

**FORT LAUDERDALE CHAPTER  
FLORIDA SOCIETY  
SONS OF THE AMERICAN REVOLUTION  
BYLAWS**

Adopted and Made Effective March 19, 2022

**Article I – Name**

The name of this organization shall be the “Fort Lauderdale Chapter of the Florida Society of the Sons of the American Revolution” (hereinafter referred to as the Chapter). The Chapter, initially organized on December 8, 1966, is a Florida not-for-profit corporation, incorporated on April 3, 2017, as the Sons of the American Revolution, Fort Lauderdale Chapter, Inc.

**Article II – Objectives**

The objects of this Chapter are declared to be patriotic, historical and educational, and shall include those intended or designed: 1) to perpetuate the memory of those patriots who, by their services or sacrifices during the war of the American Revolution, achieved the independence of the American people; 2) to unite and promote fellowship among their descendants; 3) to inspire them and the community at large with a more profound reverence for the principles of the government founded by our forefathers; 4) to encourage historical research in relation to the American Revolution; 5) to acquire and preserve the records of the individual services of the patriots of the war, as well as documents, relics, and landmarks; 6) to mark the scenes of the Revolution by appropriate memorials; 7) to celebrate the anniversaries of the prominent events of the war and of the Revolutionary period; 8) to foster true patriotism; 9) to maintain and extend the institutions of American freedom; and 10) to carry out the purposes expressed in the preamble of the Constitution of our country and the injunctions of Washington in his farewell address to the American people.

**Article III – Membership**

- a. The Chapter is made up of members in good standing that have met the eligibility requirements and have been admitted to membership in The National Society of the Sons of the American Revolution (referred to as SAR or NSSAR), each of whom has also been admitted to The Florida Society of the Sons of the American Revolution (referred to as FLSSAR). A member in good standing is an “active member”: 1) who is current in all annual dues to NSSAR and FLSSAR; and 2) who has not otherwise had his membership suspended or terminated for disciplinary reason as defined by NSSAR and FLSSAR. The official designation of a member of the SAR is a "Compatriot."
- b. Other Membership Matters:
  - i. The Chapter accepts into local membership applicants to SAR that it sponsored immediately upon his approval into membership by NSSAR and FLSSAR.
  - ii. The Chapter accepts into local membership a “dual member” who is a NSSAR member in good standing and who is also an active “primary member” in another State Society and chapter.

- iii. The Chapter accepts into its membership, as an “associate member,” any FLSSAR member in good standing who is a “primary member” of another Florida chapter.
  - iv. The Chapter accepts any SAR member in good standing that requests a “transfer” through FLSSAR in order to become a member of the Chapter. The Chapter shall also accept any SAR member whose membership lapsed and who applies through FLSSAR for reinstatement and transfer into the Chapter.
- c. Adverse Conduct; Discipline, Procedure and Due Process
- i. All compatriots are obliged to conduct himself in manners that are not prejudicial to the ideals and interest of the SAR. The Chapter, upon a two-thirds vote of the membership, shall follow the procedures set forth in the bylaws and governing documents of the NSSAR, and those set forth by FLSSAR, if any, in reporting a Chapter member suspected of a violation.
  - ii. The Chapter upon a two-thirds vote of the membership, may in addition to or in substitution of the provision of paragraph c (i) above, remove the compatriot from its membership role at time of annual renewal and invite the compatriot to renew his local membership as a member-at-large of FLSSAR.
- d. A non-member “affiliate” is any individual who has been invited by the Chapter or a Chapter member to attend general membership meetings and events. Such person or persons may be prospective members, guests or spouses of Chapter members, or other persons considered to be a friend of the Chapter. A non-member affiliate has no voting rights and does not pay annual dues. Participation at meetings is a courtesy and may be revoked as determined by the President, the Executive Committee, or by consensus of the membership.

#### **Article IV– Fees and Dues**

Application fees and annual dues that are payable to NSSAR and FLSSAR are set forth in a fees and dues “cost schedule” published from time to time by FLSSAR. The schedule lists the most current costs payable to NSSAR and FLSSAR, respectively, for annual dues, including certain exemptions by membership category. It also reflects the amount payable to each for all types of membership applications.

- a. The annual dues that a regular member pays the Chapter is the same as the amount payable to FLSSAR; unless otherwise determined by the membership at its general meeting held no later than September to take effect for the next fiscal year of the Chapter.
- b. A dual member, whose primary membership is through another State Society, shall only pay the annual dues for the FLSSAR and the Chapter. It is the responsibility of the dual member to pay the annual dues for NSSAR through the payment to his primary State Society.
- c. An associated member of the Chapter shall pay the annual dues of the Chapter, and it is his responsibility to pay all other SAR dues through his primary chapter.
- d. A life member or emeritus member of NSSAR is only exempt from dues payable to NSSAR. As provided by the FLSSAR Emeritus Program, a FLSSAR approved “emeritus 1 member” is also exempt from dues payable to FLSSAR. A FLSAR approved “emeritus 2 or 3 member” is only

exempt from payment of FLSSAR annual dues. Except as required by FLSSAR, the Chapter provides no exemption from the payment of Chapter dues unless a permanent or one year temporary waiver is approved by the Executive Committee of the Chapter. The provision for prior approval by the Executive Committee for exemption or waiver of Chapter dues shall apply to any other special membership designation made by FLSSAR.

- e. In addition to the NSSAR and FLSSAR fees, the Chapter shall charge a one-time new application cost recovery fee for each applicant applying for admittance as a SAR member. The fee shall be set from time to time by the Executive Committee of the Chapter. Unless otherwise determined by the Executive Committee, the Chapter will not charge its members a fee to review and process supplemental applications; except, that the applicant shall be responsible for all out-of-pocket expenses incurred by the Chapter such as for postage and any direct expense incurred by the Chapter to obtain copies of supporting documentation.
- f. Annual dues are payable in advance. Members whose dues are not paid by December 31 shall be listed and reported as delinquent and will be dropped from membership in the SAR.
- g. The Chapter may receive additional amounts as donations for designated or undesignated purposes whether paid by a member or a friend of the Chapter.

#### **Article V– General Membership Meetings**

- a. Regular meetings of the Chapter membership shall be held monthly with the exception of August and December unless otherwise recommended by the Executive Committee and approved by the members. The location shall be at a date, time and place decided by either the Executive Committee or by the membership. Any regular meeting may be rescheduled or cancelled for any reason by the President.
- b. Special meetings of the Chapter membership may be held when: 1) called by the President in consultation with and the concurrence of at least two (2) other members of the Executive Committee; or 2) called at the request of three (3) members of the Executive Committee such request not joined in by the President. Notice of a special meeting shall be sent to the active members at least five (5) calendar days before the scheduled meeting. The notice shall specify the stated purpose of the special meeting in addition to the date, time and place of the meeting.
- c. A quorum at any membership meeting shall be five (5) members in good standing. No official action or vote shall be taken on any matter requiring a vote in absence of a quorum. In such event, the meeting may be conducted or continued to be conducted if desired by the members present.
- d. Electronic participation of members through internet video conferencing or telephonic means at in person meetings is permitted; but only if access is granted or made available by the Chapter. Members participating remotely may be counted in establishing or maintaining a quorum and may vote on matters requiring a vote.

e. Order of Business:

i. The suggested order of business at a regular meeting is:

- Call to Order, Introduction of Members and Guests
- Opening Ceremonies: Invocation, Pledge of Allegiance, SAR Pledge
- Approval of Minutes
- Officers and Committee Reports
- \*Election of Officers, Installation of Officers, or Induction of New Members
- \*Presentation by Guest Speaker
- Old Business, New Business, Announcements
- Closing Ceremonies: Benediction, SAR Recessional
- Adjournment

\*Asterisked items denote non-recurring events and show the suggested order.

ii. The order of business may be modified by the presiding officer if he deems necessary by announcing the change at the meeting.

iii. For a special meeting, the order of business shall be limited to: Call to Order, Advertised Meeting Purpose, and Adjournment. The presiding officer shall determine whether or not opening and closing ceremonies shall also be observed.

## **Article VI – Officers**

The elected officers of this Chapter shall be a President, Vice President, Secretary, Treasurer, Registrar/Genealogist, Historian/Editor, and Chaplain.

### **Duties of the Officers:**

a. The President presides at all meetings of the Chapter and the Executive Committee, and he shall manage or supervise the business and affairs of the Chapter.

The President shall have the power to appoint chairmen or co-chairmen of any standing committee or special ad hoc committee created pursuant to the Bylaws, and participate, if desired, as a non-voting ex-officio member. The President may also appoint members to said committees or he may delegate that responsibility to the appointed chairman or co-chairman. The President may remove and replace a chairman or a member of a standing or special committee if deemed, in his sole discretion, to be in the best interest of the Chapter.

The President shall have the authority to enter into any contract or agreement approved by the Executive Committee.

He shall enforce strict observance of the Bylaws of the Chapter and, to the extent applicable, the governing rules affecting chapters as provided by FLSSAR and NSSAR.

He shall install newly approved members and the newly elected or appointed officers during the term of his office.

He shall secure active cooperation of all officers and committees and shall give suitable promotion to all functions of the Chapter during his tenure of office.

He shall perform such other duties as customarily pertain to such office, unless otherwise provided herein.

- b. The Vice President shall assist the President in the execution of his official duties as the President may require. In the absence of the President, he shall serve as the Acting President and shall preside at meetings of the membership or Executive Committee. He shall perform all such other duties as may be assigned by the President.
- c. The Secretary shall have custody of all Chapter seals, stamps, devices, and colors. He has custody of official records and papers of the Chapter that are not compiled or maintained as part of the custodial duties of other officers.

He shall keep a record of attendance and serve as recording secretary at all meetings of the membership seeing to their written publication and distribution to the membership. He shall keep a record of attendance and preserve the significant actions taken by the Executive Committee by giving a report to the membership.

He shall conduct correspondence and maintain files pertaining to the general correspondence of the Chapter, except that pertaining specifically to other officers. He shall serve as the corresponding secretary for the Chapter and shall periodically report newsworthy matters to NSSAR or FLSSAR or others. He shall route any official correspondence received to the President and other appropriate custodial or responding officers of the Chapter.

He, in coordination with the Treasurer, prepares the Annual Report to the Secretary of the FLSSAR.

He shall maintain a copy of the current membership rolls of the Chapter, including the FLSSAR and NSSAR numbers and original patriot ancestor of the members together with contact information and mailing addresses. He shall notify the President, Treasurer and Registrar of the receipt of official acceptance of new members or transferees. He shall provide the Historian copies of all permanent records of an archival nature.

He shall provide notice to the membership of all regular or special meetings as well as any other notice required by the Bylaws unless another member is appointed by the President. The Secretary shall serve as the Parliamentarian unless another member of the Executive Committee is appointed to this role by the President.

- d. The Treasurer has custody of all monies, financial assets and bank accounts of the Chapter. He receives and deposits all monies from whatever source and he pays all valid bills, keeping accurate records, together with supporting receipts, vouchers and other documents.

He maintains an annual record of payment of dues collected from active members along with a list of delinquent members to be terminated from SAR membership. He, in coordination with the Secretary, prepares the SAR Annual Report, and he disburses annual dues for NSSAR and FLSSAR to the Secretary of the FLSSAR.

He prepares an annual budget by February of each year for the approval of the Executive Committee, and he keeps the membership informed on the status of Chapter funds through periodic reports made at meetings of the Chapter. The Treasurer is specifically authorized to expend the Chapter funds in accord with the approved annual budget. For extraordinary obligations not contemplated as part of the budget, as determined by the Treasurer or the President, the Treasurer shall propose an amendment to the budget and obtain the approval of the Executive Committee.

He is responsible, directly or in coordination with other Chapter officers, for the purchase of SAR medals, certificates, forms, stationery and supplies necessary to carry out the programs of the Chapter.

All Chapter funds are kept by the Treasurer in such depositories as determined from time to time by the Executive Committee, and the Treasurer may be the sole signature on instruments of deposits or disbursements as permitted by the depositories and the Executive Committee.

He shall prepare and file the Annual Report due to the Florida Secretary of State, bringing current the list of reported officers and the registered agent of the Chapter, and making payment of the filing fee.

He is responsible for the preparation and filing of the annual 990-N due to the United States Internal Revenue Service (IRS) and he, or his successor, shall maintain all supporting financial records for the retention period set forth by the IRS.

- e. The Registrar/Genealogist shall receive, review, and submit all new membership and supplemental applications in proper form to the FLSSAR Registrar. The Registrar shall also be the Genealogist for the Chapter. As Genealogist, he shall assist applicants for membership in documenting the lineage requirements of the SAR. Due to workload or for succession training, he may appoint a qualified assistant or assistants to work under his supervision, said assistant(s) having no formal role as a Chapter officer or voting member of the Executive Committee.
- f. The Historian shall maintain a running history and the archival records of the Chapter. The archival records of the Chapter shall include, but not be limited to: past and present newsletters, meeting minutes, officer and membership rolls, organizational documents, and any other document so determined by the Executive Committee.

He shall do such historical research as may be assigned to him from time to time by the President or the Executive Committee.

He shall serve as or supervise the Chapter Webmaster. He shall post or have posted pertinent Chapter news, events, documents and contact information on the Chapter Website.

The Historian shall also serve as the Editor of the Chapter Newsletter unless another qualified member of the Executive Committee is appointed to this role by the President. The Chapter Newsletter shall be published at least quarterly.

g. The Chaplain shall be responsible for all religious services of the Chapter and shall give the invocation and benediction at meetings of the membership. He shall have charge of any memorial services participated in by the Chapter and in the preparation of all memorial resolutions.

h. Other Officers; Elected or Appointed:

It is recognized that among other SAR organizations that there are other types of officers some of which require professional licenses to hold and others of a more ceremonial nature created to carryout special functions of that organization.

i. The Executive Committee may recommend the election of any other officer not listed above as part of its duties for the annual nominating and election of new officers. In such event, that officer shall have the duties determined by the Executive Committee, shall be a voting member of the Executive Committee, and shall be subject to all other general requirements governing officers of the Chapter.

ii. The President may appoint any member as an officer charged to carry out a special function for a limited time not exceeding the President's term of office. In such event, an appointed officer may attend meetings of the Executive Committee, if determined necessary and requested by the President, as a non-voting member.

i. Holding Multiple Offices:

i. Any Chapter member may hold office during the same term in multiple positions except that the President and Secretary shall always be held by two separate men.

ii. A dual member whose permanent year-round residence is in the service area of this Chapter may hold any office of the Chapter except he shall not hold the position of President in both chapters during the same or any overlapping term of office.

iii. An associate member may hold any office of the Chapter except the position of President.

j. Term of Office:

All officers shall hold office for a one year term beginning January 1<sup>st</sup> of each calendar year, or from the date of installation until a successor to the office is installed. In the event that an elected officer shall be unable to serve his full term because of a death, resignation, disability or other cause, there shall be an appointment made by the Executive Committee for the unexpired portion of the term, subject to approval by the general membership at its next regular or special meeting.

## **Article VII – Executive Committee**

a. The Executive Committee shall be comprised of all current elected officers of the Chapter, and the immediate Past President of the Chapter. It shall also include and the President shall appoint at least one member-at-large and another one, if needed, to form an odd number of Executive Committee members. The President shall serve as Chairman and presiding officer of the Executive Committee. All other member officers serve with the titles and perform the duties of their elected office.

- b. The Executive Committee shall have management and administrative control of the affairs of the Chapter and establish the general policies of the Chapter. Each member of the Executive Committee shall have one vote.
- c. The Executive Committee shall annually approve an operating budget, as may be amended, which shall provide the financial resources necessary to carry out the programs and mission of the Chapter. The General Membership shall be given periodic reports and the status of funds pertaining to the operating budget. Any proposed expenditure from the capital fund of the Chapter must be approved by a majority of members present at a meeting of the Chapter.
- d. The Executive Committee shall approve an annual calendar setting forth the schedule of dates for the regular meetings of the General Membership.
- e. The Executive Committee shall meet on the call of the President and at least quarterly, or upon the request in writing of three (3) members of the Executive Committee delivered to the Secretary and stating the reason for calling such meeting.
- f. The term of an Executive Board member is for the duration of that member's tenure as an officer.
- g. A quorum for the transaction of business shall be a majority of the members of the Executive Committee.

### **Article VIII – Committees**

The Chapter, through the President or the Executive Committee, may find a need from time to time to form a special ad hoc or standing committee. The power of appointment of said committee chairmen and members rests with the President as provided in Article VI, paragraph a. Examples of such committees include, but are not limited to: program, membership, finance, and social. The operating characteristics of a special ad hoc or standing committee of the Chapter are set forth as follows.

- a. A Special Ad Hoc Committee has the following characteristics:
  - i. A Special Ad Hoc Committee is established, structured, and empowered by action of the President. The committee is not subject to any operating procedures regarding membership, quorums or voting except as determined by the President.
  - ii. A Special Ad Hoc Committee performs the task or tasks specified in the empowering action of the President as may be adjusted or changed by the President.
  - iii. A Special Ad Hoc Committee remains in existence and its members continue to serve until the end of the fiscal year of formation; or earlier if the tasks shall have been completed, a report submitted and accepted, and the committee is discharged by the President.
- b. A Standing Committee may be formed out right or through the continuation of a special ad hoc committee on recommendation by the Executive Committee and approval by the membership. Notwithstanding the power of appointment of the chairmen and members of committees reserved to the President, the recommendation of the Executive Committee shall include the structure and



operating characteristics of the Standing Committee. In such event, the Standing Committee shall remain in effect until dissolved by a succeeding Executive Committee and approved by the membership.

### **Article IX– Elections**

- a. The election of officers shall be held at the regular monthly meeting of the Chapter in November of each year. Nominations shall be submitted for President, Vice President, Secretary, Treasurer, Registrar/Genealogist, Historian/Editor, and Chaplain.
- b. All elected officers shall hold office for one (1) year or until their successors are installed. The installation of officers will take place either immediately after their election and no later than the January meeting of the new year.
- c. The Executive Committee shall administer the nominating process. The President shall report to the membership at the regular monthly meeting in September that the committee will prepare a slate of candidates for office and that those recommendations received from the membership shall be considered. The President shall report to the membership at the regular monthly meeting in October the proposed slate of candidates for office recommended by the Executive Committee.
- d. The proposed slate of officers for the next year will minimally be published in the minutes of the October meeting and placed in nomination at the November meeting of the membership. The President shall call for additional nominations from the floor, and the election of officers will then be held.
- e. The Executive Committee shall appoint a member to fill the unexpired term of any officer who is unable to serve said appointment subject to final approval by the general membership at its next meeting.

### **Article X – Compensation and Reimbursements**

Officers of the Chapter and any member providing services shall serve without compensation except those miscellaneous out-of-pocket expenses that may be incurred in the performance of his duties may be reimbursed at the sole discretion of the Treasurer or President or upon approval by the Executive Committee.

### **Article XI – Fiscal Year**

The fiscal year of the Chapter shall be January 1st through December 31st.

### **Article XII – Record Retention**

Unless otherwise provided in these Bylaws, or any requirement of NSSAR or FLSSAR: 1) the general records of the Chapter shall be maintained by the responsible current officer having custody for eighteen (18) months after the expiration of the fiscal year in which the record was created, received or obtained; 2) financial records shall be maintained in accord with the requirements of the IRS; and archival records as defined herein shall at minimum be digitally maintained in perpetuity.

### **Article XIII – Electronic Meetings**

Electronic meetings by internet video conferencing or by audio telephonic conferencing are permitted when the presiding officer of the meeting determines that forum to be the most efficient means by which the meeting may be conducted and obtain the greatest amount of participation from the members. All other requirements governing establishment and maintenance of a quorum shall apply in taking any official action as set forth in these Bylaws.

### **Article XIV – Notice**

For any action requiring notice in these Bylaws or any adopted special policy or rule of the Chapter, notice shall mean delivery either by electronic means, or postal service, or personal delivery, or a combination. The method of delivery shall be either to: the internet e-mail address, or telephonic text or voicemail address, or physical mailing address on file with the Chapter. It is the responsibility of each member to keep his contact information and mailing address up to date with the Chapter, first, at the time of payment of annual dues and, thereafter, promptly should a change occur; said contact information to be relied on as current by the Chapter when providing required notice. The means of delivery of notice is at the sole discretion of the Chapter and may vary depending on the known needs of a particular member.

### **Article XV – Rules of Order**

Robert’s Rules of Order, Newly Revised, shall govern the meetings of this Chapter in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the Chapter or any other adopted special rule or policy or governing document of the Chapter.

### **Article XVI – Limitation on Authority**

These Bylaws set forth the operating rules of the Chapter. They are specifically authorized pursuant to the bylaws of the FLSSAR. They are supplemental to the requirements on membership set forth by the governing documents of NSSAR and of FLSSAR. Where a conflict may exist now or in the future, the requirements of the higher authority shall prevail.

### **Article XVII – Amendments**

These Bylaws may be amended or repealed and replaced upon the recommendation of the Executive Committee at any meeting of the membership of the Chapter by a majority vote of the members present; provided that notice of the proposed amendment shall have been given to each member at least ten (10) calendar days prior to the meeting scheduled for approval. The amended Bylaws shall take effect immediately upon adoption.

### **Article XVIII – Dissolution**

In case of dissolution, the net assets of the Chapter will be transferred to the FLSSAR. Net assets shall mean all assets of the Chapter remaining after the payment of all costs and expenses of the Chapter.