

**BYLAWS OF THE LADIES AUXILIARY
OF
THE CALIFORNIA SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION**

ARTICLE I NAME

The name of this organization shall be the Ladies Auxiliary of the California Society Sons of the American Revolution hereafter called the Auxiliary.

ARTICLE II PURPOSE and GOALS

Section 1. The purpose of this organization is to maintain a nonprofit association of women interested in the objectives and activities of the California Society of the Sons of the American Revolution, hereafter called the CASSAR

Section 2. The goals of the Auxiliary shall be:

- a. To stimulate greater interest in and support of the CASSAR.
- b. To assist the CASSAR in the promotion of the membership and furthering the objectives and patriotic activities as listed in the Articles of Incorporation and Bylaws of the CASSAR.
- c. To provide educational activities for the wives and other interested relatives of the members of the CASSAR.

ARTICLE III SEAL

Section 1. The Auxiliary shall have a common seal with the CASSAR with the words California Society at the top and Ladies Auxiliary at the bottom.

Section 2. The seal shall be used as approved by the general membership.

ARTICLE IV MEMBERSHIP

Section 1. Membership in the Auxiliary shall be open to women related by marriage or bloodline to members in good standing or members deceased while in good standing of CASSAR.

Section 2. A woman may join the Auxiliary by completion of the membership form and payment of dues. She shall receive all the rights and privileges of the Auxiliary and is eligible to hold office.

ARTICLE V BOARD OF DIRECTORS

Section 1. The Board of Directors of the Auxiliary shall consist of six elected officers, and appointed Officers as provided in Article VIII, Section 1.

Section 2. The officers of the Auxiliary shall be a President, two (2) Vice Presidents, a Secretary, a Treasurer, and a Registrar, elected by the general membership.

Section 3. Nominations for officers shall be presented by a Nominating Committee appointed by the President. The nominating committee shall be approved by the membership at the fall meeting and shall consist of two Past Presidents and one member at large of the Auxiliary, all of whom are members in good standing.

Section 4. Election of officers shall be at the annual meeting, which shall coincide with the spring meeting of the CASSAR. The officers shall be elected by the membership for a term of one year or until their successors have been elected and qualified. They shall take office directly after the election.

Section 5. The Board of Directors may authorize the President to appoint one or more special committees or coordinators.

Section 6. Vacancies of elected members of the Board, except the President, shall be filled by appointment by the remaining Board members. Vacancies of appointed members of the Board shall be filled by appointment by the President. A vacancy shall occur upon death, resignation, removal, or absence from three consecutive meetings of the Board of Directors without satisfactory explanation.

Section 7. A member of the Board of Directors may be removed, for good reason, by a two-thirds vote of the Board members present, the member involved not being included in the count.

Section 8. The Board of Directors shall have authority to transact the business of the Auxiliary between meetings and such other business as may be referred to it by the Auxiliary.

Section 9. An e-mail vote of the Board of Directors is permitted for routine, non-controversial issues, not elections. A controversial issue requires a teleconference discussion or a discussion at the Board of Directors meeting. The initial e-mail must contain sufficient information as to why consent is being solicited, and a specific motion. Prior to the e-mail vote, there must be time for exchange of ideas and debate, for at least 72 hours. The vote must be unanimous by the President, Vice Presidents, Secretary, Treasurer and Registrar. Any decision decided by the e-mail vote must be ratified at the next general membership meeting. The signed e-mail by each officer must be printed and included in the minutes of the next Board of Directors' meeting.

ARTICLE VI MEETINGS

Section 1. Two meetings per year shall be held for the general membership to coincide with the fall and spring meetings of the CASSAR. A quorum shall consist of the members present. The annual meeting for election of officers shall be the Spring meeting.

Section 2. Additional membership meetings may be scheduled as approved by the Board. A written notice of every additional membership meeting shall be sent to each member at least ten days in advance.

Section 3. The Board of Directors shall meet at least twice during the year to coincide with the Fall and Spring meetings of the CASSAR. A quorum shall consist of four members.

ARTICLE VII DUTIES OF ELECTED OFFICERS

Section 1. The President shall preside at all meetings. She shall direct the affairs of the Auxiliary in accordance with the wishes of the membership and the Board of Directors. She shall call all meetings, appoint committee chairmen and appointed officers. She shall be an ex-officio member of all committees except the Nominating Committee.

Section 2. The First Vice President shall be the Administrative Assistant to the President and will be the program chair. She will act as presiding officer in the absence of the President.

Section 3. The Second Vice President shall supervise the Ways and Means activities of the Auxiliary, turning all proceeds over to the Treasurer.

Section 4. The Secretary shall keep the official minutes of both the Board of Directors meetings and the general membership at the respective meetings. She shall keep a current copy of the bylaws and general membership roster.

Section 5. The Treasurer shall collect and receive all monies due the Auxiliary. The funds shall be kept in a checking account and/or a savings account as directed by the Board of Directors. She shall pay approved bills and shall keep full and accurate accounts of receipts and disbursements, and make a financial report at each meeting of the membership of the Auxiliary, and Board of Directors meetings. She shall serve as chairman of the budget and finance committee.

Section 6. The Registrar shall maintain a current record of the membership of the Auxiliary. She shall process all applications for membership as directed by the Board.

ARTICLE VIII APPOINTED OFFICERS AND COMMITTEES

Section 1. The following officers, Chaplain, Historian, and Parliamentarian shall be appointed by the President and assume the normal responsibilities pertaining to that office.

Section 2 Standing committees shall be limited to the following: Assembly and Budget and Finance. Special Committees may be appointed as needed by a majority of the Board of Directors with the approval of a majority of the General Membership present at a meeting

ARTICLE IX FINANCES

Section 1. Annual dues shall be determined by the Board of Directors. Dues are payable by February 15.

Section 2. A majority vote of the Board of Directors is required to approve any unbudgeted disbursements in excess of \$100.

Section 3. The fiscal year of the Auxiliary shall be January 1 to December 31.

Section 4. The Board of Directors shall appoint an auditor to review the Treasurer's books at the end of the fiscal year.

Section 5. In the event of dissolution of the Auxiliary, all assets will be turned over to the CASSAR.

Section 6. All costs of operation of a ladies auxiliary shall be borne by the membership of that ladies auxiliary.

ARTICLE X PARLIAMENTARY AUTHORITY

All meetings shall be conducted according to Robert's Rules of Order, Revised, except when in conflict with these Bylaws or with the laws of the State of California.

ARTICLE XI AMENDMENTS

These Bylaws may be amended at any regular meeting of the Auxiliary two-thirds of the members present, provided that notice of the proposed amendment shall be available to all members at least 30 days before the said meeting. These proposed amendments shall also be published on the CASSAR website in the Auxiliary section.

Approved by the membership November 2018
Janet Brown, LACASSAR President