

TENNESSEE VALLEY CHAPTER

Alabama Society, Sons of the American Revolution

CONSTITUTION AND BY-LAWS

Index

1. Constitution	
Article I	Name
Article II	Objects
Article III	Membership
Article IV	Officers
Article V	Quorum and Proxies
Article VI	Headquarters
Article VII	Insignia
Article VIII	Amendments of Constitution
2. By-Laws	
Article I	Membership, Initiation and Dues
Article II	Liability
Article III	Board of Officers
Article IV	Duties of Officers
Article V	Meetings
Article VI	Committees
Article VII	Parliamentary Authority
Article VIII	Amendments of By-Laws

1. CONSTITUTION

ARTICLE I – NAME

The name of the Chapter is "TENNESSEE VALLEY CHAPTER, Alabama Society, Sons of the American Revolution". It is sometimes referred to in this Constitution and By-Laws as the "Chapter".

ARTICLE II – OBJECTS

The objects of this Society shall be to perpetuate the memory of the men and women, who by their services or sacrifices during the War of the American Revolution, 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 government founded by our forefathers; to encourage historical research and education in relation to the American Revolution; to acquire, preserve and publish the records of the individual service of the Patriots of the War, as well as documents concerning the same; to conserve relics and landmarks; to mark the scenes of the Revolution by appropriate memorials; to celebrate the anniversaries of the prominent events of the War; to foster true Patriotism, and to maintain and extend the institutions of American freedom.

ARTICLE III - MEMBERSHIP

Any man shall be eligible for membership in this Chapter, who has made application and been accepted for membership in the National Society and the Alabama Society, Sons of the American Revolution. The criteria for membership are as set forth in the Constitution of the National Society of the Sons of the American Revolution.

ARTICLE IV - OFFICERS

The officers of the Chapter shall be a President, a Vice-President, a Secretary, a Treasurer, a Registrar, a Historian and a Chaplain. They shall be chosen by the ballots of a majority of members present at the annual Chapter meeting in February and installed at the March meeting each year. The elected officers, together with the immediate Past President shall constitute the Board Officers and shall have charge of the affairs of the Chapter.

ARTICLE V - QUORUM AND PROXIES

A quorum of the Chapter shall be required for the transaction of business. The number constituting a quorum is defined in the By-Laws. Proxies shall not be voted at any meeting of the Chapter.

ARTICLE VI - HEADQUARTERS

The headquarters of the Chapter and the location of its meeting place shall be in Huntsville, Alabama.

ARTICLE VII - INSIGNIA

The insignia of the Society shall comprise (1) a cross, surmounted 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 By-Laws of the National Society, Sons of the American Revolution

ARTICLE VIII - AMENDMENTS

This Constitution may be altered, amended or repealed by a vote of two-thirds of the members present at any meeting or special meeting called for the purpose provided a notice was sent to all members fourteen (14) days in advance, and further that such alteration or amendment is in conformance with the National and State Societies Constitution and By-Laws.

2. By-Laws

ARTICLE I – Membership, Initiation and Dues

Section 1. Applications 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 typewritten, signed by the applicant and forwarded with a check for Chapter, State and National Societies initiation 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 Chapter members upon approval by the State and National Societies.

Section 3. The schedule of State and National fees is subject to change by those Societies. The Chapter dues may be changed by vote of the Chapter membership. Annual per capita dues become due each 15th of February and will become delinquent on the 15th of March following. The fiscal year of the Chapter begins on the 1st of April of each year.

Section 4. A member who is in arrears for dues on 31 March 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 and State Societies or the Chapter.

ARTICLE II - LIABILITIES

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

ARTICLE III - BOARD OF OFFICERS

Section 1. Those members of the Board of Officers present at the Chapter meeting in January, shall appoint a Nominating Committee of three members consisting of the current President and two others from the membership, who shall report their nominations for officers. This report shall be included in the notice of the February meeting. Nothing herein contained shall restrict or prevent nominations from the floor.

Section 2. In case of a vacancy in any office or if from disability or other causes, any Officer shall be unable to perform his duties, the Board of Officers shall have power to fill the place for the time being, or for the balance of an unexpired term, as the case may require. The Board of Officers shall make the appointment at the next scheduled Chapter meeting after the office has been determined to be vacant. In the event that the President is unable to perform his duties, the Vice-President will assume the office of President and the Board of Officers will fill the office of Vice-President.

Section 3. 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.

Section 4. The President may succeed himself for a second term if nominated and elected at the Annual Meeting of the Chapter. He may not succeed himself a second time.

Section 5. A member who has served two successive terms as President may again be elected to the office, provided a period of two (2) years has elapsed since he has served in the office.

ARTICLE IV - 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. In the absence or 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 Chapter and serve as Chairman of the Program Committee, as well as chapter Parliamentarian.

Section 3. SECRETARY

The Secretary shall conduct the general correspondence for the Chapter and shall maintain appropriate files. He shall have charge of and maintain all records of the Chapter which are not herein expressly placed in charge of other officers of the Chapter. On or about 1 April of each year he shall collect from the other officers who keep records the retained copies of applications for membership and the historical records of the Chapter and shall transfer them to the keeping of the newly-elected Secretary. He shall notify all candidates of their admission to membership in the Society and assure that they receive their Certificates of Membership. He shall notify the Alabama Society Secretary of the death, resignation, suspension, or removal from the rolls of any member. He shall, under the direction of the President, give due notice of the time and place of all meetings of the Chapter and shall attend.

Section 4. TREASURER

The Treasurer shall maintain an accurate roll of membership in the Chapter and prior to 31 March of each year submit a report, along with annual State and National dues collected, to the Secretary of the Alabama Society, Sons of the American Revolution. He shall collect all dues and other monies received by the Chapter and shall deposit same in some Federally insured depository, to the credit of "The Tennessee Valley 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 membership. He shall maintain an adequate supply of Applications for Membership, Supplemental Applications and Worksheets. He shall keep a true account of the receipts and expenditures and shall render periodic reports of the same along with a status of membership, at least at the March and September meetings of the Chapter. The President may call for an audit of the accounts at his discretion, but as a minimum shall require that the accounts be audited as of the end of February.

Section 5. REGISTRAR

The Registrar shall have charge of the Chapter records of membership, retain copies of all Applications for Membership and Supplemental Applications, and all books and documents not required to be deposited elsewhere. He will serve as Chapter Genealogist and review all Applications for Membership and Supplemental Applications for adequacy prior to their submission to the Alabama Society. He will be Chairman of the Membership Committee.

Section 6. HISTORIAN

The Historian will 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 embody all of the above in a report to the February meeting. He shall be the custodian of all historical matter belonging to the Chapter. 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.

Section 7. CHAPLAIN

The Chaplain shall perform those duties ordinarily expected of an organizational Chaplain.

ARTICLE V - MEETINGS

Section 1. The regular meetings of the Chapter shall be held as ordered by the President or the Board of Officers.

Section 2. The regular meeting in February shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving reports of Officers and Committees and for such other business as may arise.

Section 3. Special meetings can be called by the President or by any three (3) members of the Board of Officers and may also be called by either upon the written request of ten(10) members of the Chapter. The purpose of the meeting shall be stated in the call. Except in case of emergency at least seven (7) days notice shall be given.

Section 4. Ten members of the Chapter shall constitute a quorum.

Section 5. Newly elected officers shall be installed at the March meeting. This should preferably be a luncheon or a dinner meeting with ladies invited. The President of the State Society and his lady will also be invited. The outgoing President, the new Chapter President and the Installing Officer should be requested to make short remarks or speeches. The order of business at this meeting will be:

1. Call to order by the outgoing Chapter President
2. Pledge of Allegiance to the Flag

3. Pledge to the SAR.
4. Invocation by the Chaplain
5. Dinner
6. Introduction of the Installing Officer by the outgoing Chapter President
7. Address by the Installing Officer
8. Address by the outgoing Chapter President
9. Installation of the new officers.
10. Address by the new Chapter President
11. Adjourn

The Secretary shall notify the State and National Societies of election and installation of officers immediately after the March meeting

Section 6. The order of business at the regular meetings of the Chapter will be as follows:

1. Call to order by the Presiding Officer
2. Pledge of Allegiance to the Flag
3. Pledge to the SAR
4. Invocation by the Chaplain
5. Reading and approval of the minutes of the previous meeting
6. Officers' reports
7. Committee reports
8. Introduction of new members and guests
9. Unfinished business
10. New business
11. Introduction of the Speaker or Program
12. Presiding Officers' remarks and thanks to the Speaker or Program Principal
13. Motion to adjourn

Section 7. In the event that the Chapter shall become inactive, all materials and monies shall be transferred to the State Society to be held in trust pending restoration of the Chapter. Upon the revival of the Chapter, all records, materials and monies (including any earned interest by reason of this trust) shall be returned to the Chapter.

ARTICLE VI - COMMITTEES

Section 1. PROGRAM COMMITTEE

A Program Committee, consisting of the Chapter Vice-President as Chairman and up to three other members, shall be appointed promptly after the March meeting, 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 monthly meetings.

Section 2. AUDITING COMMITTEE

An Auditing Committee of one or more of the members, not to include the Treasurer, shall be appointed by the Chapter President at the February meeting whose duty it shall be to audit the Treasurer's accounts at the end of February and submit a report of the audit to the Chapter President.

Section 3. MEMBERSHIP COMMITTEE

A Membership Committee, consisting of the Registrar as Chairman and two or more other members, shall be appointed by the Chapter President immediately after the March meeting, whose duties shall be the recruiting of new members and assisting them in the preparation of their Applications for Membership.

Section 4. AWARDS COMMITTEE

An Awards Committee of at least three (3) members shall be appointed by the Chapter President promptly after the March meeting whose duty it will be to plan and arrange for the presentation of ROTC Awards, CAR Awards, and others as directed by the Chapter. Further, their duties will include the nominating of Chapter Members who are deemed to be eligible for Awards at the State and National levels with the appropriate follow-up and promotion of the nominations.

Section 5. HISTORICAL SITE and DATA COMMITTEE

The President will, promptly after the March meeting, appoint two (2) members to serve on the Historical Site and Data Committee. It will be the duty of the Historian, as Chairman, and the two appointed members to record the graves of all former Chapter members and other historical sites related to the American Revolution in the Chapter area. It shall maintain records of such historical data.

Section 6. OTHER COMMITTEES

The President will establish and appoint members to serve on such other committees, standing or special, as the Chapter Membership or Board of Officers deem necessary to carry out the work of the Chapter.

ARTICLE VII - PARLIAMENTARY AUTHORITY

The Rules contained in the current edition of "Robert's Rules Order - Newly Revised" shall govern the 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 Chapter may adopt.

ARTICLE VIII - AMENDMENTS OF BY-LAWS

The By-Laws may be altered, amended or repealed by vote of two-thirds of the members present at any meeting or special meeting called for the purpose, provided a notice was sent to all members fourteen (14) days in advance, and further that such alteration or amendment is in conformance with the National and State Societies' Constitution and By-Laws.