

# Thomas Jefferson Chapter

## Oregon Society Sons of the American Revolution

### Bylaws

Nothing in these BYLAWS shall be construed contrary to the ORSSAR Constitution, or ORSSAR By-Laws or any applicable provision of the Constitution and Bylaws of the National Society of the Sons of the American Revolution (hereinafter, NSSAR).

#### **BYLAW NUMBER ONE: MEMBERSHIP**

Section 1: All members of the Thomas Jefferson Chapter must be members in good standing in the NSSAR, and the ORSSAR. A member in good standing is one who has been assigned a NSSAR number and an ORSSAR number, and whose NSSAR dues, ORSSAR dues, and chapter dues are fully paid for the calendar year which began on the preceding January 1.

Section 2: Application for membership in the Thomas Jefferson Chapter shall be the same as those of the Oregon Society Sons of the American Revolution.

Section 3: Former members of the Thomas Jefferson Chapter who have been inactive may be reinstated into the Chapter subject to acceptance by the Chapter membership. The cost of such reinstatement will be the sum of NSSAR dues, ORSSAR dues and chapter dues in effect at the time of reinstatement. Reinstatement dues apply to the year in which reinstatement occurs, unless the dues are received between November 1 and December 31 and then they will apply to the current and following year.

Section 4: The official salutation of a member of the Chapter shall be "Compatriot."

#### **BYLAW NUMBER TWO: OFFICERS**

Section 1: The Officers of the Thomas Jefferson Chapter shall be President, Vice President, Secretary, Treasurer, Registrar, and Chaplain. Any or all of the last five discrete offices (Vice President, Secretary, Treasurer, Registrar and Chaplain) may be filled by one member.

Section 2: The President is the senior officer of the Chapter. He shall exercise general supervision over all the affairs of the Chapter. He shall enforce strict adherence to the Chapter's Bylaws and those of the NSSAR and ORSSAR. He shall appoint all committees. The President, or in his absence, the Vice President, or in his absence, a Chairman pro tem, shall preside at all meetings of the Chapter exercising the usual powers of a presiding officer.

Section 3: The Vice President shall, in the absence of the President, preside at meetings of the membership and the Board. He shall succeed to the Presidency if that office becomes vacant during the year. He shall promote the interests and activities of the Chapter, and perform such other duties as may be assigned to him by the President.

Section 4: The Secretary shall have charge of all organizational papers and internal correspondence of the Chapter. He shall, under direction of the President, give due notice of the time and place of all meetings of the Chapter. He shall keep fair and accurate minutes of all the proceedings and orders of the Chapter, and shall give due notice to the officers and members of all votes, resolutions, and proceedings of the Chapter affecting them or pertaining to their respective duties.

Section 5: The Treasurer shall keep and maintain, or cause to be kept and maintained, using standard acceptable accounting methods, adequate books and records of accounts of the properties and business transactions of the Chapter, including, but not limited to, accounts of Assets, Liabilities, Receipts, Disbursements, Gains, Losses, and Members' Equity. The Treasurer's Books of Accounts shall at all reasonable times be open to inspection. The Treasurer shall present to the Chapter each at each meeting a Balance Sheet and Income and Expense Statement reflecting the financial activities of the previous period.

The Treasurer shall collect all fees and dues and have custody of all funds of the Chapter as herein provided.

(a) All funds shall be deposited in the name of the Thomas Jefferson Chapter in such accounts and depositories as shall be designated by the Chapter.

(b) Disbursements shall be made by checks drawn by the Treasurer on the aforesaid accounts in accordance with limits stated in other sections of the Bylaw. The President shall also be authorized to draw checks on the account.

(c) The aforesaid accounts of the Thomas Jefferson Chapter shall be audited and a report of audit made at each annual meeting of the Chapter.

(d) The Treasurer is authorized to draw checks in an amount not to exceed \$50 to reimburse members for expenses incurred by them for projects previously budgeted, and in any amount specifically authorized by the Chapter. The original invoice and a "Request for Payment Voucher" should be submitted by the member certifying that the expenditure was necessary and authorized by budget or other action will be sufficient authority to draw the check. In the event the Treasurer questions his authority to draw the check, the matter will be expeditiously referred to the President for formal certification.

Section 6: The Registrar shall have the custody and care of all past and current membership, historical, genealogical, and biographical records of the Chapter; taking special pains to preserve and protect them from damage or loss from water, fire or theft.

(a) The Registrar shall make the Chapter "Annual Report" and such other returns to the ORSSAR as prescribed by the Constitution and Bylaws of the ORSSAR. He shall also correspond with the ORSSAR concerning, but not limited to, all membership, genealogical and biographical matters; keeping reproducible file copies of all such reports and correspondence.

(b) Each application for membership in the ORSSAR originated through the Chapter shall be reviewed by the Registrar. After review and approval under provisions of Section 4 of Bylaw One of the ORSSAR, he shall sign the application, have the Treasurer draw a check to cover the ORSSAR application fee and dues, and transmit the application and check to the ORSSAR under the approved ORSSAR transmittal form.

Section 7: The Chaplain shall open and close all meetings of the Chapter with appropriate, brief ceremonies. An ordained cleric is preferred in the office of Chaplain. A lay member may be elected to the office if a clerical member is unavailable.

### **BYLAW NUMBER THREE: CHAPTER MEETINGS**

Section 1: The Chapter shall hold regular monthly meetings at a time and place set by the Chapter. The meeting location will be noted on the Chapter web site ([www.sar.org/orssar](http://www.sar.org/orssar))

Section 2: The President may call a special meeting of the Chapter upon prior notice by United States mail or electronic mail sent to each member of the Chapter at least 10 days before the meeting.

Section 3: Four members of the Chapter shall constitute a quorum of the Chapter at a membership meeting for the transaction of business at all meetings of the Chapter.

Section 4: These Bylaws and the current edition of Robert's Rules of Order shall govern at all meetings of the membership.

Section 5: The following order of business shall be followed at the membership or special meetings of the membership:

- (a) Call to order.
- (b) Invocation by the Chaplain.
- (c) Post the Colors.\*
- (d) Pledge of Allegiance to the Flag of the United States.
- (e) SAR opening pledge.
- (f) Introductions and opening remarks by presiding officer.
- (g) Roll call of officers and committee chairmen.

- (h) Approval of minutes of the last meeting.
- (i) Reports of officers.
- (j) Reports of committee chairmen.
- (k) Unfinished business.
- (l) New business.
- (m) Elections (if applicable).
- (n) Installation of officers (if applicable).
- (o) Appointment of committees (if applicable).
- (p) Announcements and closing remarks by presiding officer.
- (q) Retire the Colors.\*
- (r) SAR closing pledge.
- (s) Benediction by the Chaplain.
- (t) Adjournment.

\*Colors will be posted before and retired after the meeting.

#### **BYLAW NUMBER FOUR: ELECTIONS**

The election of officers shall take place at the December meeting. It shall be by ballot of nominees mailed to each Chapter member one month before the December Meeting at which the elected officers will be installed. The ballots must be returned to the Chapter President before the December meeting. The President shall appoint a teller committee, consisting of two members. and that committee shall open and count the ballots. A plurality of votes shall determine the election for each office. The officers so elected shall be installed at the Annual Meeting and shall serve until their successors are elected and installed.

#### **BYLAW NUMBER FIVE: COMMITTEES**

Section 1: All committees and committee chairmen shall be appointed from members by the President and serve until the next Annual Meeting. The President shall give each committee chairman appointee a written mission statement. Each committee chairman shall prepare a written report to the Annual Meeting relating his committee's accomplishments during the year in terms of his committee's mission statement.

Section 2: The incoming President shall appoint an auditing and a nominating committee consisting of at least two members each.

(a) The mission of the Auditing committee shall be to audit the ORSSAR books of account at the end of the calendar year and at such other times as the Board deems appropriate, and to report results of such audits to the Board and to the Annual Meeting.

(b) The mission of the nominating committee shall be to make nominations

Section 3: Additional-standing committees may be appointed as deemed appropriate by the President. Typical standing committees might include, but are not limited to, the following:

(a) DAR/CAR Committee: Is to maintain a relationship with DAR Chapters and CAR Societies within the surrounding area of Eugene/Springfield. To work with these organizations promote activities that are sponsored by the ORSSAR and OSSDAR.

(b) Directory Committee: The committee mission is to establish a Chapter Directory as soon as possible after February 1<sup>st</sup> each year containing information about ORSSAR state and chapter officers and committees.

(c) Eagle Scout Recognition and Scholarship Committee: The committee mission is to conduct the NSSAR, Eagle Scout Recognition and Scholarship competition in the Eugene/Springfield area when the ORSSAR chooses to sponsor the contest.

(d) Finance Committee: The committee mission is to prepare a Chapter annual budget for approval of the Chapter. The Treasurer shall be a chairman of the committee.

(e) Flag Committee: The committee mission is to promote, organize and conduct appropriate ceremonies concerning the United States flag within the Eugene/Springfield area and in conjunction with other organizations within the area.

(f) Joseph S. Rumbaugh Historical Patriotic Oration Contest Committee: The committee mission is to organize and conduct the NSSAR, Rumbaugh Oration Contest in Eugene/Springfield area when the ORSSAR chooses to sponsor the contest.

(g) Medals and Awards Committee: The committee mission is to seek qualified recipients for the various NSSAR medals and awards that may be conferred by the Chapter, to recommend such awards to the Chapter

(h) Membership Committee: The committee mission is to promote, organize and conduct campaigns to recruit new members.

(i) Memorials Committee: The committee mission is to find and arrange to memorialize persons, events, and places in the Eugene/Springfield area having National and Oregon State historical significance particularly relating to, but not limited to, the American Revolution.

(j) Newsletter Committee: The committee mission is to gather news for, and to edit, publish, print and distribute the newsletter, to all members and friends of Chapter at least quarterly. The publication date – on a quarterly schedule – shall be the third Monday of the first month of each quarter. The deadline for submitting articles for publication shall be the first Monday of the first month of each quarter.

(k) NSSAR Knight Essay Contest Committee: The committee mission is to conduct the NSSAR Essay Contest in the Eugene/Springfield area when the ORSSAR chooses to sponsor the contest.

(l) Publicity Committee: The committee mission is to find and exploit every opportunity to place favorable information about the NSSAR, the ORSSAR and the Chapter before the general public.

(m) Scrapbook Committee: The committee mission is to maintain the Chapter scrapbook containing new clippings, photographs, and other Chapter memorabilia.

(n) Veteran Affairs Committee: The committee mission is to maintain pertinent information from the United States and the Oregon State Department of Veterans Affairs, the United States Congress, and the Oregon State Legislature concerning veterans' affairs, and to promote Chapter involvement in matters affecting the veterans of United States wars.

#### **BYLAW NUMBER SIX: DUES AND FEES**

Section 1: All Dues and Fees for the Chapter shall be approved by the Chapter by a majority vote of those members present and voting provide any changes in the dues and fees shall have been communicated to the membership at least 30 days in advance of the meeting to which they are voted on. All dues and fees will become effective on January 1 of the following year.

Section 2: Chapter officers are responsible for collection of all chapter, ORSSAR, and NSSAR fees and dues. Refer to the ORSSAR By-Laws for all current NSSAR and ORSSAR dues and fees.

Section 3: Chapter officers shall collect ORSSAR and NSSAR annual dues and forward them by check or money order payable to the Treasurer, ORSSAR, with their "Chapter Annual Report" as required by ORSSAR By-Laws.

(a) Members transferring to the ORSSAR from other state societies shall pay no ORSSAR or chapter dues for the year in which transfers are approved by the NSSAR provided they are members in good standing in their demitting societies at the times of transfer.

(b) Chapter officers shall issue an authenticated NSSAR Membership Card to each member in good standing upon payment of that member's total annual dues.

Section 4: Expulsion of members: The Chapter shall also have the power to drop from the roll the name of any enrolled member of the Chapter who shall fail to pay his annual dues for the upcoming calendar year by the last day of December and who, on notice to pay the same, shall fail and neglect to do so within thirty days thereafter. Upon being thus dropped, his membership shall cease and terminate, but

he may be restored to membership at any time, by the Chapter on his application therefore, and upon his payment of such arrears and annual dues, as the Chapter deems proper.

**Section 5: Disposition of fee & dues:** All fees and dues collected by or on behalf of the Chapter shall be sent to the Treasurer who shall deposit them in a Chapter bank accounts in accordance with Bylaw Two, Section 5 above.

#### **BYLAW NUMBER SEVEN: AMENDMENTS**

These bylaws may be amended or repealed at any regular meeting of the Chapter, or at any special meeting called for that purpose, by a two-thirds or more vote of the members of the Chapter present and voting, provided further that: (a) there is a quorum present; and (b) a copy of the proposed amendment or repeal shall have been provided each member of the Chapter at a prior meeting along with the date, time, and place of the planned meeting or sent to each member of the Chapter at his last known address along with a meeting notice at least 30 calendar days before the meeting at which it is to be acted upon.

**RATIFICATION:** These BYLAWS were approved at a meeting of the Chapter in the City of Eugene, Oregon, on the 14<sup>th</sup> Day of November 2010

/s/ Robert A. Bogardus  
Secretary

/s/ Matthew C. Johnson  
President

At the Chapter meeting of January 9, 2011 the Chapter voted unanimously to change the name of the Chapter to Thomas Jefferson.