

SACRAMENTO CHAPTER SONS OF THE AMERICAN REVOLUTION BYLAWS

ARTICLE I

Chapter and Location

The Sacramento Chapter (herein termed Chapter) is chartered by the California Society, Sons of the American Revolution (herein termed SAR) and shall maintain its principal location in the County of Sacramento, State of California. The Sacramento Chapter is a subordinate organization of the California Society of the Sons of the American Revolution, which in turn is a subordinate organization of the National Society of the Sons of the American Revolution. As such, they are all non-profit tax-exempt organizations under Internal Revenue Code section 501(c)(3) because they are included in a group ruling issued to the National Society of the Sons of the American Revolution, located in Louisville, Kentucky. Contributions to the organizations are tax deductible and are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

ARTICLE II

Membership

1. Members of Sacramento Chapter, SAR, are direct lineal descendants of patriots who participated in establishing American Independence, as determined by the California and National Societies of SAR.
2. Membership in the Chapter shall continue as long as all annual dues, National, State and local are paid in full, or a waiver may be granted by the Chapter and or the State Society.
3. The privileges of holding office and voting shall belong to all Chapter members in good standing. Each member shall be entitled to one vote, which must be exercised in person by the member. There shall be no proxy or cumulative voting.
4. Application for membership may be made to any officer of the chapter and all required questionnaires or other forms shall be completed. Members may reside in any geographical locality. A request for transfer to or from the Chapter shall be made in writing to the Chapter.
5. Membership shall be subject to acceptance by the California Society and thereafter by the National Society.
6. Jr. Membership in the SAR is available for male youths under the age of 18 subject to acceptance by the California Society and thereafter by the National Society.
 - a. A Jr. Member does not pay Chapter or California Society dues but does pay the dues charged for Jr. Members by the National Society.
 - b. If the Jr. Member reaches the age of 18 prior to the following January 1st, he is

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- automatically recognized as a Regular Member and will begin paying as such to the Chapter, State Society, and National Society for the following year.
- c. A Jr. Member may not hold office but may serve on Chapter committees
 - d. A Jr. Member does not have voting privileges.
 - e. A Jr. Member does not receive the *Courier*.
 - f. Jr. Members are encouraged to attend Chapter events and including events with the Sacramento Chapter Color Guard.
7. Members of other SAR Chapters or State Societies may join the chapter as a Dual Member.
- a. A Dual Member must be recommended by a member of the Sacramento Chapter.
 - b. A Dual Member may not hold office but may serve on Chapter committees.
 - c. A Dual Member must pay the current Sacramento Chapter dues, and if his primary membership is in another State Society, he must also pay the California State Society dues.
 - d. A Dual Member does not have voting privileges.
 - e. A Dual Member will receive a copy of the *Courier* when published.
 - f. A Dual Member is encouraged to bring their wives and/or other guests to all Chapter programs, including but not limited to, the Sacramento Chapter Color Guard.
8. Prospective members and/or men not meeting the above requirements may join the Sacramento Chapter as an Associate.
- a. An Associate must be recommended by a member of the Sacramento Chapter.
 - b. An Associate does not have voting privileges.
 - c. An Associate will receive a copy of the *Courier* each month. An Associate who subscribes to a mailed hard-copy of the Chapter newsletter must pay the then current Sacramento Chapter subscription fee for that service.
 - d. Associates are encouraged to bring their wives and/or other guests to Chapter meetings. They are encouraged participate in all Chapter programs, including, but not limited to the Sacramento Chapter Color Guard.

ARTICLE III

Officers

1. The officers of the Chapter shall be a President, Executive Vice President, Secretary, Treasurer, Registrar, and such other officers as the Chapter may wish to determine, such as a Vice-President for Meetings, and/or Vice-President for Chapter Programs. Officers shall all serve without compensation. The officers shall be elected from the Chapter membership and shall serve for a minimum of one year, from Jan. 1, to Dec.31, and may be reelected for additional years as determined by the Chapter membership.

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2. The Executive Committee may appoint a Chaplain, Historian, Genealogist, Assistant Registrar, Editor of the *Courier*, Guardian of the Flags, Sergeant at Arms, Web Master, and such other officers as they deem necessary.
3. The President shall preside over all meetings of the membership and shall enforce-observance of the Sacramento Chapter bylaws. He shall recommend any activities, which will be undertaken by the Chapter during his term of office.
4. The Executive Vice-President shall function in the absence of the President, or upon the President's inability to act, and shall perform such duties as may be specifically assigned to him. A prerequisite for holding this office is a clear understanding and commitment that the Executive Vice President will serve the Chapter as its President when the current President leaves office.
5. A Vice-President for Meetings shall be responsible for arranging the meeting place, meeting programs, and obtaining guest speakers. If there is no Vice President for Meetings, the Executive Vice-President shall coordinate with the Meeting Program Committee to fulfill those duties.
6. A Vice-President for Chapter Programs shall oversee all of the various chapter programs. They shall include but are not limited to the: ROTC/JROTC Program, Eagle Scout Program, Knight Essay Contest, Law Enforcement Program, Flag Certificate Program, Americanism Poster and Brochure Program, and Valley Forge Program. If there is no Vice President for Chapter Programs, the Chapter President will chair the Youth Programs Committee and oversee and coordinate with the various Youth Program Committee chairmen assigned to those programs.
7. The Secretary shall keep and maintain a complete record of the proceedings of the Executive Committee and of the Chapter meetings. He shall prepare such papers, records, instruments and reports as may be required for the Chapter, State or National Societies, and such other duties that may be prescribed by the Chapter or Executive Committee.
8. The Treasurer shall receive all dues, and safely keep all funds of the Chapter, and shall deposit all funds in such bank or banks, which may be selected by the Executive Committee. He shall keep accurate records of all financial transactions by the Chapter, and he will file annually required documents with the IRS, California State Franchise Tax Board, and California Department of Justice. He may be bonded at the discretion of the Executive Committee.

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9. The Registrar shall review and approve the preparation and submittal to the California Society, SAR of applications by candidates for membership in SAR.
10. The Assistant Registrar and/or Genealogist will aid the Registrar in research and preparation of applications.
11. The Chaplain may be asked by the President to offer an Invocation or Benediction in connection with any regular or special meeting of the membership. He may be an ordained clergyman or may be a layman if he is a Chapter member. A visiting clergyman may be asked to function as Chaplain. The Chapter Chaplain may be assigned such other duties by the President as will improve the spiritual well-being of the Chapter members, such as visiting the sick, shut-ins, etc.
12. The Historian shall keep such historic records of material as will promote the overall purposes of the Chapter and the SAR.
13. The Editor of the *Courier* shall be responsible for notifying the membership of meetings, items of major interest including payment of dues, and news items, through the publication of the Sacramento Chapter *Courier*.
14. The Guardian of the Flags shall be responsible for the safe keeping of the Chapter's United States and SAR flags and have them available for use at Chapter meetings.
15. The Sergeant at Arms shall be responsible for the safe keeping of the Chapter's collection of historic flags and other paraphernalia and have them available for use at Chapter meetings and/or events as needed.
16. The Web Master shall be responsible for maintaining the Chapter's web site. This includes, but is not limited to, resolving technical problems, updating the chapter information, and posting the current *Courier* to the web site.

ARTICLE IV

Executive Committee

1. The Executive Committee shall be composed of the Chapter President, Executive Vice President, Vice President, Secretary, Treasurer, Registrar, and any other elected or appointed officers as needed. Past Presidents of the Sacramento Chapter shall be Ex-Officio Members.

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2. The Executive Board shall have charge of, conduct, and manage the affairs of the Chapter, generally superintend and guard its interests, and conduct business in accordance with these By-Laws. It shall make policy and govern the chapter subject to the interests and will of the membership under these By-Laws. The Executive Board is the “governing body” for purposes of review and approval of required Internal Revenue Service, California Franchise Tax Board, and California Registry of Charitable Trusts forms, filings, and other required reports and for purposes of compliance with Federal and State law.
3. Fifty percent, with a minimum of three, of the then sitting members of the Executive Committee, shall constitute a quorum for the transaction of business.
4. Any member of the Executive Committee can call for a meeting. Committee members shall be given at least a one-week notice before the date of any meeting.
5. A Special Meeting may also be called by any officer in writing, and it shall take place, if agreed upon by at least of three officers. Such call shall be filed with the Secretary.

ARTICLE V

Chapter Meetings

1. The Chapter shall meet monthly throughout the year, at a time, date and place to be-specified by the Executive Committee. These meetings may be held "in person" or via video/audio or audio-only electronic conferencing systems. The Chapter shall hold not less than four (4) meetings each year including an annual meeting for the election of officers.
2. At all meetings of the membership, seven members shall constitute a quorum.
3. Chapter business shall be conducted under Robert's Rules of Order.
4. Special meetings of the Chapter may be called at any time by the President, or the Executive Committee, or in response to the written request of ten members, and with written notice¹ of time and place mailed to all members in good standing at least seven days prior to such special meeting. The meeting shall be called for one specified purpose.
5. The Chapter shall hold its annual meeting for the election of officers, and for the transaction of other business at the November meeting each year. The installation of the incoming officers shall be made at the following January meeting. Notice of time and place of each meeting shall usually be given by mail, email, or other electronic methods, to all members in good standing at least seven days prior to the meeting. The date of posting shall be considered

¹ *“in writing” shall include postcard, letter, email, or text message delivery*

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the first of seven days

6. At any and all meetings, a full record of proceedings shall be maintained by the Chapter Secretary; or, if he is absent or unable to function, then by a temporary Secretary appointed by the Chapter President or by the Presiding Officer at the meeting.

ARTICLE VI

Committees

1. The Executive Committee is identified in these Bylaws in Article IV.
2. Other Committees shall be general or special.
3. The General Committees are: Nomination, Membership, Finance, and Program.
4. Special Committees may be appointed at any time by the President who shall define their purpose and their objectives. Special Committees may be appointed from representatives of allied organizations to assist in the work and proceedings of the Chapter
5. The Nomination Committee shall be composed of the five most recent former chapter presidents who are able and active at the chapter level. If there are not enough past presidents who are able and willing to serve, then the president may fill such vacancy on the committee by appointment of other chapter members currently active at the chapter level. The chairman of the committee shall be the most recent past president on the committee after the immediate past president.
 - (a) At least forty-five (45) days prior to each November Meeting, the chairman of the Nominating Committee shall provide the executive board with a list of proposed nominations for each elected chapter office.
6. The Membership Committee shall be concerned with all phases of increase and retention of membership of the Chapter.
7. The Finance Committee shall plan for the financial undertakings of the Chapter and shall consider the ratio of income to expenditures in all activities.
8. The Meeting Program Committee shall plan for the program of all Membership meetings in the matter of entertainment and education. Non-members, in the discretion of the Committee, may be invited to address the meetings.

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9. The Youth Programs Committee shall be composed of the chairman for each of the youth programs and the committee will be responsible for general oversight of all of the youth contests and programs.
10. At least two auditors shall be appointed annually to constitute an Auditing Committee to certify, after review, the accuracy of the accounts in all particulars. The Auditors may at any time discuss any phase of its duties with the Treasurer

ARTICLE VII

Miscellaneous

1. The Chapter President shall represent the Chapter at the annual and midwinter meetings of the Board of Managers of the California Society, SAR. The Vice-President is the alternate to attend the State Meetings, either to attend with the President, or in the event that he cannot be present, as Acting President of the Chapter. If the Chapter President cannot attend a meeting he will provide a written letter of delegation to the California State Society Secretary notifying him of who can vote in his place as a member of the Board of Managers.
2. No officer or member shall officially represent or obligate the Sacramento Chapter, SAR, either financially or otherwise, without advance approval of the Executive Committee of the Chapter.
3. The calendar year of the Chapter shall be January 1 to December 31 of the same year.
4. Annual dues are due and payable to the Chapter Treasurer on November 1, and are delinquent after December 15th of each year. The Executive Committee shall establish the amount of the Chapter dues.
5. An active member of the Chapter may resign his membership or any office held by him, either orally or by written notice mailed to the Secretary of the Chapter. It shall become effective upon acceptance of the Executive Committee.
6. A former member of the Chapter may be reinstated to membership upon his application to the California State Society, the approval of the California Society Executive Board, and upon his payment of such dues and fees as are required at the time by the Chapter, State Society, and National Society.

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7. The Chapter shall file a written report of the election of officers by January 31st of each year with the Secretary of the State Society and the National Society.
8. The Chapter may, by a two thirds vote of the members present at a meeting attended by a quorum of its voting membership, for cause and after impartial hearing, declare a vacancy in any office, and fill such vacancy for the remainder of the term of such office; provided, however, that in the case of vacancy in the office of President, the Executive Vice-President shall be designated to fill such vacancy.
9. In the event of an officer's inability to perform the duties of his office, and Executive Committee may determine the probable length of such inability and appoint a member to fill the office during the incumbent's inability, except that in the case of the President, the Executive Vice-President shall temporarily fill the office of President.
10. Expenses:
 - a. Individual officers, program chairmen, or members, are responsible for their own travel, lodging, registration, and meals expenses, incurred in representing or participating in SAR Chapter, State and National activities.
 - b. Only out of pocket expenses, supported with receipts, will be reimbursed for SAR medals, certificates, awards, printing, postage, etc., consistent with the programs of the chapter and the role of the individual.

ARTICLE VIII

Amendments

1. These Bylaws may be amended by the Membership by a two-thirds vote of the members present and voting, provided that a copy of any proposed change, or amendment or rescission shall be mailed² in advance to all members at least seven days before the meeting at which the proposal is to be considered.
2. Any such changes to these Bylaws shall be patterned after the Bylaws of the California Society, SAR, and not in conflict with the Articles of Incorporation and Bylaws of the state society, as provided in Article V, Section 5 of the California Society Bylaws.

² *“Mailed includes USPS, or email delivery.*

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