Executive Meetings may be held either in person or by electronic means at the discretion of the chapter president.

##### **ARTICLE II - OFFICERS**

**SECTION 1:** The President shall preside at all Chapter Meetings and Meetings of the Executive Committee, and shall appoint Standing Committees and Special Committees. The President shall advise the Chapter membership, or direct the Secretary to advise the Chapter membership, of all actions and decisions of the Executive Committee. The President shall represent the Executive Committee in all transactions.

**SECTION 2:** The First Vice-President shall act as President whenever the President is absent or unable to act for any reason. The Vice President shall act on other matters only if these matters cannot reasonably await the return or the renewed ability of the President to act.

**SECTION 3:** The Secretary shall retain possession of correspondence, papers, files, books and property of the Chapter, except those items pertaining to the duties of other officers. The property in possession of the Secretary shall be protected from loss or damage and is to be used only by the Chapter members for Society purposes. These properties shall be subject to inspection at any reasonable time upon the request of the President or Executive Committee. The Secretary is also responsible for issuing the Chapter meeting call as directed by the President. The Secretary shall keep minutes of all meetings, present them for approval at the next Chapter meeting, and then place them in the appropriate file; this information may be stored electronically. The minutes shall show the names of guests, members in attendance, and any actions taken at the meeting. The Secretary shall be responsible for all business of the Chapter as directed by the President or the Executive Committee, except that which is the responsibility of other officers or committees. It shall be the duty of the Secretary to immediately write a letter of appreciation to the person presenting or directing the presentation of the program at the Chapter meetings. The secretary will chair the Awards Committee.

**SECTION 4:** The Treasurer is responsible for collecting, safe keeping, depositing, and disbursing all Chapter funds. The Chapter funds shall be promptly deposited in safe and solvent bank accounts as authorized by the

Executive Committee and all accounts shall be in the name of the Chapter. Funds not exceeding \$500.00 may be withdrawn on checks signed by either the President or Treasurer. Expenditures exceeding \$500.00 must be authorized by the Executive Board. Any meeting expenses which may exceed \$500.00 will not require Executive Board approval. The Treasurer shall be responsible for collecting the cost of the monthly meals and for reimbursing the serving restaurant. The Treasurer will ensure all guests and members sign the roster. During the year the treasurer shall provide any monthly reports to the Executive Committee in addition to the detailed written report required at the end of year meeting. The Annual Report shall show all monies and property of the Chapter, what has been received, and the manner of disposition. Both the Treasurer and the President will have signatory authority on all bank accounts. The Treasurer is responsible for the filing of Tax Returns to the U.S. Internal Revenue Service annually by the required date.

**SECTION 5:** The Registrar shall assist membership applicants with the filing process by reviewing their paperwork to ensure that it conforms to NSSAR requirements. This review is essential before forwarding the application to the State Registrar, where it will again be reviewed, and checked prior to being forwarded to NSSAR. The registrar will be reimbursed for the cost of materials and postage with respect to the submission of applications.

**SECTION 6:** Although not an elected officer, the Immediate Past President is a valuable asset to the incoming President. The Immediate Past President is the person most familiar with the resources, forms, events and individuals that are important to the success of the Chapter. As a non-voting member of the Executive Committee, the knowledge and experience of the Immediate Past President will be an integral part of the Chapter planning process.

**SECTION 7:** Additional elected Officers may include Second Vice President and Third 3rd Vice President, Appointed officers may include Webmaster, Historian, Chaplain, Color Guard Commander and Parliamentarian. Other Officers that may be appointed shall include Veteran Committee Chair, ROTC Program Chair, Genealogist, Mentoring Chair, Membership Chair, DAR/C.A.R. Liaison, etc.

**SECTION 8:** Vacancies in elected offices shall be filled immediately for the unexpired term by election by the membership or if deemed an urgent necessity by the Executive Committee; the Executive Committee may appoint a temporary officer holder until an election can be held.

### **ARTICLE III - ELECTION OF OFFICERS**

**SECTION 1:** Election of Officers shall be at the November meeting immediately preceding the Annual meeting held in December. The installation of Incoming Officers shall take place during the opening Annual Meeting in December.

**SECTION 2:** The terms of all officers shall be for one (1) calendar year. The President and 1<sup>st</sup> Vice President shall not hold office for more than two (2) full consecutive terms.

**SECTION 3:** Any candidate for office of this Chapter who has agreed to serve shall be nominated by the Executive Committee and their names shall be presented to the membership no less than seventy-two (72) hours prior to being placed in nomination. Additional nominations from the floor shall be accepted provided the candidate has agreed to serve prior to be nominated.

**SECTION 4:** When there is only one (1) candidate for an office, the presiding officer may call for a vote in any manner recognized by parliamentary law. If there are more than two (2) candidates for the office and no one candidate receives a majority of the votes cast, all candidates shall be dropped except the two (2) receiving the highest number of votes. The voting shall then be between those two (2) candidates.

**SECTION 5:** The Executive Committee shall use Chapter funds to purchase the Ceremonial Badge /or Official Neck Ribbon of the Sons of America Revolution as prescribed by the National Society in sufficient time to present the Badge or Neck Ribbon to the newly elected President upon his installation.

## **ARTICLE IV - MEETINGS**

**SECTION 1:** **Chapter Meetings** shall be no less than three (3) times each year in addition to the Annual Meeting, which shall be the last meeting of the calendar year, or as soon thereafter as possible. There may also be additional meetings called by the President or the Executive Committee, or upon the written request of at least seven (7) members in good standing.

**Executive Meetings** will be held prior to the Chapter Meeting, will be called by the Secretary and will be chaired by the President. Executive officers are required to attend a minimum of four executive meetings each year. If unable to attend the meeting, the officer will provide the Secretary with any input desired.

**Committee Chairmen** may attend the executive meetings or provide any requested input requested by the Secretary.

**Chapter and/or Executive Meetings** may be conducted in person or via electronic/virtual means such as ZOOM; however, the preferred method conducting chapter meetings is in person.

**SECTION 2:** The Chapter President and members of the Executive Committee shall determine the meeting place of Chapter Meetings and Executive Meetings, and the Secretary shall make all necessary arrangements for the meeting.

**SECTION 3:** The normal order of business at Chapter meetings except the Annual Meeting follows:

Call to order  
Invocation  
Pledge of Allegiance to the National and State Flags  
The Sons of the American Revolution Pledge  
Introduction of guests and members  
Meal Service  
Programs  
Presentation of Awards and Medals  
Acceptance of minutes of last meeting  
Officer's reports  
Committee Reports  
Unfinished Business  
New Business  
Adjourning Admonition

## **ARTICLE V - MEMBERSHIP**

**SECTION 1:** Before requesting the required approval of the State and National Societies, any person desiring to become a member of this Society and this Chapter shall obtain the recommendation of two (2) members in good standing of this Chapter. All membership applications shall be submitted to the Chapter Registrar for forwarding to the State Registrar.

**SECTION 2:** Any person desiring to transfer membership to this Chapter from another nationally approved Chapter, or desiring dual membership with this and another nationally approved Chapter shall secure the approval of the Executive Committee of this Chapter and the Secretary/ Treasurer of the State Society.

**SECTION 3:** Before becoming a member of this Chapter the person desiring membership shall pay all required dues and charges of the National and State Societies.

**SECTION 4:** New members of this Chapter may be inducted at any meeting of this Chapter, and the ritual prescribed by the National Society shall be followed as closely as possible.

**SECTION 5:** The Executive Committee shall have the authority to hold a hearing to discipline or expel from membership any member of this Chapter. At any such hearing to discipline or expel a member of this Chapter, the accused may be present if he desires and shall be entitled to counsel of his choice at his expense. The accusers and the accused shall be entitled to introduce evidence bearing upon such accusation(s). In the event of an appeal by the accused, a transcript of the evidence shall be prepared in writing at the cost of the accused. Such transcript of the evidence shall, upon the request of the accused or the Executive Committee, be forwarded by the President of this Chapter, unless he be the accused, and in that event by the presiding officer, to the next higher authority.

## **ARTICLE VI - COMMITTEES**

The chairman of all committees shall be appointed by the President and serve at his discretion. The Chairman shall appoint members to the committee subject to the approval of the President. Committee chairmen shall keep a record of all work expenditures if so authorized by the Executive Committee and shall inform the President of all meetings and shall file a written report prior to each monthly meeting. In some cases, committees may consist of a single individual such as the DAR/CAR Liaison Committee; members may serve on more than one committee. Special committees may be established or terminated by the membership or Executive Committee as the need arises.

**PROGRAM COMMITTEE:** The purpose of this committee is to obtain guest speakers for the monthly chapter meetings. The 1<sup>st</sup> Vice President will chair this committee.

**AWARDS COMMITTEE:** The **Chapter Secretary** will chair the Awards Committees, which will be divided into sub-committees identified below. The Chapter Secretary will be responsible for all awards, such as member service awards, speaker awards, public service awards, etc. The **Chapter Secretary** will be responsible for the acquisition of all certificates and medals from either TXSSAR or NSSAR and will be responsible for the preparation of the certificates for presentation to various awardees. All recommendations for awards must be approved prior to the purchase of the appropriate certificates and/or medals. The invoices and receipts for the purchase of certificates and medals will be provided to the **Chapter Treasurer** for reimbursement. The **Chapter Secretary**, as the **Chapter Awards Chairman**, will be the chapter's point of contact with the **TXSSAR Sub-Committee Chairmen** for Americanism Contests, Awards & Medals and will coordinate with them to insure that the chapter's program is in compliance with the NSSAR requirements.

**Youth Awards Sub-Committee:** The purpose of this committee is to coordinate with local schools with goal of encouraging students to participate in the SAR Youth Award Program. The committee will make the local schools aware of the contests available and their requirements for participation. Upon receipt of submissions, the committee will judge them to rank them in accordance SAR guidelines. Contestant applications will be forwarded to the appropriate TXSSAR sub-committee when appropriate.

**First Responder Awards Sub-Committee:** The purpose of this committee is to coordinate with local law enforcement agencies and fire departments to identify individuals who merit the NSSAR Law Enforcement Medal, Heroism Medal, EMS Medal and Fire Safety Commendation Medal and Life Saving Medal. After one of these medals are presented, a "Public Service and Heroism Medal Report Form" must be completed and forwarded to TXSSAR. These awards are usually presented during or prior to May of each year, so that TXSSAR can receive the notification form before the 1<sup>st</sup> of June. However, these awards can be made at any time and the notification form sent to TXSSAR.

**ROTC/JROTC Awards Sub-Committee:** The purpose of this committee is to coordinate with the high school JROTC Senior Military Advisors with our area of responsibility and with the Texas A & M Maritime University in Galveston to obtain their nominees for SAR ROTC Brass and Silver Medals and Certificate. This committee also coordinates with the high school JROTC Senior Military Advisors with respect to the SAR Scholarship program.

**Eagle Scout Awards Sub-Committee:** The purpose of this committee is to coordinate with the Boy Scouts of America organizations within the local area to make them aware that our chapter recognizes scouts who

have earned Eagle Scout status at their Honor Court ceremonies. The new Eagle Scouts are presented with a SAR certificate. These ceremonies are usually attended by members of the chapter color guard.

**Flag Certificate Awards Sub-Committee:** The purpose of this committee is to identify citizens and businesses who fly the United States flag on a daily basis and present them with a SAR Flag Certificate. The committee chair is responsible for obtaining the required information for the Flag Report and submitting the report to the State Flag Committee Chairman.

**CHAPTER COLOR GUARD COMMITTEE:** The Color Guard Commander will chair this committee and be responsible for arranging color guard support with respect to special events such as Memorial Day, Fourth of July, Veterans Day, Dickens on the Strand, Eagle Scout Honor Courts and other special events. The Commander will also be responsible for keeping the flags and associated equipment and displaying the flags at chapter meetings. The Commander will also be the point of contact with the TXSSAR Color Guard Commander and other TXSSAR chapter color guards.

**HISTORY COMMITTEE:** The purpose of this committee is to collect and store information pertaining to the past history as well as current events. The source of such information may be found in the chapter minutes, newsletters, newspaper articles, photos, etc. The State recommends that all photos have captions identifying the individuals and the events. The repository of most of this history will be the chapter web page and archives. The chapter historian will chair this committee and will be the point of contact with the State History Committee.

**VETERANS COMMITTEE:** The purpose of this committee is 1) to recognize chapter veterans by encouraging them to become members of the SAR Veterans Corps, 2) to recognize veterans with certificates, challenge coins, etc. when appropriate and 3) support the NSSAR/TXSSAR veteran programs.

**MENTOR COMMITTEE:** The purpose of this committee is to inform new members of the goals and the purposes of SAR, to educate them with respect to the information available on the National, State and Chapter web sites, and to assist them into becoming an integral part of the chapter.

**PUBLICITY COMMITTEE:** The purpose of this committee is to publicize activities of the chapter in local newspapers, Face Book, etc.

**GENEALOGY COMMITTEE:** The purpose of this committee is to help individuals who are interested in becoming a member of SAR with the research of their ancestry by explaining the application requirements and the sources available for finding proof of ancestry.

**DAR/CAR LIAISON COMMITTEE:** The purpose of this committee is to coordinate with the Daughters of the American Revolution (DAR) and the Children of the American Revolution (CAR) on joint activities.

## **ARTICLE VII - CHAPTER PROPERTY**

Safekeeping of Chapter property, including but not limited to the framed 1986 Charter and the President's gavel, shall be the responsibility of the Chapter President and shall be protected by from loss or damage. These properties shall be passed on to the succeeding President following his installation. The President may delegate the safekeeping of the National, State and Society Flags to the Color Guard Commander, who will provide them at Chapter meetings and other special events.

## **ARTICLE VIII - AMENDMENTS**

These By-Laws may be replaced by new, amended, or changed at the Annual Meeting of the Chapter or at a special meeting called for that purpose. The proposed new or amended By-Laws shall be read in a final form at the meeting or submitted to the membership prior to the meeting. It shall then be placed on file not less than one (1) hour prior to any final vote. Any changes approved by the meeting shall be incorporated therein upon final adoption. A two-thirds vote by those present shall be required for adoption.

## **ARTICLE IX - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this organization in all cases in which they are applicable and which they are not inconsistent with these by-laws and any special rules this organization may adopt. The Chapter Secretary will serve as the Chapter Parliamentarian.

## **ARTICLE X – EFFECTIVE DATE**

These By-Laws shall be effective immediately upon adoption and such adoption shall be noted in the meeting minutes. The remainder of the meeting by which these By-Laws are adopted shall be governed accordingly.

**By-Laws approved on \_\_\_\_\_.**

**President \_\_\_\_\_**

**Secretary \_\_\_\_\_**