

**SHOALS AREA CHAPTER
ALABAMA SOCIETY
SONS OF THE AMERICAN REVOLUTION
CONSTITUTION AND BY-LAWS**

1. CONSTITUTION

ARTICLE I - NAME

The name of the Alabama Society Chapter shall be “THE SHOALS AREA CHAPTER OF THE SONS OF THE AMERICAN REVOLUTION”.

ARTICLE II - OBJECTS

The Objects of this Society Chapter shall be to perpetuate the memory of those patriots, who by their services or sacrifices during the American Revolutionary War, achieved the independence of the American people; 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 founded by our forefathers; to encourage historical research in relation to the American Revolution; to acquire and preserve the records of the individual services of the patriots of the Revolutionary War, as well as documents concerning the same; to conserve relics and landmarks; to mark the scenes of the Revolution and Patriot graves by appropriate memorials; to celebrate the anniversaries of the prominent events of the Revolutionary War; to foster true patriotism; and to maintain and extend the institutions of American Freedom.

ARTICLE III - MEMBERSHIP

Any male shall be eligible for membership in this Society Chapter who is a citizen of good standing in the community, is the descendant of an individual who was at all times unflinching and loyal to the cause of American Independence, and has made application to, and been accepted for membership in the National Society and the Alabama Society of the Sons of the American Revolution. An “active” member is one who has been inducted into the Society, and has paid the annual assessment of National, State and Chapter dues.

ARTICLE IV - OFFICERS

The elective offices of this Society Chapter shall be President, Vice President, Secretary, Treasurer, Registrar/Genealogist/Historian, Chaplain and Sergeant-At-Arms. These officers shall be elected by the ballots of a majority of the members in good standing present at the annual meeting. The elected officers will be installed at the next meeting, and shall take office immediately. They shall hold office for a period of one year, or until their successors are elected and installed.

ARTICLE V - MEETINGS

SECTION 1: The Annual Meeting of the Chapter for the election of officers and transaction of business shall take place within 60-days prior to the end of the calendar year, and at a time and place designated by the President. Regular meetings of the Shoals Area Chapter shall be held periodically as may be announced, and at a time and place designated by the President, or as fixed by the Chapter.

SECTION 2: Special meetings may be called at any time by the President for the transaction of business, or by not less than fifteen (15) members after notice is given of not less than 5-days prior to the date of the special meeting.

SECTION 3: The proceedings of all meetings of the Chapter shall be governed by the latest edition of Roberts Rules of Order.

ARTICLE VI - HEADQUARTERS

The headquarters of this Society Chapter, and the location of its meeting places shall be in the Shoals Area of Northwest Alabama.

ARTICLE VII - INSIGNIA

The insignia of the Society shall comprise (1) a cross, surrounded by an eagle in gold, (2) a rosette. A detailed description of the insignia, the criteria for acquisition, and the conditions for possession, display and surrender, are set forth in the By-Laws of the National Society of the Sons of the American Revolution.

ARTICLE VIII - AMENDMENTS

The Constitution of the Shoals Area Chapter shall be adopted, and may be altered, amended or repealed by a majority vote of a quorum of the members present at any regular Chapter meeting, or special meeting, called for the purpose, provided a written notice was sent to all Society Chapter members fourteen (14) days in advance, and further that such adoption, alteration or amendment is in conformance with the National and State Societies of the Sons Of the American Revolution Constitution and By-Laws.

2. BY-LAWS

ARTICLE 1 - MEMBERSHIP DUES AND FEES

SECTION 1: Application for membership must be prepared in the manner prescribed by the National Society on official forms furnished by the National Society. The recommendations of two members who are personally acquainted with the applicant shall be required for acceptance of an application for membership. The application must be either typewritten using National Society prepared forms, or electronically prepared using National Society digital forms and authorized paper, be signed by the applicant and forwarded with a check for Chapter, State and National Societies application and membership fees. Every applicant and/or member shall be responsible for informing the Secretary of any change in his mailing address.

SECTION 2: All eligible applicants will be accepted as Shoals Area Chapter Members upon approval by the State and National Societies.

SECTION 3: The schedule of State and National fees is subject to change by the State and National Societies. The Shoals Area Chapter dues may be changed by a vote of the Board of Managers. Annual per capita dues become due during the last quarter of the calendar year on a date as established by the Treasurer, based upon notification by the State Society, and will become delinquent on the 31st day of December. The fiscal year of the Shoals Area Chapter begins on the 1st day of January of each year.

SECTION 4: A member who is in arrears for fees on the 31st day of December shall be dropped automatically from the rolls, and is not thereafter eligible to participate in any activity of the Society. A former member may be reinstated at any time upon the payment of current annual dues and any reinstatement fee imposed by the National, State of Shoals Area Chapter.

SECTION 5: Membership categories shall be consistent with those established by the National Society.

ARTICLE II - LIABILITIES

No member of the Shoals Area Chapter shall become liable to the Chapter, State or National Societies for any amount other than annual dues, reinstatement fees, or supplemental application fees, and these only to maintain membership.

ARTICLE III - OFFICER ELECTIONS

SECTION 1: The President, at the Annual Meeting, shall appoint a Nominating Committee of three members from the membership, who shall report their nominations for officers of the Shoals Area Chapter. This report shall be included in the notice of the next meeting after the annual meeting. Nothing herein contained shall restrict or prevent nominations from the floor.

SECTION 2: In addition to the officers in Section 1, six members of the Shoals Area Chapter shall be elected to serve on the Board of Managers, two of whom shall be elected each year for 3-year terms. Two members of the Board of Managers to serve 3-year terms shall be elected by a majority vote of the members in good standing present at the annual meeting of the Chapter.

SECTION 3: In case of a vacancy in any office, or if any Officer shall be unable to perform his duties, the Board of Managers shall be called upon to appoint the place for the time being, or for the balance of any unexpired term, as the case may require. In the event the President is unable to perform his duties, the Vice President will assume the office of President, and the Board of Managers will be called upon to fill the office of Vice President.

SECTION 4: Any elected or appointed officer other than the President and the Vice President may hold more than one office, if it is deemed necessary or desirable by the membership. The President and the Vice President may chair committees of the Greater Shoals Area Chapter.

SECTION 5: The President may succeed himself for a second term if nominated and elected. He may not succeed himself a second time. However, there are no limitations on serving additional terms as President that are not successive.

SECTION 6: There shall be no limitations on terms, whether successive or cumulative, of officers other than the President as is specified in the preceding Section 4 of this Article.

ARTICLE IV - POWERS & DUTIES OF OFFICERS

SECTION 1: PRESIDENT

The President shall fulfill the customary duties of the office and shall maintain general supervision over the affairs of the Chapter. He shall keep the Chapter membership informed on all activities of the Chapter. He shall appoint all Committee Chairmen, not herein appointed. He shall be an ex-officio member of all committees, except the Nominating Committee. Prior to each Alabama Society Board of Managers meeting, he shall cause to be prepared, and remitted to the Alabama Society, a report detailing the activities of the Shoals Area Chapter since the last report. He shall notify the candidates of their admissions to the membership in the Society, and assure that they receive their Certificate of Membership. He shall have signature authority on the Chapter financial depository, in the event the Treasurer is unable to exercise his duties. He shall appoint an auditor and provide the results of financial audits to the Board of Managers of the Chapter prior to the Annual meeting. He shall appoint a Program Committee. He shall be responsible for maintaining the Chapter Charter. In the absence of inability of the President to serve, his duties shall be performed temporarily by the Vice President, the Secretary or the Treasurer, in that order of succession.

SECTION 2: VICE PRESIDENT

The Vice President shall assist the President in the discharge of his duties. He will constantly familiarize himself with the activities of the Shoals Area Chapter, and serve as Chairman of the Program Committee, as well as Chapter Parliamentarian. He shall promote the interests and activities of the Shoals Area Chapter.

SECTION 3: SECRETARY

The Secretary shall maintain, and have charge of all Chapter records of Membership, and shall have charge of an accurate roll of membership in the Chapter in coordination with the Treasurer, ensure the accuracy of National and State membership roles, conduct the general correspondence for the Chapter, and maintain appropriate files. He shall have charge of and maintain all records of the Chapter, including historical operating records, which are not herein expressly placed in charge of the Chapter Registrar/Genealogist/Historian. He shall notify the Alabama Society Secretary of the death, resignation, suspension, or removal from the rolls of any member of the Shoals Area Chapter. He shall, under the direction of the President, give due notice of the time and place of all meetings of

the Chapter, make reservations for meeting as necessary, and take and prepare minutes of all meetings. The Secretary shall notify the State and National Societies and the State Webmaster of election and installation of officers immediately after the December meeting. No Chapter records shall be destroyed without approval of the Board of Managers of the Shoals Area Chapter.

SECTION 4: TREASURER

The Treasurer shall maintain an accurate roll of membership in the Chapter in coordination with the Secretary and, prior to 31 December of each year, submit a report, along with annual State and National dues collected, to the Secretary of the Alabama Society of the Sons of the American Revolution. To enhance retention of Chapter membership and to forestall the need for reinstatement action, the Treasurer shall begin dues collection on or after October 1 of each year, or as soon as practicable, as he receives appropriate dues information from the State Society. He shall establish a Federally Insured Depository for the Shoals Area Chapter, and shall ensure the President has signature authority along with himself, in the event he is unable to exercise his duties. He shall collect all dues and other monies received by the Chapter, and shall deposit same in the depository, to the credit of the "Shoals Area Chapter, Sons of the American Revolution". He shall pay out only such funds as may be authorized by the President, or by vote of the Board of Managers of the Chapter. He shall keep a true account of the receipts and expenditures, and shall render an annual report of the same to the President in January of each year. and present a report at every meeting of the Chapter, and more often when requested by the President. The Treasurer's accounts shall be audited annually during the month of October, or as often as deemed necessary by the Board of Managers of the Chapter, in such manner as may, from time to time, be determined by the Board. The results of any audit shall be provided to the President, and thereupon be provided to the Board by the President, prior to the November meeting. The Treasurer shall have charge and shall maintain all financial records of the Shoals Area Chapter. No financial records shall be destroyed without the approval of the Board of Managers of the Shoals Area Chapter.

SECTION 5: REGISTRAR/GENEALOGIST/ HISTORIAN

The office of Registrar, Genealogist and Historian may be combined, and held by one member. The Registrar/Genealogist/Historian shall retain copies of all Applications for Membership, all Supplemental Applications, and all books and documents not required to be held by other officers. He shall maintain an adequate supply of Applications for Membership, Supplemental Applications and Worksheets. He shall review all applications for Membership for accuracy prior to their submission to the Alabama Society. He shall periodically contact prospective members via email, mail, phone, or in person to offer assistance in completing their Membership Applications, and Supplemental Applications.

SECTION 7: CHAPLAIN

The Chaplain shall perform those duties ordinarily expected of an organizational Chaplain. He shall open and close all meetings of the Chapter in prayer, and in proper fashion for such occasions.

SECTION 8: SERGEANT-AT-ARMS

The Sergeant-At-Arms shall assist in the preservation of order at meetings of the Chapter. He shall maintain control of all flags, pennants, streamers and their associated stands, and the placing of the Colors at each meeting of the Chapter. He will arrive at the meeting site early to assure readiness of the facility, to assist the President as necessary, and to extend that official greeting to members and guests as they arrive.

ARTICLE V - MEETINGS

SECTION 1: The regular meetings of the Shoals Area Chapter shall be held periodically as ordered by the President, and at a time and place designated by the President, or as fixed by the Chapter. Reports of Officers and Committees may be received at any meeting.

SECTION 2: Officers shall be elected at the Annual meeting of the Shoals Area Chapter, and shall take place within 60-days prior to the end of the calendar year, and at a time and place designated by the President.

SECTION 3: Special meetings may be called at any time by the President for the transaction of business, or by not less than fifteen (15) members after notice is given of not less than 5-days prior to the date of the special meeting.

SECTION 4: Newly elected officers shall be installed at the December Chapter meeting or banquet, as applicable. The President of the State Society and his Lady, if appropriate, will be invited. The outgoing Chapter President, the new Chapter President, and the Installing Officers should be requested to make short remarks or speeches. The order of business at this meeting will be as follows:

1. Call to order by the outgoing Chapter President
2. Invocation by the Chaplain
3. Pledge of Allegiance to the Flag of the United States of America
4. Pledge to the Sons of the American Revolution
5. Introduction of Special Guests
6. Dinner and Program
7. Introduction of the Installing Officers by the outgoing Chapter President
8. Address by the Installing Officers
9. Address by the outgoing Chapter President
10. Installation of the New Officers
11. Address by the new Chapter President
12. SAR Recessional
13. Benediction
14. Adjourn

SECTION 5: The order of business at the Regular meetings of the Shoals Area Chapter will be as follows:

1. Call to order by the Presiding Officer
2. Invocation by the Chaplain
3. Pledge of Allegiance to the Flag of the United States of America
4. Pledge to the Sons of the American Revolution
5. Introduction of Special Guests
6. Introduction of the Speaker or Program
7. Remarks and thank you to the Speaker of Program
8. Officers' Reports
9. Committee Reports
10. Unfinished business
11. New business
12. SAR Recessional
13. Benediction
14. Call for Adjournment

ARTICLE VI - COMMITTEES

SECTION 1: PROGRAM COMMITTEE

The President shall appoint a Program Committee consisting of the Chapter Vice President as Chairman, and up to three (3) other members whose duty it shall be to plan the Annual Program for the Chapter, and to arrange for speakers and/or activities for presentation at the successive Chapter meetings. It shall be responsible for Chapter property required for use at the Chapter meetings that is not otherwise allocated to the responsibility of the Sergeant-At-Arms.

SECTION 2: HISTORY COMMITTEE

The History Committee shall be responsible to maintain the History of the Shoals Area Chapter. The Committee Chairman shall be known as the Chapter Registrar/Genealogist/Historian, and shall be the custodian of all historical matters belonging to the Chapter. He shall keep a record of the Chapter's historical, commemorative and patriotic celebrations, and social functions. He shall establish and maintain a necrology with biographies of deceased members. He shall coordinate and cooperate with the Historians of the State and National Societies in the preparation and publication of significant material relating to Chapter activities into permanent archives. The Historian shall assist with the publicity of the Chapter, and shall coordinate with the Vice President for input.

SECTION 3: OTHER STANDING COMMITTEES

Other standing committees shall be, but not limited to, the following: Americanism, Publicity, Color Guard, ROTC/JROTC Recognition, Rumbaugh Oration Contest, Eagle Scout Scholarship, Knight Essay Contest, Revolutionary War Graves, American Flag Recognition, and Speakers Bureau.

SECTION 4: OTHER COMMITTEES

The President of the Shoals Area Chapter will establish and appoint members to serve on all committees, Standing or Special, as the Chapter Membership deem necessary to carry out the work of the Chapter.

ARTICLE VII - CHAPTER INACTIVITY

In the event that the Shoals Area Chapter of the Sons of the American Revolution shall become inactive, all materials and monies shall be transferred to the Alabama State Society to be held in trust, pending the restoration of the Chapter. Upon revival of the Shoals Area Chapter of the Sons of the American Revolution, all records, materials and monies (including any earned interest) shall be returned to the Chapter.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The Rules contained in the most current edition of "Robert's Rules of Order - Newly Revised" shall govern the Shoals Area Chapter in all cases to which they are applicable and are not inconsistent with these By-Laws, or any other special rules and orders the Shoals Area Chapter may adopt.

ARTICLE IX - ADOPTION AND AMENDMENT OF BY-LAWS

The By-Laws of the Shoals Area Chapter shall be adopted, and may be altered, amended or repealed by a majority vote of a quorum of the members present at any regular Chapter meeting, or special meeting, called for the purpose, provided a written notice was sent to all members fourteen (14) days in advance, and further that such adoption, alteration or amendment is in conformance with the National And State Societies of The Sons Of the American Revolution Constitution and By-Laws.

CERTIFICATION OF ADOPTION OF THE CONSTITUTION

AND BY-LAWS

FOR THE SHOALS AREA CHAPTER

OF THE ALABAMA SOCIETY

OF THE SONS OF THE AMERICAN REVOLUTION

ADOPTED ON THE 11TH DAY OF Sept, 2011.

PRESIDENT x

David J. Lee

VICE PRESIDENT x

Blair C. Stephenson

SECRETARY x

James J. Doss

TREASURER x

Brian Stewart