



BYLAWS

**of the
THOMAS JEFFERSON CHAPTER
of the
California Society of the
Sons of the American Revolution**

September 21, 2024

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of the
THOMAS JEFFERSON CHAPTER
California Society of the Sons of the American Revolution

Article I
NAME

The name of this organization shall be the Thomas Jefferson Chapter of the California Society of the Sons of the American Revolution.

Article II
OBJECT

The objects of this Society are declared to be patriotic, historical and educational, and shall include those intended or designed to perpetuate the memory of those who, by their services or sacrifices during the war of the American Revolution, achieved the independence of the American people; to unite and promote fellowship among their descendants; to inspire them and the community at large with a more profound reverence for the principles of the government founded by our forefathers; to encourage historical research in relation to the American Revolution; to acquire and preserve the records of the individual services of the patriots of the war, as well as documents, relics, and landmarks; to mark the scenes of the Revolution by appropriate memorials; to celebrate the anniversaries of prominent events of the war and of the Revolutionary period; to foster true patriotism; to maintain and extend the institutions of American freedom, and 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
ELIGIBILITY FOR MEMBERSHIP

Section 1. Any man is eligible for membership in this Chapter who is a member in good standing of the California Society of the Sons of the American Revolution, or of any State Society of the Sons of the American Revolution.

Section 2. Members who are not in good standing in the California Society of the Sons of the American Revolution, or of any other State Society, shall cease to be members of this Chapter.

Article IV
OFFICERS

Section 1. The officers of this Chapter shall be President, Vice-President, Secretary, Treasurer, Registrar, Historian, Chaplain, Sergeant-at-Arms, Awards Chairman, Immediate Past President, and up to three Directors.

Section 2. At the regular meeting of the Board in September, a nominating committee of three members shall be elected by the Board. It shall be the duty of this committee to nominate a candidate for each office to be filled at the annual election meeting in November. Additional nominations may be made from the floor, provided the consent of the nominee shall first have been obtained. At least fifteen (15) days prior to the election meeting, the chairman of the nominating committee shall provide the secretary with a list of proposed nominations for each elective office, and shall provide a copy of the list to each member of the Board.

Section 3. If there is more than one candidate for any office, election to that office shall be by ballot and a majority shall elect. Election by ballot may be waived as to any office, if, after nominations for that office are declared closed, only one has been nominated for that office.

There shall be no proxy voting. All officers shall hold office for one year or until their successors are installed. Their terms of office shall begin after their installation at the regular meeting in January. No member shall hold more than two offices at any one time.

Section 4. Vacancies in office (other than that of President) may be filled by the President on an interim basis until the next meeting of the Board at which time it will be filled by a majority vote of the Board.

Section 5. An officer may be removed from office for non-performance of duty or for misconduct. A two-thirds vote of the Board shall be required to remove an officer from office.

Article V

DUTIES OF OFFICERS

Section 1. The officers shall perform the duties prescribed by these By-Laws and by those of the California and National Societies of the Sons of the American Revolution.

Section 2. The **President** shall preside at all meetings of the Chapter and of the Executive Board, and shall have a casting vote. He shall be the chief executive officer of the Chapter, and shall enforce strict observance of the bylaws. He shall appoint all Committees otherwise provided for, and shall be *ex officio* a member of all committees except the nominating committee.

Section 3. The **Vice-President** shall, in the absence of the President, perform the duties pertaining to that office. The Vice-President shall assume the office of the President upon the resignation or incapacity of the President. In the absence of the President and Vice President, the President's duties shall be assumed by the other elected officers in order of precedence listed in sections 4 through 11.

Section 4. The **Secretary** shall keep fair and accurate records of all proceedings and orders; and shall give notice to the several officers of all votes, orders, resolves and proceedings of the Chapter and Society affecting them or pertaining to their respective duties. He shall keep a roll of the members, and shall give due notices of the time and place of all meetings and attempt to attend the same. He shall conduct the general correspondence under the direction of the President and the Board. He shall, immediately after election, notify the State Society of the names and addresses of newly elected officers. The Secretary shall prepare an annual report to be sent to the Executive Secretary of the State Society, showing the names and addresses of the active members; the names and addresses of those resigned, dropped, and deceased, and those for whom dues are waived for any reason. He shall have charge of the By-Laws and Minutes of the meetings of the Board, and shall certify all acts of the Chapter.

Section 5. The **Treasurer** shall collect and keep the funds of the Chapter and deposit the same in a bank or savings institution designated by the Executive Board, and shall be placed to the credit of the THOMAS JEFFERSON CHAPTER OF THE CALIFORNIA SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION. He shall draw on the funds for the payment of such obligations as may be approved by the officers or Executive Board. He shall keep a true account of his receipts and disbursements, and make a report thereof at every regular meeting of the Board, and submit an annual account at the regular meeting in January.

Section 6. The **Registrar** shall examine and approve applications for membership, and shall report to the Board those found eligible. He shall provide guidance to applicants in the preparation of their applications.

Section 7. The **Historian** shall keep records of the historical and commemorative meetings, and shall supervise the preparation and printing of its historical publications.

Section 8. The **Chaplain** shall attend meetings and pronounce the Invocation and endeavor to give spiritual guidance to the membership. He shall arrange the services at the burial of deceased Compatriots when the Society is requested to participate in the ceremony, and he shall be guided by the official Ritual of the National Society of the Sons of the American Revolution.

Section 9. The **Sergeant-at-Arms** shall have custody of the chapter flags, and shall bring the flags to chapter meetings as required.

Section 10. The **Awards Chairman** shall present medals and awards outside of meetings of the Chapter on behalf of the Chapter. He shall maintain records of those receiving medals and awards, and when the same were presented.

Section 11. The **Directors** shall advise the other Chapter officers, and provide assistance at the request of the President or the Board.

Article VI MEETINGS

Section 1. Unless otherwise ordered by the Chapter or by the Executive Board, regular meetings shall be held on the fourth Saturday of each month from January to May, and September to November inclusive.

Section 2. The regular meeting in January shall be known as the annual meeting, and shall be for the purpose of installing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3. Special meetings may be called by the President and shall be called upon the written request of five members.

Section 4. Six members shall constitute a quorum.

Article VII FEES AND DUES

Section 1. The Initiation fee shall be that required by the National Society of the Sons of the American Revolution.

Section 2. The annual dues shall be the sum of the per capita dues collected on behalf of the State Society and the National Society, and the per capita dues collected by the Chapter.

Section 3. Chapter dues may be increased by a two-thirds majority of officers present at any meeting of the Executive Board. The increase in dues shall be announced at the next regular meeting of the Chapter and at the last regular meeting of the Chapter in the calendar year.

Section 4. The fiscal year for this Chapter is from January 1 through December 31.

Section 5. A member in good standing of another chapter may become an Associate Member in this Chapter upon approval by a majority of the Board and the payment of Chapter dues. However, such membership does not provide for the privilege of voting or holding office in this Chapter.

Article VIII EXECUTIVE BOARD

Section 1. The elected officers of the Chapter shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the Chapter between its meetings. It is subject to the orders of the Chapter, and none of its acts shall conflict with action taken by the Chapter.

Section 3. Meetings of the Executive Board shall be at the call of the President, or upon written request of four members of the Board.

Section 4. At least four (4) regular meetings of the Board shall be held annually.

Section 5. Six voting board members shall constitute a quorum. Every act or decision done or made by a majority of the Board Members present at a meeting duly held at which a quorum is present is an act of the Board. Each Board Member shall have only one vote notwithstanding he may hold two positions each of which qualifies him for Board membership.

Article IX
COMMITTEES

Section 1. Such committees, or chairmen of committees, shall be appointed by the President as he desires, or as the Chapter authorizes, or as the State and National Societies may require.

Section 2. The President shall appoint a member to be editor of the THOMAS JEFFERSON CHAPTER MINUTEMAN, the monthly publication of the Chapter.

Article X
PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Revised shall govern the Chapter in all cases in which they are applicable and in which they are not inconsistent with the By-Laws of the National or the State Societies of the Sons of the American Revolution.

Article XI
AMENDMENT

Section 1. These By-Laws may be amended at any regular business meeting of the Chapter by a two-thirds vote, provided the proposed amendment has been submitted in writing at the previous regular business meeting. Amendments shall become effective upon adjournment of the meeting at which they are adopted, unless otherwise specified in the amendment.

Section 2. Any amendment adopted by the National or State Society of the Sons of the American Revolution which affects the work of this Chapter shall become a By-Law of this Chapter without notice of amendment.

The foregoing is a true and accurate restatement of the Bylaws of the Thomas Jefferson Chapter of the California Society of the Sons of the American Revolution. These Bylaws were duly approved by the executive board and received the required vote of the members on 23 February 2002 at Alameda, California, as amended by a vote of the members on 21 September 2024 at Concord, California.

— Stephen R. Renouf, Secretary