

BY-LAWS
REDLANDS CHAPTER
SONS OF THE AMERICAN REVOLUTION

ARTICLE 1
Name and Location

Section 1 - The Redlands Chapter (known hereafter as Chapter) is chartered by the California Society, Sons of the American Revolution. It shall maintain its principal location in Redlands, San Bernardino County, California.

Section 2 - The official address of the Chapter shall be designated at the address of the elected Chapter Secretary or P.O. Box in the city of Redlands or Loma Linda.

ARTICLE 2
Area of Influence

Section 1 - The historical area of influence is Redlands as the center and running along the 10-freeway corridor going East to Calimesa which was extended to Beaumont; going West to Pomona and going North to the High Desert of Phalen, Hesperia and Victorville.

Section 2 - The Chapter shall not infringe upon another Chapter's area of influence without a request from or express consent and approval from the President of that Chapter.

ARTICLE 3
Executive Committee

Section 1 - The executive committee shall be composed of the elected officers which are: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer and Registrar.

Section 2 - The executive committee shall be vested with the powers of the Chapter when it is not in session

Section 3 - Three (3) members of the executive committee shall constitute a quorum for the transaction of business.

Section 4 - Each member on the executive committee shall have one (1) vote.

Section 5 - The executive committee shall meet as scheduled or as called upon by the President.

Section 6 - A special meeting may be called by any member in writing. It shall take place if agreed upon by a total of three (3) members of the executive committee. Such call shall be filed with the Chapter Secretary.

ARTICLE 4 Officers, Powers and Duties

Section 1 – President: The President shall preside at all Chapter meetings and of the executive committee. He shall exercise the usual functions of a presiding officer. He shall enforce the By-Laws of the Chapter. He may appointment committee chairs and committee members as needed. In the absence of the president at any meeting or in his incapacity to serve, his duties shall be assumed by other officers in the following order: 1st Vice President, 2nd Vice President, Secretary, Treasurer or Registrar.

Section 2 – 1st Vice Present: The 1st Vice President shall assist the president in such duties as assigned. He shall preside in the absent of the President. His main duty shall be over Membership of the Chapter working closely with the Chapter Registrar and Chapter Genealogist. Upon receipt of the new members or supplemental membership applications and certificates from the Secretary, he shall make a copy of the “record copy” for the Registrar and Genealogist. He shall present such certificates at the next Chapter meeting. He shall, coordinating with the Registrar, assign two (2) sponsors to prospective members who express interest in joining SAR.

Section 3 – 2nd Vice President: The 2nd Vice President shall preside in the absence of the President and 1st Vice President. His main duty shall be to develop programs and presentations for the monthly chapter meetings which may include guest speakers, videos etc.

Section 4 – Secretary: The Secretary shall conduct all correspondence of the Chapter to the State and National Societies and such matters as may be directed by the President. He shall have charge of the records of the Chapter. He shall certify all acts of the Chapter. He shall keep a fair and accurate record of all memberships, proceedings, and minutes of the Executive Committee and monthly Chapter meetings. Upon receipt of new members or supplemental membership applications and certificates, he shall forward them to the 1st Vice President of membership.

Section 5 – Treasurer: The treasurer shall collect chapter dues and other monies and keep the general operating funds of the Chapter. They shall be deposited into a banking institution approved by the Executive Committee and shall be place to the credit of the “Redlands Chapter”. The treasurer expands funds of the Chapter only as approved and directed by the Executive Committee through the adoption of a Chapter budget or by specific direction for a particular item.

He shall keep a true and accurate account of his receipts and disbursements and at each Chapter meeting render the same to the Chapter.

Section 6 – Registrar: The registrar shall examine all applications for membership in the Society and all supplemental applications for substantive completeness. If such applications are found to be complete, he shall prepare the paper work for signatures. He shall then forward them on to the CSSAR with the appropriate State and National fees. If such application is not found to be complete, he shall forward them to the Chapter Genealogist to work with the new member or existing member. The registrar shall maintain a completed copy of “record copies” of each member of the chapter. He shall insure that the Chapter Genealogist maintains a duplicate of “record copies” of each member of the chapter. The registrar shall follow Article 7, Section 4.

Section 7 – Genealogist: The Chapter genealogist shall assist the registrar with a new member and existing member working on a supplemental application who ask for his help. If the research is extensive, the genealogist shall be allowed to negotiate appropriate fees without cost to the Chapter. In the absence of the Chapter registrar, the Chapter genealogist shall act as the Chapter registrar until such time another person is appointed or elected.

Section 7 - A vacancy or incapacitation in any elected office, other than that of president, may be filled by the president on an interim basis until such time it shall be filled by the vote of a majority of the board. Any vacancy or incapacitation not filled by the board shall be filled by the members at the annual meeting or special meeting of the membership to complete the vacant or incapacitated officer's unexpired term. Upon such appointment, the incapacitated officer, representative or family member acting on his behalf, shall immediately transfer all books, records, materials and Redlands Chapter SAR assets, if applicable, in his possession to the newly-appointed officer.

ARTICLE 5
Election of Officers

Section 1 – All elected officers shall serve for a term of two (2) years.

Section 2 –A nomination committee shall be formed by the current president in the month of October.

Section 3 – The nomination committee will establish a slate of officers to be voted upon and presented to the Chapter general membership in the November Chapter meeting.

Section 4. Additional nominations may be made in the November Chapter meeting by the general Chapter membership.

Section 5. The Chapter shall vote on the nominations of officers in the December Chapter meeting of those present. The vote shall be done by paper ballot. Only one vote is allowed by chapter members for each nominated position.

Section 6: The elected officers shall be inducted during the January Chapter meeting by a State Officer of the California Society.

ARTICLE 6 Removal Officers and Members

Section 1 – An officer may be removed from office in the following manner. A quorum of the executive committee must be in attendance. In an executive committee meeting, a motion followed by a second is required. This will be followed by a discussion after which a vote will be called by the President. The vote must be a simple majority (fifty percent +1) to be approved. No proxy vote is allowed.

Section 2 – If the executive committee vote is approved, the president will present to the general membership at the earliest meeting for members to vote. The vote must be taken by paper ballot. A 2/3 vote of the membership is required to pass. If the membership vote is 2/3, the member will be removed from office. No proxy vote is allowed.

Section 3 – The removal of a member from the Chapter will follow the same process in Article 6, Sections 1 and 2.

Section 4 – Reason for removal may be due to, but not limited to, engaging in felonious or misdemeanor conduct involving moral turpitude or conduct disloyal to the ideals or are detrimental to the interest of the Sons of the American Revolution or clear disregard for the By-Laws of the Redlands Chapter.

ARTICLE 7 Membership and Dues

Section 1 – Members of the Redlands Chapter, SAR, are direct lineal descendants of patriots of the American Revolution in establishing American Independence as determined by the California and National Societies of SAR.

Section 2 – Membership in the Chapter shall continue as long as annual dues (Chapter, State and National) are paid in full.

Section 3 - Annual dues are due and payable to the chapter treasurer in accordance with the deadline set by the State and National Societies, SAR and are delinquent as determined by the State and National Societies of the SAR.

Section 4 – All new prospective members shall be directed to work with the Chapter registrar. The registrar, coordinating with the 1st Vice-President, shall assign members to act as Sponsors.

Section 5 – Sponsors should contact the prospective member to introduce themselves. They should follow-up with the prospective members to attend the monthly Chapter meeting in which they should sit with the prospective member and introduce them to the Chapter membership.

ARTICLE 8 New Members

Section 1 – Once a person shows interest in joining SAR, the 1st Vice President coordinating with the Registrar shall assign two sponsors.

Section 2 – An interested person needs to attend the minimum of two (2) Chapter meetings before submitting their application for membership.

Section 3 – The two (2) sponsors will need to attest that they feel that the prospective member is of good moral character and that they are willing to sponsor him.

ARTICLE 9
Chapter Meetings

Section 1 – The Chapter shall meet monthly on the third Saturday of the month from 8:30 to 10:30 except for the months of June, July and August when the Chapter is dark.

Section 2 – The meeting location shall be arranged by the executive committee.

Section 3 – Chapter business shall be conducted under Roberts' Rules of Order, newly revised (aka Parliamentary Procedure).

Section 4 – Seven (7) members shall constitute a quorum at all meetings of the membership, as long as three (3) of the seven (7) members are of the executive committee.

Section 5 – Order of the monthly Chapter meeting

1. Call to order
2. Invocation
3. Pledge of allegiance to the Flag
4. SAR Pledge
5. Introduction of new member and guest
6. Introduction of program and speaker
7. Reading of the executive committee minutes
8. Officers' reports
9. Committee reports
10. Unfinished business
11. New business
12. Recessional
13. Adjournment

ARTICLE 10
General and Special Committees

Section 1 – The general committees are: Membership, Finance, Youth programs and ROTC.

Section 2 – The Membership committee shall be headed by the 1st Vice President with committee members being the Registrar and Genealogist and other members as appointed by the President. They shall meet quarterly to evaluate the membership process of the chapter.

Section 3 – The Finance committee shall be headed by the Treasurer and such members as appointed by the President. This committee shall plan the annual budget. They shall meet quarterly to evaluate the budget of the Chapter and report the results to the Executive Committee in the next executive committee meeting

Section 4 –The Youth program committee shall be by appointment of the President. It shall consist of a Chair and two members, The focus of this committee shall be the you program of the SAR i.e. Essays, Orations, Posters, Brochure and Eagle Scout. They should meet as often as required to ensure action is taken on these programs.

Section 5 – ROTC program committee shall be by appointment of the President. It shall consist of a Chair and two members. They shall focus on the local ROTC programs in Redlands and the local communities surrounding Redlands. If request come outside this area, the executive committee must approve chapter participation. They should meet as often as required to ensure action is taken on this program.

ARTICLE 11

Communication Methods between Members

Section 1 – Chapter members are not allowed to “blast” group emails to Chapter members unless approved by the Executive Committee.

Section 2 – In sending emails, members are to direct their emails to the specific member they are addressing and not to the general membership.

Section 3 – All emails require that they be cc'd to the President of the Chapter.

ARTICLE 12

Social Media - Facebook

Section 1 –The Chapter shall allow a Facebook page entitled: “Sons of the American Revolution – Redlands Chapter of California”.

Section 2 – The FB page shall have one Administrator, currently Shawn Price. A second member to act as an associate administrator shall be appointed by the President.

Section 3 – A list of rules shall be established for members to follow. The Executive Committee shall approve the proposed rules,

Section 4 – A list of questions shall be established for members to answer before being allowed to post on the FB group. The last question requires the member to agree to follow the rules of the group. The Executive Committee shall approve the proposed questions.

Section 5 – No commercial or personal advertising shall be allowed. All posting shall be related to the Redlands Chapter programs and activities.

Section 6 – The Administrators shall have full authority to ban any group members who does not follow the group rules or lies on the questions to become a member of the group.

ARTICLE 13

Social Media – Website

Section 1 – The Chapter shall maintain a website.

Section 2 - The Administrator of the website shall be Charles Kiel and a second member shall be appointed by the President.

Section 3 – The two administrators shall have full access to maintain and update the website.

Section 4 – The Chapter shall cover the cost of maintaining the website in its annual budget.

ARTICLE 14

Chapter Members holding National and/or State Positions

Section 1 –Chapter members who hold a California State Society leadership position are not authorized to act in that position in the Redlands Chapter unless approved by the Executive Committee. They are to follow the guidelines established by the State Society in acting in their state leadership position.

Section 2 – Chapter members who hold another State Society leadership position are not authorized to act in the capacity of that position in the Redlands Chapter unless approved by the Executive Committee. They are to follow the guidelines established by that State Society in acting in their state leadership position.

Section 3 - Chapter members who hold a National Society leadership position are not authorized to act in the capacity of that position in the Redlands Chapter unless approved by the Executive Committee. They are to follow the guidelines established by the National Society in acting in their national leadership position.