

BYLAWS OF THE COLONEL WILLIAM GRAYSON CHAPTER

Rev. #2 11/17/2018

SECTION 1

Membership

1. Membership in this Chapter shall be governed by the procedures and requirements specified for membership in the National and State Societies of the Sons of the American Revolution. As set out in Section 7, the Registrar will assist any applicant for membership in the completion and submission of the necessary documents.

2. A member may be suspended or expelled from this Chapter for sufficient cause by a vote of two-thirds of the membership, provided that at least one month's written notice shall be given him before any such vote shall be taken. Any such notice will particularize the reasons for the proposed suspension or expulsion. The member may, if he wishes, submit to the President a written response to the reasons cited in any such notice which, if he so desires, will be read to the membership in attendance prior to any such vote. The member can also make a statement concerning any such allegations to the membership before any vote concerning his suspension or expulsion is made. Any member so suspended or expelled shall have the right of appeal to the VASSAR which, in any event, will be notified of the action taken by the Chapter.

SECTION 2

Funds, Dues, and Disbursements

1. The Fiscal year shall begin on the first day of January of each year. Notice of dues payment shall be sent by the Treasurer to each Chapter member as prescribed by VASSAR. The portion of the annual dues allocated to the maintenance of the Chapter will be placed in an account (hereafter the "operating fund") for the purpose of defraying routine operating expenses and any other such purpose as is authorized by the Board of Managers or the membership.

2. The Board of Managers may also establish special purpose funds. They shall consist of funds and donations other than those resulting from the payment of annual dues. The Chapter may receive monies, stocks, securities etc. that are designated by the donor for special purposes. The Board of Managers may utilize these funds for special projects not involving routine operating expenses as it may, from time to time, deem appropriate to further the Chapter's purposes and objectives.

3. If a member is in arrears in payment of his annual dues on the last day of December, he shall be dropped from the membership rolls. A member who is dropped from the rolls for non-payment of dues may be reinstated upon payment of his current dues and any reinstatement charges imposed by the VASSAR and the National Society.

4. The Treasurer may withdraw from the operating fund sufficient monies to defray routine operating expenses of the Chapter. Such expenses include, but are not limited to, postage and office supplies, rental fees for the use of a meeting place, and reimbursement to Chapter

officers and other members for expenses incurred for travel in connection with their official duties. Any such disbursement that exceeds \$250.00 will require the approval of the President. Any disbursement from a Chapter special purpose fund requires the prior approval of a majority of the Board of Managers.

5. The Treasurer shall prepare annually a budget, and present it to the membership at the January meeting for approval.

6. Members and applicants who state they (and guests, if any) will attend a regular meeting that includes a meal, are obligated to pay the Chapter for the meal(s) whether or not they attend the meeting. When required by this section, an invoice for the appropriate amount will be sent by the Treasurer.

- Exception #1: There is no obligation if their absence did not reduce attendance below the number of meals guaranteed by the Chapter.
- Exception #2: The required payment may be waived in circumstances deemed appropriate by the Board of Managers.

SECTION 3

The President

The President, or in his absence, the Vice President, or in his absence, another elected officer designated by the Board of Managers, shall preside at all meetings of the Chapter and the Board of Managers. He shall exercise the functions of a presiding officer and shall be an ex-officio member of all committees, except the Nominating Committee. He serves as the Chapter's duly designated representative on the Board of Managers of the VASSAR.

SECTION 4

The Vice President

The Vice President shall preside at meetings in the absence of the President and perform such other duties as the President may prescribe, including the chairmanship of or membership in any committee that the President may appoint. He is Chairman of the Program Committee, responsible for all aspects of Chapter programs at regular meetings. He serves as alternate representative on the Board of Managers of the VASSAR. The Vice President will ascend to the Presidency of the Chapter in the event of the President's incapacitation.

SECTION 5

The Secretary

The Secretary shall provide members with notice before all regular and special meetings of the Chapter and meetings of the Board of Managers. This notice may be sent by e-mail and/or posted on the chapter website. He shall provide complete minutes of all Chapter and Board of Managers meetings, providing a summary of them for approval at the next meeting of the appropriate group. He shall keep other Chapter administrative records as requested by the

President. At year's end he shall transfer them to the Chapter Historian for proper retention or disposition. He shall maintain control over Chapter correspondence and reports as directed by the President and the Board of Managers. He is responsible for providing the membership with a Chapter roster, updating it regularly with needed revisions. He shall perform such other duties as the President may prescribe, and make such returns as may be prescribed by the Constitution and Bylaws of the VASSAR.

SECTION 6

The Treasurer

The Treasurer shall collect all fees and dues and shall have custody of all funds of the Chapter. He shall deposit the same in a federally insured bank or savings institution to the credit of "Colonel William Grayson Chapter, VASSAR" and shall withdraw them for the purposes of the Chapter as set out in these Bylaws or as authorized by the President or the Board of Managers. He shall keep a true account of his receipts and disbursements, and at each general meeting shall make a report concerning the state of the Treasury. He shall submit a final written report at the end of the year, submit his accounts for an annual audit by such person or persons as are designated by the President, and shall timely file all Federal and/or State tax reporting forms as required by law. He shall perform such other duties as the President may prescribe, and make such returns as may be prescribed by the Constitution and Bylaws of the VASSAR.

SECTION 7

The Registrar

The Registrar shall assist all applicants in the proper completion of their applications, by making himself available to them for consultation and advice. He shall investigate the proofs of eligibility of all applicants for membership, require further proof if necessary, and when satisfied approve and transmit applications to the Registrar of the VASSAR. Upon request, he shall also investigate and determine the status of patriot ancestors in support of the Virginia Society Forgotten Patriots Program and submit the requisite proof to the Chairman of the Forgotten Patriots Committee. He shall have custody of all genealogical papers of the Chapter, to include record copies of each Member's approved membership application. He shall report, upon inquiry by the President or Board of Managers, the status of all applications being prepared or submitted. He shall perform such other duties as the President may prescribe, and make such returns as may be prescribed by the Constitution and Bylaws of the VASSAR.

SECTION 8

The Chaplain

The Chaplain shall perform such duties as ordinarily appertain to this office.

SECTION 9

The Historian

The Historian shall maintain the Chapter archives. They shall include the Chapter records of all historical and commemorative celebrations of the Chapter, and other records as deemed appropriate. He shall edit and prepare for publication such historical addresses, essays, papers and other documents of historical character that the Chapter may desire or be required to publish. He shall maintain a current scrapbook containing the activities of the Chapter.

SECTION 10

Board of Managers

The Board of Managers shall have general superintendence of the interests and management of the Chapter. They shall perform such duties as may be committed to them by the President, and shall have the power to make such rules, regulations and operating procedures, not inconsistent with the Constitution and Bylaws of the Chapter. They will convene at the call of the President.

SECTION 11

Decease of Members

Upon the decease of a Chapter member, and immediately upon notification, the Secretary, through the most expedient means available, will notify the President, the Board of Managers and all members of the Chapter as well as the VASSAR of the date of death and the time/place of funeral services. It is desired that all members and officers attend any such services. The Chaplain will contact the deceased member's family to determine if a SAR grave marker is desired, and, if so, inform the President and Board of Managers of the request. If a member SAR grave marker is desired by the family, an appropriate ceremony will be arranged and conducted by the Chapter.

SECTION 12

Amendments

These Bylaws may be amended by a majority vote of members in attendance at a regular meeting, or a special meeting called for the purpose of considering amendments. Notice of the proposed amendment shall be posted on the Chapter website and transmitted by email, fax or other effective means as appropriate by the Secretary at least one week prior to the date of such meeting.

SECTION 13

Parliamentary Authority

The current edition of *Robert's Rules of Order, Newly Revised* shall govern in all cases where applicable, and where not inconsistent with the governing documents of NSSAR and VASSAR, the Chapter Constitution, these Bylaws or any special rules the Chapter may adopt.