

BY- LAWS
FORT HARRISON CHAPTER OF
THE VIRGINIA SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION
December 18, 2018

SECTION I – MEMBERSHIP

1. Membership in the Chapter shall be composed of regular members and honorary members. Only regular members shall vote on business before the Chapter. All members may attend Chapter meetings and participate in discussions.

2. Honorary membership may be conferred upon any person who is a member of the National Society of the Sons of The American Revolution, by unanimous vote of the members present at any regular or special meeting.

SECTION II – PRESIDENT

The President shall preside at all meetings of the Chapter and of the Board of Managers and shall exercise the usual functions of the presiding officer. He shall be the executive head of the Chapter and shall be an *ex-officio* member of all Committees, except the Nominating Committee. He shall be the Chapter's representative on the Virginia Society's Board of Managers.

SECTION III – FIRST VICE PRESIDENT

The First Vice President shall assist the President in the discharge of his duties and, in the absence of the President from any meeting, shall, in order of precedence act as President, preside and perform the normal functions of the President. He shall be the chair of the Meetings/Programs Committee.

SECTION IV – SECOND VICE PRESIDENT

The Second Vice President shall be the chair of the Membership Committee.

SECTION V – RECORDING SECRETARY

1. The Recording Secretary shall keep the minutes of the meetings of the Chapter and Board of Managers.

2. He shall, in the absence of the Corresponding Secretary, perform the normal functions of the Corresponding Secretary.

3. He shall email condensed version of Fort Harrison Chapter's monthly minutes to the *Daily News-Record* for inclusion in its "*Club Notes*" section.

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SECTION VI – CORRESPONDING SECRETARY

1. The Corresponding Secretary shall give notice of the Chapter membership of all regular meetings and special meetings.
2. He shall, in the absence of the Recording Secretary from the meeting, perform the normal functions of the Recording Secretary.
3. He shall be responsible for the conduct of correspondence for the Chapter and the Board of Managers.
4. He shall send get well cards and sympathy cards to Chapter members and their families.
5. He shall keep a current list of dues paying members. List to be verified by Chapter Treasurer and Registrar. He shall send the final membership list to all members.

SECTION VII – TREASURER

1. The Treasurer shall have custody of the funds of the Chapter. Either he or the President shall be authorized to sign checks drawn on the Chapter's behalf.
2. He shall collect all fees and dues from members, and shall transmit those amounts due to the State and National Societies to the State Treasurer.
3. He shall keep a true account of his receipts and disbursements and shall report the same to the Board of Managers at each meeting thereof, and to the membership at all regular meetings. All receipts shall be deposited to the Chapter's account and all disbursements shall be by check only. In addition, he shall furnish such information relative to the Chapter's funds as the officers and Board of Managers may require.

SECTION VIII – REGISTRAR

The Registrar shall receive and examine all applications for membership and supplemental ancestor applications and if he finds them in acceptable form and when approved by the Membership Committee, shall forward such applications, with the applicants or member's checks, to the State Registrar.

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SECTION IX – CHAPLAIN

The Chaplain shall pronounce the invocation and benediction at all Chapter meetings and ceremonies and he shall furnish the membership with spiritual guidance.

SECTION X – HISTORIAN

The Historian shall collect and maintain a file of the records and activities of the Chapter and such historical data as may come into the possession of the Chapter, particularly as they relate to events of the American Revolution in the local area.

SECTION XI – WEBMASTER

The Webmaster shall maintain the Fort Harrison Chapter website with guidance and/or specific input from the President

SECTION XI – BOARD OF MANAGERS

1. The Board of Managers shall have active day to day management and control of the Chapter's business.
2. The President shall nominate candidates to fill elected offices which become vacant between elections and all such nominee shall be confirmed by the Board of Managers before they assume office.

SECTION XII – STANDING COMMITTEES

The President and First Vice President shall be *ex-officio* members of all standing committees, except the Nominating Committee. Where membership is not specified by these Bylaws, the power to appoint members of standing committees shall be vested in the President and may be delegated by him.

1. Nominating Committee Composed of three members of whom one shall be the most recent Past President, who shall chair this committee. The Chairman of the Nominating Committee shall select the other members of the committee and so inform the President. No current, elected Officer of FHSAR may serve on the Nominating Committee while they are in office. The Nominating Committee shall present a slate of officers, all of whom have agreed to serve in the positions, for which they are nominated, first to the Board of Managers and then to the Chapter membership, immediately preceding the annual meeting.

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2. Membership Committee: Composed of three or more members. The Second Vice President shall chair this committee. Shall be responsible for prompt processing of applications for membership and shall advise the President and the membership on methods and techniques for attracting new members.

3. Meetings/Programs Committee: Composed of three or more members. The First Vice President shall chair this committee. Shall be responsible for the development and content of programs, including speaker selection and meeting facilities.

4. Special Committees: The President may appoint the Chairman and members of any Special Committee created by the Chapter.

SECTION XIII – DUES

1. The Chapter's annual fees shall be determined by the membership as recommended by the Board of Managers.

2. Regular members are subject to the payment of Chapter dues; honorary members do not pay Chapter dues.

3. The Chapter's annual fees collection shall follow the schedule set forth by the Virginia Society and National Society.

SECTION XIV – QUORUM

A quorum for the transaction of business at any general or special meeting shall consist of those members attending such meetings. A majority of members of the Board of Managers shall constitute a quorum for conducting business at meetings of said Board.

SECTION XV – RULES OF ORDER

Robert's Rules of Order, Newly Revised shall govern the proceedings of the Chapter in all cases in which they are applicable and which they are not inconsistent with these Bylaws, any special rules of order the Chapter may adopt, or the lawful directions of the Virginia Society of the Sons of the American Revolution.

SECTION XVI – AMENDMENTS

These bylaws may be amended at any meeting of the Chapter by a two-thirds (2/3) vote of those present. Prior notice of consideration of all amendments shall have

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been sent to each regular member of the Chapter by the Corresponding Secretary together with the notice of the announcement of the meeting.