

**NATIONAL SOCIETY OF THE
SONS OF THE AMERICAN REVOLUTION
SAN DIEGO CHAPTER**

BYLAWS

ADOPTED MAY 1985

AMENDMENT #1 ADOPTED FEBRUARY 2005

2005 BYLAWS
SAN DIEGO CHAPTER
CALIFORNIA SOCIETY, SONS OF THE AMERICAN REVOLUTION

ARTICLE I

1. The San Diego Chapter of the California Society of the Sons of the American Revolution (hereinafter termed Chapter) was organized on July 4, 1894 as the Southern California Society of the Sons of the American Revolution. It was subsequently rechartered as the San Diego Chapter on June 8, 1910
2. The official address of the Chapter shall be the mailing address of the Secretary.
3. This supersedes all prior Chapter Bylaws.

ARTICLE II

MEMBERSHIP

1. Members of the Chapter are direct bloodline descendants of patriots who participated in establishing American Independence, as determined by the California Society of the Sons of the American Revolution (CASSAR) and National Society of the Sons of the American Revolution (NSSAR).
2. Membership in the Chapter shall continue as long as all annual dues (NSSAR, CASSAR, and Chapter) are paid in full.
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. Membership application forms and procedures, evidence of membership and designation of a member shall be as set forth in the NSSAR Bylaw No. 1, "Membership" Sections 1 through 5.
5. Applications for membership shall be submitted to the Chapter Registrar; along with all required documentation. Members may reside in any geographical locality. A request for transfer to or from the Chapter shall be made in writing to the Chapter Secretary.
6. Prospective members, members of other NSSAR Chapters, Youth Registrants, and/or men not meeting the requirements for Regular Membership may join the Chapter as "Associate" Members. Associate Members (1) must be recommended by a member of the Chapter, (2)

pay the current Chapter dues, (3) may not hold an office but may serve on Chapter committees, (4) do not have voting privileges, and (5) are encouraged to bring their wives and/or other guests to Chapter meetings. Associate members are encouraged to participate in all Chapter programs, including, but not limited to the Chapter Color Guard.

ARTICLE III

OFFICERS

1. The elected officers of the Chapter shall be a President, First Vice-President, Second Vice-President, Secretary, Treasurer, Registrar, and such other officers as the Chapter may choose to have elected. The officers shall be elected from the Chapter membership and shall serve for one-year, but may be reelected for additional years as determined by the Chapter. The Executive Committee shall be as set forth in Article IV below.
2. Duties of Officers
 - a. The **PRESIDENT** shall preside at all meetings of the Chapter, and Executive Committee, and shall have a casting vote. He shall recommend activities that will be undertaken by the Chapter during his term of office, and shall appoint all general and special committees necessary to carry out the work and programs of the Chapter during his term, subject to the concurrence of the Executive Committee.
 - b. The **FIRST 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, and shall be responsible for arranging meeting places, programs, and guest speakers.
 - c. The **SECOND VICE-PRESIDENT** shall function in the absence, or inability to act, of both the President and First Vice-President. He shall be responsible for the Chapter public relations and such other duties assigned by the President.
 - d. The **SECRETARY** shall conduct the general correspondence of the Chapter and such other matters as may be directed by the Executive Committee, President, CASSAR, or NSSAR. He shall have charge of the Bylaws and records of the Chapter. He shall keep accurate records of all memberships and proceedings, and shall give notice to the officers of all votes, orders, resolves, and proceedings of the Chapter affecting them or appertaining to their respective duties. He shall notify all members of their election, and

give notice of the time, place, and agenda of all meetings of the Chapter and Executive Committee, and shall attend the same. He shall send or mail a copy of the minutes of the Executive Committee meetings to each of its members when directed to do so by the Executive Committee. He shall send annual dues notices to the Chapter membership; dues notices shall be coordinated with the Newsletter Editor.

- e. The **TREASURER** shall collect and maintain all operating funds of the Chapter. All funds shall be deposited in a banking institution approved by the Executive Committee and shall be placed to the credit of the San Diego Chapter of the Sons of the American Revolution. The Treasurer shall expend funds of the Chapter only as directed by the Executive Committee through adoption of a budget or by specific direction for a particular item. He shall keep a true account of receipts and disbursements and render a report of the same to the Chapter membership at the Annual Meeting. He shall also make such other reports as may be requested by the Executive Committee. The treasurer may be bonded at the discretion of the Executive Committee.
- f. The **REGISTRAR** shall examine all applications for membership in the NSSAR and report to the Executive Committee monthly the status of applications. If further membership documentation is required, he may refer the application to the Genealogist. If the research is extensive, the Registrar shall be allowed to negotiate appropriate fees, without cost to the Chapter. All membership application communications with the applicant shall be conducted by the Registrar. He shall examine supplemental applications in a similar manner.
- g. The **CHAPLAIN** shall lead an Invocation and Benediction at the beginning and close of each Chapter meeting. 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 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.
- h. The **HISTORIAN** shall obtain and preserve material relating to the history of the Chapter and its membership, including but not limited to medals and awards presented, news clippings, records of historical and commemorative meetings, minutes of meetings, names of officers, biographical and genealogical materials and obituaries. He shall from time to time forward appropriate material to the Editor of the California Compatriot, the

NSSAR magazine or the NSSAR Historian General. He shall supervise the preparation and printing of any Chapter historical publications, other than those of membership rolls, which may be authorized by the Executive Committee.

- i. The **GENEALOGIST** shall assist the Registrar, the Executive Committee, and others who may request help in preparing application papers for membership. If the research is extensive the Genealogist shall be allowed to negotiate appropriate fees, without cost to the Chapter. He shall examine all appeals from decisions or lack of action by the Registrar.
- j. The **NEWSLETTER EDITOR** shall publish a Chapter newsletter each month, except June, July, and December. The newsletter shall contain information concerning Chapter activities, State and National Society activities, and other items of general interest to the membership. The annual dues notice shall be included in the October newsletter.
- k. The **WEB MASTER** shall maintain and periodically update the Chapter web page. The web page shall contain information of general interest to the membership and public, a calendar of events, meeting agendas and minutes, list of officers and committees, and such other items as deemed appropriate.

ARTICLE IV

EXECUTIVE COMMITTEE

1. The Executive Committee shall be vested with the powers of the Chapter when the Chapter is not in session. The Executive Committee shall be composed of the elected officers. The immediate Past President shall be an Ex-Officio Member.
2. Three members of the Executive Committee shall constitute a quorum for the transaction of business.
3. The Executive Committee shall meet upon call of the President.

ARTICLE V
CHAPTER MEETINGS

1. The Chapter shall meet monthly, except June, July, and December, at a time, day, and place as approved by the Executive Committee.
2. At all meetings of the membership, fifteen members shall constitute a quorum.
3. Chapter business shall be conducted under Roberts' Rules of Order.
4. **Special Meetings** of the Chapter may be called at any time by the President, or in response to the written request of ten members, and with written notice of time and place mailed to members in good standing at least seven days prior to such special meeting. Special meetings shall be called for one specific purpose.
5. The Chapter shall hold its **Annual Meeting** for the nomination, election, and installation of officers, and for the transaction of other business on the day of the January meeting of each year. Advance notice of the date, time, and place of the annual meeting shall be given by mail to all members in good standing at least 14 days prior to the meeting.
6. The Chapter shall submit to CASSAR a report of its programs during the administration year ending with its Annual Meeting as required by CASSAR Bylaw No. 2, Section 3. The report shall include a financial statement, and the additions, transfers, deaths, any other changes in membership, and such other matters as shall be required. The report shall be filed with the State Secretary on or before March 31, or at such other times as required by CASSAR. The financial statement shall contain: (1) the name and address of financial institutions for all accounts; (2) the name, type, and number of the financial account; (3) the date of the last statement and the account balance at that time; and (4) the names of the members or officers having signatory authority over the account.
7. At any and all meetings, a summary of proceedings shall be taken and thereafter 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.
 - a. The **General Committees** are: Nominations, Membership, Finance, Program, Education, Audit, and Patriotism.
 - b. **Special Committees** may be appointed at any time by the President who shall define their purpose and objectives. Special committees may be appointed to assist in the work and proceedings of this Chapter.
3. The **Nominations Committee** shall consist of the most recent former President who is able and willing to serve as Chairman. The other members of this Committee shall be the next four most recent former Presidents who are able, active in the affairs of the Chapter, and willing to serve. If any of the four former Presidents are unable or unwilling to serve, then the President may fill such vacancy on the committee by appointment of other members currently active in the Chapter affairs.
 - a. At least 45 days prior to each Annual Meeting, the Chairman of the Nominating Committee shall provide the Secretary with a list of proposed nominations for each elected office.
 - b. At least 30 days prior to each Annual Meeting, the Secretary shall provide a copy of the list of proposed nominees to each member of the Executive Committee.
4. The **Membership Committee** shall be concerned with all aspects of increasing and retaining membership in the Chapter.
5. The **Finance Committee** shall consist of the 1st and 2nd Vice-Presidents, Treasurer, and Chairmen of general committees. The 1st Vice President shall be the Chairman of the Finance Committee. The Finance Committee shall plan for the financial undertakings of the Chapter and shall consider the ratio of income to expenditures in all activities. The committee shall prepare an annual budget for the following year.
6. The **Program Committee** shall plan the programs for all Membership meetings. The 1st Vice-President shall be the chairman of the Program Committee. Non-SAR members may be invited to address the meetings, at the discretion of the Chairman and/or Executive Committee.

7. The **Audit Committee** shall consist of two Auditors, appointed annually by the President, to certify the accuracy of the Chapter accounts. The Auditors may at any time discuss any phase of their duties with the Treasurer. The Auditors shall not be Chapter Officers.
8. The **Education Committee** shall be responsible for the instruction of members in the history and the historical foundation of the NSSAR.
9. The **Patriotism Committee** shall be responsible for membership awareness and the conduct of programs and services of a patriotic nature as may be assigned by the President and the Executive Committee.
10. **Special Committees** may include, but are not limited to Public/Community Relations, Flag, Veterans, Computer, Color Guard, Education Fund/Fellowship Grant, Awards, Recruit Sponsorship, 4th of July Parade, and DAR liaison.

ARTICLE VII

MISCELLANEOUS

1. The Chapter President shall represent the Chapter at the Annual Spring CASSAR Membership Meeting, and Fall Board of Managers Meeting. The First Vice-President shall be the alternate delegate to the CASSAR Meetings, either to attend with the President, or in the event the President cannot be present, as President of the Chapter. Any other delegate(s) or alternate delegate(s) that the Chapter may be entitled to and allowed by the CASSAR and/or NSSAR shall be approved by the Executive Committee.
2. No officer or member shall officially represent or obligate the Chapter financially, or otherwise, without advance approval of the Executive Committee.
3. The fiscal year of the Chapter shall be January 1 through December 31.
4. The admission fees for membership must accompany the application and shall be as currently declared by the NSSAR, CASSAR, and Chapter.
5. Chapter annual dues and admission fee shall be established each year by the Executive Committee prior to May 15 of the preceding year. The Chapter membership will be notified in writing of the dues and fees for the following year not later than the preceding August 15.
6. Annual dues are due and payable to the Chapter Treasurer on November 15 each year and are delinquent after December 15. The dues shall be as currently stipulated by the NSSAR and CASSAR, and the Chapter. New members approved and registered by NSSAR on or after

November 1 do not pay dues for the balance of that calendar year per NSSAR Bylaw No. 19 and the dues for the CASSAR and Chapter are similarly waived. A member delinquent in payment of annual dues after December 31 is automatically suspended and shall be dropped from membership.

7. A member of the Chapter, if his dues are not in arrears, may resign his membership or any office held by him, by written notice mailed to the Secretary of the Chapter. It shall become effective upon acceptance by the Executive Committee.
8. A former member of this Chapter may be reinstated to membership upon an application for reinstatement to the Chapter Secretary, provided that his request for reinstatement is approved by the Executive Committee, and upon payment of such dues and fees as are required at the time by the Chapter, CASSAR, and NSSAR.
9. Not later than the month of January of each year, the Chapter shall elect its officers for the ensuing year, and not later than March 1 of each year shall file with the Secretary of the CASSAR, a written report of such election. The new officers shall be installed at the January meeting each year.
10. 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 office of President, the First Vice-President shall be designated to fill such vacancy.
11. In the event of an officer's inability to perform the duties of his office, the 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 First Vice-President shall temporarily fill the office of President.
12. To further the work of the Chapter, women who are related to SAR members shall be encouraged to become members of the Ladies' Auxiliary of CASSAR.

**ARTICLE VIII
AMENDMENTS**

1. These bylaws may be amended by a two-thirds vote of the members present and voting, provided that a copy of any proposed change or amendment shall be mailed in advance to all members at least seven days before the meeting at which the proposal is to be considered.
2. All amendments to these Bylaws shall be patterned after the Bylaws of the CASSAR, NSSAR, and shall not be in conflict with the Articles of Incorporation and Bylaws of the CASSAR, as provided in Article V, Section 5 of the CASSAR Bylaws.
3. Bylaw amendments may be proposed by the Executive Committee or any member of the Chapter.
4. Bylaw amendments proposed by a member shall be presented to the Executive Committee for review to insure the proposed Bylaw is consistent with the provisions of Article VIII.2 above. The Executive Committee shall present all proposed Bylaw amendments to the Chapter membership as provided for in Article VIII.1 above.

Approved by Chapter on: February 19, 2005

By Secretary of Chapter: Philip L. Hinshaw
Philip L. Hinshaw
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HISTORY OF BYLAW AMENDMENTS

Adopted, May 1985;

Amendment #1, February 19, 2005.

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