

**CENTRAL COAST CHAPTER**  
**National Society Sons of the American Revolution**  
**Bylaws**

**PREAMBLE**

*Recognizing the sacrifices, vision, and enduring legacy of the Patriots who secured American independence, the members of the Central Coast Chapter of the Sons of the American Revolution unite in common purpose. We affirm our dedication to preserving the memory of those who served and supported the cause of liberty during the American Revolution. We commit ourselves to promoting an understanding of the founding principles of our nation, uniting and promoting fellowship among descendants of these Patriots by encouraging historical research, fostering patriotism, encouraging reverence, supporting civic education, and upholding the ideals of our Society.*

*In order to provide structure for our activities and to guide the orderly conduct of our affairs, we hereby establish these bylaws for the governance of this Chapter.*

**ARTICLE I**

**Chapter and Location**

The Central Coast Chapter (herein referred to as the “Chapter”) is chartered by the California Society, Sons of the American Revolution (herein referred to as the “State Society”) and shall maintain its principal location in the County of San Luis Obispo while also welcoming Chapter members residing in southern Monterey and northern Santa Barbara Counties in the State of California. The Chapter is a subordinate organization of the State Society, which in turn is a subordinate organization of the National Society of the Sons of the American Revolution (herein referred to as the “National Society”). As such, they are all non-profit tax-exempt organizations under the Internal Revenue Code 501(c)(3) because they are included in a group ruling issued to the National Society, located in Louisville, Kentucky. Contributions to these organizations are tax-deductible and are qualified to receive tax-deductible bequests, devises, transfers, or gifts under section 2055, 2106, or 2522 of the Internal Revenue Code.

## ARTICLE II

### Membership

1. Members of the Central Coast Chapter, Sons of the American Revolution (SAR) are direct lineal descendants of Patriots who participated in establishing American Independence, as determined by the State and National Societies. Members of this Chapter will be recognized with the official designation of "Compatriot."
2. Membership in the Chapter shall continue as long as all annual dues to the National Society, the State Society, and the Chapter are paid in full.
3. The privileges of holding office and voting shall belong to all Chapter Members in good standing. Each member shall be entitled to one vote, which must be exercised in person by the member. There shall be no proxy or cumulative voting.
4. Application for membership may be made to the Chapter Registrar, and all required questionnaires or other forms shall be completed. Members may reside in any geographic location. A request for transfer to or from the Chapter shall be made in writing to a Chapter Officer.
5. Membership shall be subject to acceptance by the State and National Societies.
6. Junior Membership in the SAR is available for male youths under the age of 18, subject to acceptance by the State and therefore by the National Societies.
  - a. A Junior Member does not pay Chapter or State Society dues but does pay the dues charged for Junior Members by the National Society.
  - b. If the Junior Member reaches the age of 18 prior to the following January 1, he is automatically recognized as a Regular Member and will begin paying as such to the Chapter, State, and National Societies.
  - c. A Junior Member may not hold office but may serve on Chapter Committees.
  - d. A Junior Member does not have voting privileges.
  - e. A Junior Member receives a copy of the Chapter Newsletter and/or Chapter correspondence.
  - f. Junior Members are encouraged to attend Chapter meetings and events.
7. Members of other SAR Chapters or State Societies may join the Chapter as a Dual Member.

- a. A Dual Member must be recommended by a Member of the Central Coast Chapter.
  - b. A Dual Member may not hold office but may serve on Chapter Committees.
  - c. A Dual Member must pay the current Central Coast Chapter dues, and if his primary Membership is in another State Society other than California, he must also pay the California Society State dues.
  - d. A Dual Member does not have voting privileges.
  - e. A Dual Member will receive the Chapter Newsletter and/or Chapter correspondence.
  - f. A Dual Member is welcome to bring additional guests to all Chapter meetings and events.
8. Prospective Members and or men not meeting the requirements listed above may join the Chapter as an Associate.
- a. An Associate must be recommended by a Member of the Chapter.
  - b. An Associate does not have voting privileges.
  - c. An Associate will receive the Chapter Newsletter and/or Chapter correspondence.
  - d. Associates are welcome to bring additional guests to Chapter Meetings, and they are encouraged to participate in all Chapter meetings and events.

### **ARTICLE III**

#### **Chapter Officers**

1. The Chapter Officers shall include, at a minimum, the President, Secretary, and Treasurer. The addition of a Vice President, Registrar, or other Officers deemed necessary may be added as the Chapter grows.
  - a. Officers shall all serve without compensation.

- b. Officers shall be elected by the Chapter Membership and shall serve for a term of two (2) years.
  - c. Officers may be reelected for additional terms as determined by the Chapter Membership
- 2. The Executive Committee may appoint a Meeting Manager, Program Manager, Chaplain, Historian, Assistant Registrar, Editor of the Chapter Newsletter, Sergeant-at-Arms, Web Master, Guardian of the Flags, and other such supporting Officers as they deem necessary.
- 3. The President shall preside over all meetings of the membership and shall enforce observance of the Chapter Bylaws. He shall recommend any activities that will be undertaken by the Chapter during his term of office.
- 4. The Vice President shall function in the absence of the President, or upon the President's inability to act, and shall perform such duties as may be specifically assigned. A prerequisite for holding this office is a clear understanding and commitment that the Vice President will serve the Chapter as its President when the current President leaves office.
- 5. The Vice President shall be responsible for finding and scheduling speakers, as well as event and program planning for the Chapter.
- 6. The Secretary shall keep and maintain a complete record of the proceedings of the Executive Committee and of the Chapter Meetings. He shall prepare such papers, records, instruments and reports as may be required for the Chapter, State or National Societies, and such other duties that may be prescribed by the Chapter or Executive Committee.
- 7. The Treasurer shall receive all dues, safely keep all funds of the Chapter, and shall deposit all funds in such bank or banks, which may be selected by the Executive Committee. He shall keep accurate records of all financial transactions by the Chapter, and will file annually required documents with the IRS, California State Franchise Tax Board, and California Department of Justice. He may be bonded at the direction of the Executive Committee.
- 8. The Registrar shall review and approve the preparation and submission of applications to the State Society by candidates for SAR membership.

## ARTICLE IV

### Programs and Committees

1. The Program Manager shall oversee all of the various Chapter Programs which may include but are not limited to: Youth Programs: Elementary School Poster Contest; George S & Stella M. Knight Essay Contest; Joseph S. Rumbaugh Historical Oration Contest; ROTC/JROTC and Sea Cadet Recognition Programs; Eagle Scout Program; Sgt Moses Adams Middle School Brochure Contest; High School Orations Contests; Youth Video Contest; Education Outreach Programs; Veterans Programs; First Responder Programs; Flag Certificate Programs; and other programs identified by the Chapter, State, and National Societies. If no Program Manager is identified, the Chapter President will assume or delegate responsibilities for them.
2. The Chaplain shall be asked by the President to offer an Invocation or Benediction in conjunction with any regular or special meeting of the membership. He may be ordained clergy or a layman. Visiting clergy may be asked to function as the Chaplain for that function. The Chapter Chaplain may be assigned such other duties by the President that will improve the spiritual well-being of Chapter members, such as visiting the sick, shut-ins, & etc.
3. The Chapter Newsletter Editor shall be responsible for notifying the membership of meetings, items of major interest, and news items through printed publication or electronic distribution as determined by the Chapter Executive Committee.
4. The Sergeant-at-Arms shall be responsible for maintaining order, enforcing the rules, and ensuring security for Chapter meetings and other functions. Other duties include assisting in preparing for meetings, greeting members, managing seating and materials, the safekeeping of the Chapter's flags, as well as upholding the Chapter Bylaws and Parliamentary Procedures.
5. The Web Master shall be responsible for maintaining the Chapter website. This includes, but is not limited to, resolving technical problems, updating the chapter information, and posting the current Newsletter to the site.

## **ARTICLE V**

### **Executive Committee**

1. The Executive Committee shall be composed of the Chapter President, Vice President, Secretary, Treasurer, and any other elected or appointed officers as needed. Past Presidents of the Chapter shall be Ex-Officio Members.
2. The Executive Board shall have charge of, conduct, and manage the affairs of the Chapter, guard its interest, and conduct its business in accordance with these Bylaws. It shall make policy and govern the chapter subject to the interests and will of the Membership under these Bylaws. The Executive Board is the “governing body” for the purposes of review and approval of required Internal Revenue Service, California Franchise Tax Board, and California Registry of Charitable Trusts forms, filings, and other required reports, and for the purposes of compliance with Federal and State Law.
3. A minimum of two (2) of the Executive Committee sitting members shall constitute a quorum of any Executive Committee meeting.
4. Any Member of the Executive Committee can call a meeting. Committee members shall be given at least one week’s notice before the date of any meeting.
5. A Special Meeting may also be called by any officer in writing, and it shall take place if agreed upon by at least three (3) officers. This call shall be filed with the Chapter Secretary.

## **ARTICLE VI**

### **Chapter Meetings**

1. The Chapter shall meet monthly throughout the year, at a time, date, and place to be specified by the Executive Committee. These meetings may be held “in person” or via video/audio or audio-only electronic conferencing systems. The Chapter shall hold not less than four (4) meetings each year, including an annual meeting for the election of Officers.

2. A minimum of three (3) Members, two (2) of whom shall be elected Officers, shall constitute a quorum for any Chapter meeting announced with seven (7) days' notice.
3. Chapter Business shall be conducted under Robert's Rules of Order.
4. If a quorum is present and a proposal is offered for a vote, but the matter is deemed significant enough by the Presiding Officer of the meeting, he will call for a vote of the attending Members. If the motion is passed, a notice will be sent to all Members. If there is no objection to the proposal after 30 days, the matter will be considered approved. If there is an objection, the motion will be returned for a vote of the attending Membership at the next regular meeting, which will then be considered binding.
5. Special Meetings may be called at any time by the President, or the Executive Committee, or in response to the written request of three (3) members, and with the written notice of time and place mailed to all members in good standing at least seven (7) days prior to such special meeting. The meeting shall be called for one specified purpose.
6. The Chapter shall hold its annual meeting for the Election of Officers at the January meeting each year.
7. At any and all meetings, a full record of proceedings shall be maintained by the Chapter Secretary; or if he is absent or unable to function, then by a temporary Secretary appointed by the Chapter President or by the Presiding Officer at the meeting.

## **ARTICLE VII**

### **Miscellaneous**

1. The Chapter President shall be authorized to represent the Chapter at the annual and midwinter meetings of the State Society Board of Managers. The Vice President is the alternate to attend State Meetings, either with the President or as the President's representative. If the Chapter President cannot attend a meeting, and a substitute may be found, he will provide a written letter of delegation to the State Society Secretary notifying him of who can vote in his place as a member of the Board of Managers.

2. No Officer or Member shall officially represent or obligate the Chapter, SAR, either financially or otherwise, without advance approval of the Chapter Executive Committee.
3. The Chapter's Calendar Year shall be January 1 to December 31 of the same year.
4. Annual Dues are due and payable to the Chapter Treasurer by the last day in October and are delinquent following the third Saturday in November. The Executive Committee shall establish the amount of Chapter Dues.
5. An Active Member may resign his membership or any office held by him, either orally or by written notice mailed to the Chapter Secretary. It shall become effective upon acceptance by the Executive Committee.
6. A former Chapter Member may be reinstated to membership upon his application to the State Society, the approval of the State Society Executive Board, and upon payment of such Dues and fees as required at the time by the Chapter, State, and National Societies.
7. The Chapter shall file a written report of the election of Officers by January 31<sup>st</sup> of the election year with the State and National Society Secretaries.
8. The Chapter may, by two thirds vote of the Members present at a meeting attended by a quorum of its voting membership, for cause and after impartial hearing, declare a vacancy in any office, and fill such vacancy for the remainder of the term of such office, provided, however, that in the case of vacancy in the office of President, the Vice President shall temporarily fill the office of President.
9. In the event of any Officer's inability to perform the duties of his office, the Executive Committee may determine the probable length of such inability and appoint a member to fill the office during the incumbent's inability, except that in the case of the President, the Vice President shall temporarily fill the office of President.
10. Expenses:
  - a. Individual officers, program chairmen, or members are responsible for their own travel, lodging, registration, and meals expenses incurred in representing or participating in Chapter, State, and National Activities.
  - b. Only out-of-pocket expenses, supported with receipts, will be reimbursed for SAR Medals, Certificates, Awards, Printing, Postage, etc., consistent with the Chapter programs and role of the individual.

## **ARTICLE VIII**

### **Amendments**

1. These Bylaws may be amended by a two-thirds (2/3) Membership vote, provided that a copy of any proposed change, amendment, or rescission shall be distributed in advance to all Members at least seven (7) days before the meeting at which the proposal is to be considered.
2. Any such changes to these Bylaws shall be patterned after the State Society Bylaws, and not in conflict with the Articles of Incorporation and Bylaws of the State Society, as provided in Article V, Section 5 of the State Society Bylaws.