

Silicon Valley chapter California Society of the Sons of the American Revolution (CASSAR)

Bylaws Adopted: May of 2001

Chapter 1: MEMBERSHIP

Full membership in the Silicon Valley chapter, California Society of the Sons of the American Revolution (henceforth referred to as the Chapter) shall be set forth in the CASSAR Bylaw Number 1 "MEMBERSHIP". Full membership means acceptance into the Chapter, NSSAR and CASSAR. Full members are referred to as Compatriots and have voting rights. Associate membership in the Chapter is available to any male American who acts in accordance with these Bylaws.

Chapter 2: MEETINGS

The Chapter shall hold at least four meetings each year, including an annual meeting for the election of officers (per CASSAR Bylaw Number 2, Sections 3 and 4). Additional events may be scheduled for the benefit of members and associates.

Chapter 3: EXECUTIVE BOARD

Section 3.1 – PURPOSE

The Executive Board (henceforth referred to as the Board) of the Chapter shall have management and control of the property and affairs of this Chapter and be responsible for the promotion of its objectives. The (national) NSSAR Constitution, Article II, specifies the purpose and *objects* of our organization. Our objectives and actions should be **patriotic, historical, educational**, and with proper design and intentions:

- Perpetuate the memory of American Revolution patriots, who by their services and sacrifices achieved the independence of the American people.
- Unite and promote fellowship among descendants.
- Revere the principals of government founded by our forefathers.
- Encourage research in relation to the American Revolution.
- Acquire and preserve the records of patriots, documents, relics and landmarks.
- Mark the scenes of the Revolution by appropriate memorials.
- Celebrate the anniversaries of prominent events of the war and of the period.
- Foster true patriotism.
- Maintain and extend the institutions of American freedom and to carry out the

purposes expressed in the preamble of the Constitution and the injunctions of Washington in his farewell address.

Section 3.2 – COMPOSITION

The Board shall comprise the elected officers of the Chapter who are in good standing (refer to Section 4.1). The conduct of Board meetings is specified in Section 8.2.

Section 3.3 – TREASURY

The Board shall manage and invest moneys, securities, or property that may accrue to the Permanent Fund in the name of the Chapter, CASSAR in accordance with the prudent man rule. A bank account shall be opened in the name of the Chapter in a bank approved by the Board in which all funds shall be deposited. Any funds deposited therein may be withdrawn only on the signature of two members of the Board. Withdrawal of income from their investments and bank account may be made only as provided in Bylaws Section 4.8 and Chapter 9. Status reports shall be presented to the Board at each of its meetings and to the Secretary at least ten days before the annual meeting of the Chapter.

Chapter 4: OFFICERS, POWERS, & DUTIES

An officer may hold more than one office, but can only cast one vote. Unless elected by the membership or ratified by the Board, terms are for one calendar year. For the exception of Secretary and Registrar, no more than two consecutive elected terms should be served.

Section 4.1 – ELECTED OFFICERS

The seven elected officers of this Chapter shall be selected during the year-end meeting and assume office at that meeting. They shall all voluntarily serve without stipend:

- President
- Vice President, Programs
- Vice President, Membership
- Secretary
- Treasurer
- Registrar
- Immediate Past President

Section 4.1.1 - PRESIDENT

The President shall preside at all meetings of the Chapter and the Board. He shall exercise the usual duties of a presiding officer with a vote. He must be a Compatriot. He shall enforce strict observance of the Society's Articles of Incorporation, NSSAR, CASSAR, and Chapter Bylaws. He may appoint all committees not otherwise provided for and shall function as the defacto incumbent of Chapter offices and committee chairmanships that have no elected or appointed incumbent.

In the absence of the President at any meeting, other officers in the order listed in Chapter 4, Section 1, shall assume his duties.

Section 4.1.2 – VICE PRESIDENT, PROGRAMS

The first Vice President shall assist with the operations of the Chapter and perform duties as assigned by the President. He is assigned as Chairman of the Programs Committee. He is a member of the Finance Committee. He may appoint special subcommittees.

Section 4.1.3 – VICE PRESIDENT, MEMBERSHIP

The second Vice President shall assist with the operations of the Chapter and perform duties as assigned by the President. He is assigned as Chairman of the Membership Committee. He may appoint special subcommittees.

Section 4.1.4 – SECRETARY

The Secretary shall conduct the general Chapter correspondence and other matters as may be directed by the Board or the President. He shall have charge of the Bylaws and Chapter records, and together with the presiding officers, shall certify all acts of the Chapter.

He shall send out membership dues notices before November 15 and receive all member payments that will be turned over to the Treasurer.

He shall keep fair and accurate records of all memberships, proceedings and orders of the Chapter and shall give notice to officers of all votes, orders, resolutions, and proceedings affecting the or pertaining to their respective duties.

He shall notify all members of their election. He shall under direction of the President, give due notice of the time, place, and agenda of all meetings of the Chapter or Board.

He shall send a copy of the minutes to the Historian and to each of the other Board members when directed to do so by the Board or President.

The Secretary shall file with the CASSAR Executive Secretary, before March 31st, an Annual Report of the Chapter. This report shall include programs during the calendar year ending with the year-end annual Chapter meeting. He shall send a copy of the report to the Chapter Historian. The annual report shall include the Financial Statement and additions, transfers, deaths, and any other changes in membership (per CASSAR Bylaw Number 2, Sections 3 and 4).

Section 4.1.5 – TREASURER

The Treasurer shall collect and keep the general operation funds of the Chapter. He shall receive from the Secretary all membership dues and other funds paid to the Chapter. They shall be deposited in a banking institution approved by the Board and shall be placed to the credit of the Silicon Valley chapter, CASSAR.

The Treasurer shall expend funds of the Chapter only as directed by the Board through adoption of a budget or by specific direction for a particular item. Funds shall be expended by check signed by two authorized officers. He shall keep a true account of his

receipts and disbursements and at each meeting render the same to the Chapter.

He shall present to the membership a financial statement of the administrative year ending with the year-end annual meeting. He shall make return of and pay the moneys due the CASSAR before March 31 (or as specified in CASSAR Bylaw Number 2, Section 4).

He shall make other reports as may be requested by the Board or President. The Treasurer shall also administer and manage any special fund. He shall be the Chairman of the Finance Committee and not be on the Audit Committee.

Section 4.1.6 – REGISTRAR

The Registrar must be a Compatriot and shall examine all applications submitted to this Chapter of membership in the NSSAR. Those found eligible shall be forwarded to the CASSAR Registrar. Supplemental applications shall be handled in a similar manner.

The Chapter Genealogist and Vice President, Membership shall assist this officer. The Board may select an Assistant Registrar/Genealogist.

Section 4.1.7 – PAST PRESIDENT

The most immediate Past President of the Chapter, who is a Compatriot in good standing, shall be a member of the Board.

He shall chair a three person Nominating Committee. Should he prefer not to serve, the President shall appoint a Compatriot in good standing.

Section 4.2 – OTHER OFFICERS

Sixteen appointed officers might be on the *Expanded* Board with the seven elected officers. Compatriots and associates may have more than one position. Additional officers shall be appointed by the Board to serve:

- Awards Chairman
- Chancellor
- Chaplain
- Color Guard Commander
- Genealogist
- Historian (not defined)
- Membership Coordinators (6)
- Newsletter Publisher of the *Silicon Valley Forge*
- Publicity Director
- R.O.T.C. Recognition Chairman
- Sergeant at Arms

Section 4.2.1 – AWARDS CHAIRMAN

The Board shall choose a Compatriot or associate to serve as the coordinator of awards. Awards and recognitions may be given to members, their spouses, youth, Daughters of

the American Revolution regents, and members of the community. Nominations may be made for State and National awards. Actions must meet with the approval of the Board or general membership.

Section 4.2.2 – CHANCELLOR

The Chapter Chancellor shall be an Attorney-at-Law with the duty to give opinions on all legal matters affecting the Chapter when the Board refers questions to him. He may act as Parliamentarian at meetings of the Chapter and Board. Should the Chancellor not wish to act as such, the presiding officer might appoint a substitute.

Section 4.2.3 – CHAPLAIN

The Chapter Chaplain shall open and close meetings of the Chapter and Board with religious services usual and proper on such occasions when so directed by the President or by the presiding officer at the meeting.

He shall work with the Board to recognize Compatriots and associates who have passed away.

Section 4.2.4 – COLOR GUARD COMMANDER

The Commander directs the activities of the Chapter Color Guard. He arranges for public appearances and actively recruits new members.

Section 4.2.5 – GENEALOGIST

The Chapter Genealogist shall assist the Registrar, the Board, and any member of the Chapter who may appeal to him for help in preparing application papers for membership. He shall examine all appeals from decisions or lack of action by the Registrar. He shall report to the Board on all matters that come before him. He shall obtain and preserve biographical and genealogical materials.

Section 4.2.6 – MEMBERSHIP COORDINATORS

Six Membership Coordinators might be selected to assist the Vice President, Membership. One coordinator will focus on prospective new member recruitment. Five coordinators will be assigned a portion of the active membership (e.g. 75+, 62-74, 50-61, 35-49, 18-35 years old) to provide communication links and member services.

Section 4.2.7 – NEWSLETTER PUBLISHER

The Board shall select the Managing Editor/Publisher of the *Silicon Valley Chapter Forge*. The editor is responsible for the publication and distribution of the Chapter newsletter quarterly or at a frequency determined by the Board.

Section 4.2.8 – PUBLICITY DIRECTOR

The Chapter Publicity Director might be Chairman of the Publicity Committee. He might direct promotional, advertising, and Speakers Bureau activities.

Section 4.2.9 – R.O.T.C. RECOGNITION CHAIRMAN

The Board shall appoint a Compatriot or associate to coordinate awards given to

deserving students of high school and college R.O.T.C. programs. A committee might serve at the discretion of the chairman.

Section 4.2.10 – SERGEANT AT ARMS

The Sergeant at Arms shall report to the Vice President, Programs, and be responsible for being a greeter, setting up the flags, providing name tags, and managing the guest book.

These men shall report any change of status to the Board, phone members about Chapter events and meetings, obtain current and prospective member data (name, address, phone, e-mail address), contact associates about their application status, and obtain pre-paid Chapter dues and forward to the Secretary.

Section 4.3 – OFFICER SUCCESSION

If an officer resigns, moves, becomes incapacitated, or is otherwise unable to perform his office, his replacement may be named by the President and formally elected or ratified at any duly called meeting.

CHAPTER 5: COMMITTEES

The President shall appoint a chairman when one is not specified in the Bylaws. The President may appoint directly or with the Chairman's recommendations, other Compatriots to these committees. The President shall be an ex-officio member of all standing and special committees.

Section 5.1 – NOMINATING COMMITTEE

The President shall appoint, at least 90 Days before the annual meeting, two Compatriots in good standing to serve on the Nominating Committee with the Immediate Past President.

At least 30 days before the annual meeting, the Committee shall provide the Secretary with a list of proposed nominations for each elective office and suggestions for the nominated positions.

The Committee shall accept written nominations signed by five or more Compatriots between 45 and 90 days before the published date of the annual meeting and election.

Section 5.2 – STANDING COMMITTEES

The following are required committees:

(a) FINANCE COMMITTEE

The Treasurer, Vice President, Programs, and a member/associate-at-large shall serve on this committee. They shall estimate the income and expenditures, and recommend fiscal actions as they consider in the best interest of the Chapter. One of their main duties is prepare a recommended annual budget for the following year. The Board must approve the annual budget.

(b) AUDIT COMMITTEE

It shall comprise of at least three Compatriots, two of who shall be other than elected officers. It shall audit the books and records of the Treasurer and report to the President.

(c) MEMBERSHIP COMMITTEE

The Vice President, Membership shall serve as Chairman of the Membership Committee. It shall solicit and encourage candidates for membership to file applications and join the Society. Membership Coordinators facilitate Compatriot involvement in Chapter activities. Special subcommittees may be established: Awards, Military Service, Birthday Recognition, etc.

(d) BYLAWS COMMITTEE

The President shall choose members of this committee. It is suggested that the Chapter Chancellor be included. It shall review all proposed amendments to the Bylaws and submit the final wording to the Secretary who will distribute the proposed changes to the Chapter membership about thirty days before the meeting at which they will be discussed and adopted.

SECTION 5.3 – SPECIAL COMMITTEES

As deemed appropriate by the President or Board, special committees may be appointed for a term of office.

CHAPTER 6: NEWSLETTER

The Silicon Valley Forge shall be published and distributed quarterly or at a frequency determined by the Board. Coordination of distribution dates should be made with the Secretary in relation to meeting announcements.

CHAPTER 7: FEES AND DUES

Section 7.1 – FEES AND DUES

The admission fee for membership shall be the amount declared by the NSSAR and by the CASSAR (per CASSAR Bylaw Number 7, Section 1), plus the membership dues currently declared by the Board. An associate's Chapter dues increase \$10 annually up to \$50 per year.

Section 7.2 – FISCAL YEAR

The fiscal year of the CASSAR and this Chapter is January 1st through December 31st of the following year. The dues for each member of the Chapter shall be that amount due to the NSSAR and due the CASSAR, plus the amount of Chapter dues declared by the Board. New members approved and registered by the NSSAR and the CASSAR on or after January 1st do not pay NSSAR dues for the balance of that calendar year in compliance with NSSAR Bylaw Number 19. A member delinquent in payment of annual dues after December 31st is automatically suspended and shall be dropped from membership (reference CASSAR Bylaw Number 7, Section 3).

Section 7.3 – REINSTATEMENT

Any former Compatriot whose membership has been terminated for nonpayment of annual dues may be reinstated by payment of the current dues to the Treasurer, provided that his request for reinstatement is approved by the Board.

CHAPTER 8: MEETINGS OF THE CHAPTER

Section 8.1– MEETINGS

(a) Chapter Meetings shall comprise all Compatriots of the Chapter who are in good standing. The right to vote shall be limited to one vote for each member who is present. There shall be no proxy or absentee voting permitted at any meeting of this Chapter.

(b) Notice of meetings shall be sent by the Secretary or Newsletter Editor no less than seven days before the meeting.

(c) Pursuant to the duly sent meeting notice, quorum at any announced meeting of the Chapter shall be five members in good standing.

(d) The order of business for the meetings of the Chapter is suggested as stated in the NSSAR Handbook/Manual.

Section 8.2 – MEETINGS OF THE BOARD

(a) Special meetings of the Board may be called from time to time by the President or by three members of the Board. In either case, the Secretary shall give notice thereof in accordance with these Bylaws.

(b) A quorum at the Board meeting shall be three members.

(c) All meetings of the Board shall be open to the general membership. Voting rights are limited to the members of the Board.

Section 8.3 – CONDUCT OF MEETINGS

Unless contrary to unanimous consent, all meetings of the Board, committees, and Chapter business shall be conducted in accordance with these Bylaws, or where they are silent, by the provisions of Robert's Rules of Order, Revised.

Section 8.4 – ELECTIONS

Elections of officers shall be by ballot provided that by unanimous consent of the electing body. Election by ballot may be waived as to any office, if after nominations for that office are declared closed and only one member has been nominated for that office. There shall be no cumulative, absentee or proxy voting.

Section 8.5 – CASSAR AND NSSAR MEETINGS

The Chapter President shall appoint delegates and alternates to the CASSAR meetings if he is unable to attend. The CASSAR President shall appoint delegates and alternates to

the annual NSSAR Congress.

Chapter 9: THE PERMANENT FUND

Section 9.1 – MANAGEMENT

The Chapter shall maintain a Permanent Fund to insure the stability and perpetuity of the organization. Management of the Permanent Fund shall be the responsibility of the Board.

Section 9.2 – CORPUS

The corpus of the Permanent Fund shall comprise all moneys or property, real or personal, which may accrue to this Chapter by donation, gift, bequest, or otherwise for this purpose and all sums of money or property as the Chapter may, by action of the Board, apply to this purpose. The corpus shall not be impaired or diminished but may be increased as provided herein.

Section 9.3 – INCOME

The income from the Permanent Fund shall be accumulated and added to the corpus at the end of each fiscal year, if any part not to exceed one half of the income for any fiscal year may, by vote of a majority of the Chapter membership, be used for the general purposes of the Chapter.

Chapter 10: AMENDMENTS TO THE BYLAWS

Section 10.1 – PROPOSED CHANGES

Any Compatriot in good standing may propose a change to these Bylaws. Suggestions should be submitted to the Bylaws Committee.

Section 10.2 – APPROVAL

After review by the Bylaws Committee and submission to the membership, the proposed amendment shall be voted upon at the next regular meeting of the Chapter. A two-third vote in the affirmative of those Chapter members present and voting at the meeting shall be required to approve the amendment.



D. A. Dailey, President
Silicon Valley chapter, CASSAR



W. W. Clark II, Secretary
Silicon Valley chapter, CASSAR

Note 1: These Bylaws were presented to the membership on March 17, 2001, and approved by the Silicon Valley chapter, California Society of the Sons of the American Revolution, on May 19, 2001.

Note 2: The Chapter Bylaws were previously revised on October 20, 1990, and signed by President W. Bruce Pruitt. That was the date that the Chapter changed its name from the Palo Alto chapter to Santa Clara Valley chapter.