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# BYLAWS



## Missouri Society of the Sons of the American Revolution

Missouri Not-for-Profit Corporation  
March 15, 1982  
(Number N-00027827)

Amended  
April 25, 2015

**BYLAWS**  
**OF**  
**THE MISSOURI SOCIETY OF THE**  
**SONS OF THE AMERICAN REVOLUTION**

The Bylaws were originally approved and adopted by The Missouri Society of the Sons of the American Revolution at their regular meeting on October 26, 1996 at Columbia, Missouri. The date in the Article Heading is the date the Article was approved or last amended. See Amendments below.

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**BYLAWS**  
**OF**  
**THE MISSOURI SOCIETY OF THE**  
**SONS OF THE AMERICAN REVOLUTION**

**Article One -- Scope and Application (26 OCT. 1996)**

These Bylaws have been adopted by The Missouri Society of the Sons of the American Revolution under the authority of the Constitution and Bylaws of The National Society of the Sons of the American Revolution and of the Constitution of the Missouri Society aforesaid; they are to be interpreted and applied in accordance with the provisions of those Constitutions and Bylaws; and their effect is consequently subject to modification, as to currently applicable fees and dues provisions and otherwise, not only by direct amendment, but also by amendments to those Constitutions and Bylaws.

**Article Two – Membership (25 April 2015)**

**Section 1: Admission Procedure**

Applications (Membership and Supplementals) must be prepared as required by the National Society.

Membership applications shall be examined and approved by the State Genealogist and those approved will be forwarded to the Registrar General of the National Society. Upon acceptance by the National Society a Certificate of Membership will be sent to the Secretary of the Missouri Society who will see that the proper signatures are affixed and will arrange for its presentation to the new member by his Chapter President.

**Section 2: Members-At-Large**

The Missouri Society encourages all members to become members of Chapters, however, members who request Membership-at-Large status, shall be admitted upon request made to the Genealogist at the time application for membership is submitted or upon request made to the Registrar as a change of membership status.

### **Section 3: Membership**

Any member in good standing may have membership in more than one Chapter. However, a member must designate one Chapter as his primary Chapter. The primary Chapter will be responsible for collecting his National and State Dues and any other assessments that may be requested or required by the Missouri Society.

Any member in good standing may have membership in more than one State Society. It is the responsibility of each State Society to collect the required state dues and any other assessments that may be requested or required by the said State Societies.

### **Section 4: Transfers Between Chapters**

No transfer of Chapter membership may be made without the consent of the member. The member requesting a transfer shall make application to transfer on a form so designed by the Board of Directors.

### **Section 5: Designation of Members**

The official designation of the members of this Society shall be "**Compatriot.**"

## **ARTICLE THREE – Meetings (26 OCT. 1996)**

### **Section 1: Annual Membership Convention**

The Annual Membership Convention of this Society shall be held on the last Saturday in April each year or on such other day as shall be selected by the Board of Directors of this Society.

### **Section 2: Notification of Annual Membership Convention**

The Secretary shall notify every member in good standing of the date, time, place and agenda of each annual membership convention at least thirty (30) days prior to said meeting.

### **Section 3: Board of Directors Meetings**

The Board of Directors of this Society shall meet quarterly on the last Saturday in April, July, October and January of each year or on such other day as shall be selected by the Board of Directors.

### **Section 4: Notification of Board Meetings**

Secretary shall notify each member of the Board of Directors of the date, time, place and agenda of each Board meeting at least thirty (30) days prior to said meeting.

### **Section 5: Quorums**

Quorums shall be those as set forth in **Article Six** of the Constitution of this Society.

## **Section 6: Special Meetings**

Special meetings of the Board of Directors or of the membership of this Society shall be called by the President if he deems the meeting to be in the best interest of the Society.

## **Section 7: Meetings Called By Members**

The President shall call a special meeting of the membership of this Society when requested in writing and signed by at least twenty five (25) members in good standing of this Society. This request must be made by Certified Mail at least sixty (60) days prior to the requested meeting date to the Secretary of this Society. No other business except that specified in the request and notice shall be transacted at any such special meeting without the unanimous consent of all members present at such meeting.

## **Section 8: Notification of Special Meetings Requested By Members**

The Secretary shall notify every member in good standing of the date, time, place and agenda of any special meeting of the membership of this society no less than thirty (30) days prior to the date of said special meeting. The Secretary shall notify every member of the Board of Directors of the date, time, place and agenda of any special meeting of the Board of Directors no less than thirty (30) days prior to the date of said special meeting.

# **ARTICLE FOUR – Voting (26 OCT. 1996)**

## **Section 1: Voting at Annual Membership Convention**

Each member present at the Annual Membership Convention shall have one (1) vote.

## **Section 2: Voting at Board of Directors Meetings**

Each member of the Board of Directors shall have only one (1) vote at each meeting of the Board without respect to the number of offices held.

## **Section 3: Proxy Voting**

Voting may not be by proxy at either the Annual Membership Convention, Board of Directors meetings or special meetings of the Missouri Society.

## **Section 4: Balloting**

Voting at all meetings shall be held by hand or voice vote unless a request for a written ballot is made by any member present and said member is of good standing. Upon such request, the President shall appoint three (3) Inspectors of Election who will collect and count the written ballots and report the results to the President.



## **ARTICLE FIVE – Board of Directors (29 July 2006)**

### **Membership**

The Board of Directors as prescribed by **Article Four** of the Constitution of this Society shall manage all business of this Society.

### **Section 2: Qualification of Board of Directors**

At least seventy-five (75) per cent of the Board of Directors shall be residents of the State of Missouri.

### **Section 3: Nominations and Term of Office**

The Officers and Directors of this Society nominated for the ensuing year shall be elected at the Annual Membership Convention of this Society and shall assume their office immediately upon being sworn in at said meeting. The National Trustee designate and Alternate National trustee will be nominated to the National Society for election by the Annual Congress of the National Society.

### **Section 4: Voting**

Voting at Board of Directors meetings shall be as prescribed in **ARTICLE FOUR** of these Bylaws.

### **Section 5: Vacancies**

Vacancies in the Board of Directors shall immediately be filled by a two-thirds (2/3) vote of the Directors present at their next meeting.

### **Section 6: Chairman of the Board of Directors**

The President shall serve as Chairman of the Board of Directors of the Missouri Society.

### **Section 7: Secretary of the Board of Directors**

The Secretary of the Board of Directors shall be the Secretary of the Missouri Society. In his absence or incapacity to serve, the President shall appoint a temporary Secretary for that meeting.

### **Section 8: Authority to enter into Contracts**

A majority vote of the Directors present at any meeting shall be necessary to bind this Society or any of its Chapters to a legal contract or agreement.

### **Section 9: Removal from Board of Directors**

Any Director may be removed from office when sufficient cause exists for such removal.

The Board shall entertain charges against any Director and shall provide written notice to said Director of the nature of the charges brought against him including his right to a personal hearing on said charges before the Board. Upon request for a hearing, the Board shall provide at least thirty (30) days notice of the date and place of said hearing. The Board shall adopt any rules it deems necessary for the hearing with consideration for the best interests of the Society being of the utmost importance.

Any Director removed from office may appeal to the Society at the Annual Membership Convention or may attempt to convene a special meeting of the membership to appeal his removal.

## **ARTICLE SIX – Officers (25 April 2015)**

The Officers of this Society shall be those prescribed by Article Four of the Constitution of this Society.

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### **Section 1: Duties of the President**

The President is the Chief Executive Officer (CEO) of this Society and shall preside at all membership meetings.

The President, as Chairman of the Board of Directors, shall appoint all committees, temporary or permanent.

The President shall present to the membership at each Annual Membership Convention a report on the state of the Society.

The President may sign checks or drafts of the Society and co-sign with other Officers any legal contract or agreement approved by the Board of Directors.

The President shall be a voting member of the Budget Committee.

### **Section 2: Duties of the Executive Vice-President**

The Executive Vice-President shall, in the absence or incapacity of the President to fulfill the duties of his office, become the acting President with all the rights, privileges and powers of the elected President.

The Executive Vice-President is a member of the Board of Directors. The Executive Vice-President may co-sign with Other Officers any legal contract or agreement approved by the Board of Directors.

The Executive Vice-President shall be the Members-at-Large Committee Chairman and shall encourage members-at-large to join and participate in established chapters. The Executive Vice-President shall serve as the liaison to the MOSSAR Annual Convention Committee.

### **Section 3: Duties of the Vice-Presidents**

The Vice-Presidents shall have duties and responsibilities as may be assigned them by the President or the Board of Directors.

The Vice-Presidents are members of the Board of Directors.

First Vice-Presidents shall be the Membership, Recruiting and Retention Committee Chairman and shall work to promote new and continued membership in the Society and shall assist the other State and Chapter Officers wherever possible in developing new members, new Chapters, and in the retaining of current members or reinstating former members.

The Second VP shall be responsible for all BOD Meeting arrangements, except the Annual Membership Convention.

### **Section 4: Duties of the Secretary**

The Secretary shall have charge of the minutes of the BOD meetings and correspondence with The National Society Sons of the American Revolution, MOSSAR Officers, Committee Chairman and other agencies as required.

The Secretary is a member of the Board of Directors.

The Secretary shall be present at all meetings of this Society and present to the Board of Directors all communications addressed to the Society and present to the membership all communications as directed by the President or Board of Directors.

The Secretary shall compile the minutes, Officer Reports, Committee Reports and additional materials as appropriate for each BOD meeting during his tenure as Secretary and comply with Article Seventeen, Section 2.

The Secretary shall attest all legal documents of the Society when they are signed by the Officers after appropriate approval by the Board of Directors.

The Secretary shall serve all official notices and meeting notices to the Board and to the membership under the guidelines of ARTICLE THREE, Sections Two (2) and Four (4) of the Bylaws.

The Secretary shall in the absence or incapacitation of the Executive Secretary be the Registered Agent of this Corporation with regard to the Secretary of State, State of Missouri.

### **Section 5: Duties of the Treasurer**

The Treasurer shall have the care and custody of all monies, securities, investments, and financial matters of this Society.

The Treasurer is a member of the Board of Directors and shall normally sign all of the checks and drafts of the Society.

The Treasurer shall review all financial documents prior to their submittal to the Budget Committee. No special account of funds may be set aside to make it unnecessary for the Treasurer to sign the checks or drafts on it.

The Treasurer shall give a financial report to the Board of Directors at each quarterly meeting and render an annual financial statement at the end of each fiscal year to the Board. The annual report will be written in a format approved by the Board of Directors and attached to the minutes of the Board of Directors meeting following the end of the fiscal year.

The Treasurer after receiving the approval of the Budget Committee and the Board of Directors shall cause to be deposited, in the name of the Missouri Society, in commercial banking institutions within the State of Missouri and which are insured by the Federal Deposit Insurance Corporation, all monies collected for or belonging to the Missouri Society.

The Treasurer with concurrence of the Budget Committee may invest any portion of these monies in U. S. Government Bonds, notes, bank certificates of deposit guaranteed by FDIC, money market funds which have all investments due in ten (10) days or less, and these securities may not have a maturity date greater than two (2) years. Operating funds may be deposited only in banks located in the State of Missouri which carry FDIC insurance.

The Treasurer shall be required to keep current a blanket position insurance policy covering employee dishonesty in such sum as shall be determined by the Board of Directors and the cost of same being borne by the Board. The Patriots Trust fund is exempt from this requirement.

The Treasurer may write a check in payment of reasonable expense up to the amount of \$200.00 without prior approval of the Board.

### **Section 6: Duties of the Registrar**

The Registrar shall perform such duties as are set forth by the Constitution and Bylaws of the National Society and the Constitution and Bylaws of the Missouri Society.

The Registrar shall also perform other duties as assigned by the President and the Board of Directors and comply with Article Seventeen, Section 3.

The Registrar is a member of the Board of Directors.

The Registrar shall keep the records of membership of this Society and shall rule on the eligibility of any membership application in question.

The Registrar shall report to the Board of Directors a status of membership each quarter and shall file a year end report prior to leaving office during the Annual Membership Convention.

The Registrar shall comply with ARTICLE SEVENTEEN, Section 3.

### **Section 7: Duties of the Chancellor**

The Chancellor shall perform such duties as are set forth by the Constitution and Bylaws of the National Society and the Constitution and Bylaws of the Missouri Society.

The Chancellor is a member of the Board of Directors.

### **Section 8: Duties of the Genealogist**

The Genealogist shall pass upon evidence of ancestry and service of applications submitted to him using standards promulgated by the National Society and issued under guidelines from the Genealogist General and the Registrar General.

The Genealogist is a member of the Board of Directors.

The Genealogist shall report to the Board of Directors a status of applicants each quarter and will file a year end report prior to leaving office during the Annual Membership Convention.

### **Section 9: Duties of the Trustee of the National Society**

The Trustee of the National Society shall perform all duties that are prescribed in the Bylaws and Constitution of The National Society of the Sons of the American Revolution, and such other duties as may be assigned him by the President or Board of Directors of the Missouri Society.

The Trustee of the National Society is a member of the Board of Directors.

### **Section 10: Duties of the Alternate National Trustee**

The Alternate National Trustee shall in the absence or incapacity of the National Trustee to exercise his office, become the acting Trustee with all the rights,

The Alternate National Trustee of the National Society is a member of the Board of Directors.

### **Section 11: Duties of the Chaplain**

The Chaplain shall perform the customary duties of that office and such other duties as may be assigned to him by the President or the Board of Directors.

The Chaplain is a member of the Board of Directors.

### **Section 12: Duties of the Surgeon**

The Surgeon shall perform the customary duties of that office and such other duties as may be assigned to him by the President or the Board of Directors.

The Surgeon is a member of the Board of Directors.

### **Section 13: Duties of the Historian**

The Historian shall perform the customary duties of that office and such other duties as may be assigned to him by the President or the Board of Directors.

The Historian is a member of the Board of Directors.

### **Section 14: Duties of the Sergeant-At-Arms**

The Sergeant-At-Arms shall perform the customary duties of that office and such other duties as may be assigned to him by the President or the Board of Directors.

The Sergeant-At-Arms is a member of the Board of Directors.

### **Section 15: Duties of the Honorary Vice-Presidents**

The Honorary Vice-Presidents shall perform such duties as may be assigned by the President or the Board of Directors.

The Honorary Vice-Presidents are members of the Board of Directors.

### **Section 16: Other Offices**

The Board of Directors shall appoint at their discretion such assistants to the offices of Secretary and Treasurer as deemed appropriate. These assistants shall not be members of the Board nor shall they have voting powers.

### **Section 17: Liabilities of Officers**

The members, officers and directors of the Missouri Society are not personally or individually liable for any debts, obligations or liabilities of the Missouri Society or any of its Chapters. Neither the National Society of the Sons of the American Revolution or any of its members, officers or directors are liable for any debts, obligations or liabilities of the Missouri Society of the Sons of the American Revolution or any of its Chapters.

### **Section 18: Compensation of Officers**

No officer or director shall for reason of his office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director from receiving any compensation from this Society for duties other than as an officer or director.

### **Section 19: Vacancies of Office**

Any vacancy in elective office shall be filled immediately for the unexpired term thereof by a two-thirds (2/3) vote of the Board of Directors present at their next meeting.

## **ARTICLE SEVEN – Executive Secretary (28 Jan 2006)**

The Board of Directors may retain an Executive Secretary to supervise and maintain the Society's computerized database and to serve as the Registered Agent of the Missouri Society Sons of the American Revolution. Additional staff may also be retained as required. The Board of Directors shall fix the compensation and benefits for the Executive Secretary and/or any and all employees of the Missouri Society. The Board of Directors may assign any of the duties of the Secretary or Treasurer to the Executive Secretary at the discretion of the Board.

### **Section 1: Membership Duties of the Executive Secretary**

The Executive Secretary shall maintain the Society's membership databases. The Executive Secretary shall provide the President of each Chapter and all State Officers with current membership lists. He shall note all members delinquent in dues payment and shall inform Chapter Presidents of those dropped for non-payment of dues on the first day of April each year. He shall also note all transfers and provide a list of all deceased Compatriots annually.

The Executive Secretary shall be responsible for filing the required Annual Report to the National Society on the first of April of each year.

### **Section 2: Registered Agent Duties of the Executive Secretary**

The Executive Secretary shall execute all necessary filing with the Office of Secretary of State, State of Missouri. During periods of incapacitation or absence of the Executive Secretary the MOSSAR Secretary shall serve as the Registered Agent of this Society. The Executive Secretary shall have charge of the seal of the Society.

### **Section 3: Executive Reports to the Board of Directors**

The Executive Secretary shall report to the Board of Directors on the status of his office each quarter and shall file a year end report during the Annual Membership Convention.

The Executive Secretary shall perform such other duties as may be assigned him by the President or Board of Directors of the Missouri Society.

## **ARTICLE EIGHT – Committees (29 July 2006)**

### **Section 1: Standing Committees**

The standing committees of the Missouri Society shall be: **Membership, Recruiting and Retention; Budget; Financial Audit; Awards & Medals** and **Nominating**. All additional committees, for any purpose, shall be appointed under Section 2.

### **Section 2: Other Committees**

The President may form other committees at his pleasure

### **Section 3: Appointment of Chairman**

The President shall appoint the Chairman and members of all committees subject to the Constitution and Bylaws of the Missouri Society, and they shall serve at the President's pleasure.

### **Section 4: Duties of Committee Chairman**

The Chairman of each Committee shall submit a written report to the President on the action of his committee for the prior year not less than thirty (30) days prior to the Annual Membership Convention or more often at the request of the President.

### **Section 5: Responsibilities of the Membership, Recruiting and Retention Committee**

The Membership, Recruiting and Retention Committee shall be responsible for the maintenance in good standing of existing membership, including working with the Officers of the Missouri Society and its Chapters to eliminate delinquencies in dues payments and shall assist in the reinstatement of former members.

The Membership, Recruiting and Retention Committee shall work with the Officers of the Missouri Society and its Chapters to promote and develop new Chapters and new members of the Missouri Society.

### **Section 6: Responsibilities of the Budget Committee**

The Budget Committee shall submit a proposed budget of income and operating expense at each Board of Directors meeting in April and shall present an updated report at each quarterly Board meeting.

The Budget Committee shall, by the direction of the Board, constitute an audit committee to audit all accounts of the Missouri Society, and if also directed by the Board, audit and inspect all books and records of any Chapter of the Missouri Society.

The Treasurer shall serve as Chairman of this Committee.

### **Section 7: Responsibilities of the Awards and Medals Committee**

The Awards and Medals Committee shall oversee the distribution of all awards and medals presented by the Missouri Society and its Chapters and shall report to the Board of Directors annually.

### **Section 8: Responsibilities of the Patriotic Education Committee**

The Patriotic Education Committee shall be responsible for all contests, scholarships, and educational programs and shall endeavor to develop, promote and raise funds and donations for these programs wherever possible.



### **Section 9: Responsibilities of the Publicity Committee**

The Publicity Committee shall be responsible for the planning and execution of all state meeting programs and for the publicity of the Missouri Society.

### **Section 10: Responsibilities of the Nominating Committee**

The Nominating Committee shall be composed of the President of each Chapter of the Missouri Society and shall select the slate of proposed officers for presentation to the members at the Annual Membership Convention each year, under the guidelines of ARTICLE SIX herein.

The Nominating Committee shall submit its list of nominees to the President of the Missouri Society prior to the January BOD meeting each year and the Secretary shall cause this list of nominees to be included in the announcement of the annual meeting as prescribed in ARTICLE THREE, Section 2 herein. This list shall include the office, name of nominee, and his primary Chapter affiliation.

Any member of the Missouri Society in good standing may propose the name of any Compatriot of the Missouri Society for an office by making his proposal to his Chapter President, who shall present it to the Nominating Committee for their consideration.

### **Section 11: Responsibilities of the Eagle Scout Committee**

The Eagle Scout Committee shall consist of a State Chairman, Chapter Chairmen from each chapter in the State, and Members-at-large as needed.

The Eagle Scout Committee shall be responsible for the administration of the NSSAR Eagle Scout Recognition and Scholarship Program in the State in accordance with the plans established by the NSSAR Eagle Scout Committee. Annually the Eagle Scout Committee Chairman shall secure and distribute information and materials related to the Eagle Scout Recognition and Scholarship Program.

The Chairman shall be responsible for the selection of a state winner, and the presentation of awards to said winner.

The Chairman shall also submit the state winner's entry form to the National Committee for the national competition.

### **Section 12: Responsibilities of the Joseph S. Rumbaugh Oration Committee**

The Joseph S. Rumbaugh Oration Committee shall be responsible for all Missouri Society activities leading to the selection of a state entrant in the NSSAR Joseph S. Rumbaugh Oration Contest.

The Joseph S. Rumbaugh Oration Committee shall provide promotional materials to local Chapters for distribution to schools and shall determine appropriate dates for submission of Chapter entrant's materials to the Committee.

The Joseph S. Rumbaugh Oration Committee shall arrange for orators to make their presentation before a panel of five (5) judges at the Annual Membership Meeting of the Society and make available prizes and other forms of recognition to contest winners.

The contest winner shall present his oration and receive his awards at either the Awards Luncheon or the Installation Banquet as the Society President may designate.

Local Chapters shall be responsible for the expenses associated with the appearance of the Chapter winner at the State Society's Annual Membership Convention.

Subject to the availability of funds, the Joseph S. Rumbaugh Oration Committee, in conjunction with the Patriots Trust fund, shall be responsible for sending the state winner to the National Contest and shall be responsible for travel, housing arrangements and expenses of the state contest winner and a chaperon.

The Committee Chairman shall be expected to advise the Board of Directors of the program status at each quarterly meeting of the Board.

## **ARTICLE NINE – Dues and Fees (26 April 2014)**

### **Section 1: Membership Fees**

The Board of Directors shall set the dues, fees and special assessments of the Missouri Society. Each Chapter shall set the dues, fees and special assessments of its respective Chapter.

No officer of The Missouri Society of the Sons of the American Revolution, or Member of a Committee may obligate a Missouri Society Chapter to pay its share of the cost of a specific program or the operation of the State Society without the Chapter's approval of the specific expense before the funds are committed.

### **Section 2: Notification of Fees**

The Secretary shall cause to be published a list of all current National and State dues, fees and assessments and supply this list to Compatriots upon request. A copy shall be mailed to every Compatriot with the notification of the Annual Membership Convention following any change.

### **Section 3: Expiration of Membership**

Except as provided in Sections 4 and 9 of this Article, all memberships expire each December 31st.

### **Section 4: Collection of Dues**

The schedule for the collection of MOSSAR Annual Dues will coincide with the schedule for the collection of national Dues. The deadline for timely payment of dues is December 31st of each year, or such other date as required by the National Society schedule. For new MOSSAR members whose membership applications are first

approved by the National Society in the months of September and October of each year, the MOSSAR dues paid with the submission of the application shall be considered as including MOSSAR Dues for the following year. MOSSAR will pay the national dues of these same new members for the following year as required by the National Society. This provision provides reasonable benefit of dues at application and facilitates timely collection of annual dues by Chapter Treasurers. Payment for these dues will be paid from the MOSSAR general fund and will be included in the State Treasurer's annual payment of national dues to the National Society. The cost of these dues will be considered as provided by the MOSSAR application fee for new members.

The Executive Secretary shall cause the Annual Dues Statements covering State and National dues for the following calendar year to be mailed along with a like amount of membership cards, to each Chapter Treasurer within the Missouri Society no later than September 30th of each year. Annual Dues Statements and membership card for Members-at-Large shall be sent to the Executive Vice-President.

Chapter Treasurers shall be responsible for the collection of all dues and shall be responsible for the issuance of membership cards for all members of their respective Chapters.

Chapter Treasurers shall forward to the MOSSAR Treasurer a Chapter check representing the State and National dues of said member as promptly as possible after receipt of said dues from the member.

#### **Section 5: Failure to Pay**

Any member failing to pay all dues, fees and assessments in full before the annual deadline shall be dropped from membership for non-payment of dues and shall be required to execute an Application for Reinstatement of Membership and pay the current year's dues in full to the Chapter Treasurer prior to his reinstatement as a member in good standing of the Missouri Society. A reinstatement fee may be assessed in addition to all the current dues and fees. This fee will be set by the Board of Directors.

#### **Section 6: Members-at-Large**

At-Large members shall receive their Annual Dues Statement for State and National dues from the Executive Vice-President and shall pay their dues in full to the MOSSAR Treasurer under the same conditions as those of Chapter membership, **except** that Members-at-Large shall not be required to pay Chapter dues, fees or assessments. Reinstatement of Members-at-Large shall require execution of an Application for Reinstatement and payment of State and National dues, fees and assessments to the MOSSAR Treasurer prior to his reinstatement as a member of the Missouri Society.

#### **Section 7: Application Fees**

All new and supplemental applications with the appropriate dues and fees attached shall be sent to the State Genealogist.

State Genealogist shall examine the checks for the appropriate amount. If the amounts are correct, he will then forward the Missouri Society fees to the State Treasurer for deposit. No application will be processed without the correct fees attached.

### **Section 8: Transfer and Dual State Membership**

Compatriots applying to the Missouri Society for transfer from another state or for dual state memberships shall not pay an initiation fee but must pay all dues in advance with their application and any fee required by the National Society. Transfer and Dual State Membership Applications must be accompanied by a legible copy of their original application **or** a fee will be assessed. The fee will be determined by the Board of Directors.

### **Section 9: Life Membership Plans**

National Society, SAR:

Any Compatriot in good standing may acquire a Life Membership in the National Society by payment of a fee as currently scheduled by the National Society SAR and shall be exempted thereafter from paying any further National dues.

Any life member of the National Society who is not a life member of the Missouri Society, shall pay normal annual State dues.

Missouri Society, SAR:

Any Compatriot with a Life Membership in the National Society SAR may acquire a Life Membership in the Missouri Society SAR by payment of a fee, equal to 72 % of the National Society fee for his age, and shall be exempted thereafter from paying any further Missouri Society SAR dues. A Compatriot must be a member of the National Society Life Membership program before he becomes a member of the Missouri State Life Membership program.

### **Section 10: Chapter Dues**

The Missouri Society of the Sons of the American Revolution shall not be responsible for the collection of Chapter dues, fees or assessments, except for the Members-at-Large.

Each Chapter shall determine the amount of its dues, fees and assessments and the Chapter Treasurer or the Chapter President, in the absence of the Chapter Treasurer, shall be responsible for the collection of all dues, fees and assessments.

### **Section 11: Application Fees from Chapters**

Each Chapter shall be responsible for collecting all dues, fees and assessments at the time an Application for Membership is accepted from a potential member.

Each Chapter shall forward, along with the required number of Applications for Membership and all supporting documentation, checks for national and state dues, fees and assessments required for Applications for Membership. The Chapter will submit two (2) checks with each Application for Membership. One check shall be made payable to

the Missouri Society of the Sons of the American Revolution and shall cover all State dues, fees and assessments. The other check shall be made payable to the National Society of the Sons of the American Revolution and shall cover all National dues, fees and assessments.

The Chapter shall retain the Chapter dues, fees and assessments at the time the Application for Membership is received and processed to the Missouri Society.

### **Section 12: Notification of Non-payment By Members**

The Executive Secretary shall notify the National Society Sons of the American Revolution of all members dropped on April 1st for nonpayment and shall notify each Chapter of its members dropped.

The Executive Secretary shall notify each Chapter President of members in their Chapters that are delinquent in the payment of dues at the January Board of Directors meeting. A copy of the delinquent list shall also be given to the Chairman of the Membership Committee.

### **Section 13: Contributions**

All contributions to the Missouri Society are tax deductible under the Internal Revenue Code, Section 501 (C) (3), as are any gift, donation and testamentary bequest to this tax exempt Not-for-Profit Corporation, under Internal Revenue Service Code Sections 2055, 2106 and 2522. (IRS Letter: August 14, 1944; Federal I.D. #53-0116355, Group Exemption Number GEN 0690).

### **Section 14: Memorials**

Anyone wishing to establish a memorial fund for a particular program or purpose by contribution of money or property to the Missouri Society, may submit a proposal to the Board of Directors. Such proposal shall describe the desired purpose of the fund, the desired method for accounting for and disbursing from the fund, and the amount of the proposed contribution.

The Board of Directors shall consider proposals for memorial funds at a regular Board meeting. The Board may accept, reject, or request additional information regarding the proposal.

If the Board accepts a memorial fund, the terms and conditions will be enacted by resolution and the process of establishing the fund by amendment to these by-laws will be undertaken.

## **ARTICLE TEN – Chapters (29 July 2006)**

### **Section 1: New Chapters**

The Board of Directors shall form new Chapters in Missouri with the approval of the National Society of the Sons of the American Revolution, and said Chapters shall operate as a subsidiary of the Missouri Society Not-for-Profit Corporation.

### **Section 2: New Chapter Officers**

The Board of Directors shall appoint the first President of a new Chapter who shall serve until the end of the Chapter's fiscal year. The members of the Chapter shall elect a Vice-President, a Secretary, a Treasurer, a Registrar, a Genealogist, a Chancellor, a Chaplain and a Sergeant-at-Arms. Honorary Vice-Presidents may also be elected.

The duties of the Chapter officers shall parallel those of the state officers as contained in these Bylaws.

### **Section 3: Name of Chapters**

The name of a new Chapter may be that which the new members may assume with the approval of the Board of Directors.

### **Section 4: Chapter Presidents**

The President of each Chapter is a Director of the Missouri Society and is expected to represent the membership of his Chapter at the Board of Directors meetings. He shall serve on the Nominating Committee of the Missouri Society as a voting member.

### **Section 5: Chapter Elections**

Election of all Chapter officers shall be held no later than February each year. The Chapter Secretary shall notify the Executive Secretary of The Missouri Society of the Sons of the American Revolution of the name, address and telephone number and email address of each Chapter officer before March 31<sup>st</sup> of each year.

### **Section 6: Chapter Membership**

Eligibility for Chapter membership shall require the prior acceptance of the National Society of the Sons of the American Revolution and the Missouri Society as stated in **Article Two** of the **Constitution of the Missouri Society**.

### **Section 7: Chapter Meetings**

Each Chapter shall meet monthly unless its members vote to omit any meetings for good cause; however, each Chapter **must** hold eight (8) meetings each calendar year and adhere to all rules, Bylaws and directives of the Missouri Society in order to retain its Charter and active status. Each Chapter shall keep a permanent written record of the minutes of every meeting of its members or officers in an appropriate book.

### **Section 8: Annual Financial Statement for Chapters**

Each Chapter Treasurer shall send an Annual Financial Statement for the Chapter fiscal year to the Executive Secretary of the Missouri Society prior to March 15th of each year. This Annual Financial Statement is subject to review by the Budget Committee of the Missouri Society.

### **Section 9: Chapter Bylaws**

The Bylaws of each Chapter must conform with these Bylaws.

### **Section 10: Dissolution of Chapters**

Should any Chapter cease to operate, its officers shall immediately deliver to the State Secretary its Charter, all books, records, funds and assets of that Chapter, as required by the Internal Revenue Code. The funds and assets shall be turned over to the MOSSAR Treasurer.

The Secretary of the Missouri Society shall notify the National Society of the Sons of the American Revolution and immediately transfer all members of the defunct Chapter to a new Chapter of their choice.

## **ARTICLE ELEVEN – Patriots Trust Fund (26 OCT. 1996)**

### **Section 1: Establishment**

The Patriots Trust Fund, constituted and established by unanimous approval at the Missouri Society Board of Directors Meeting on July 26, 1986 at Columbia, Missouri, is hereby incorporated in and made a part of the Bylaws of this Society to receive and administer all types of gifts and assets donated to this fund in the name of The Missouri Society Sons of the American Revolution.

### **Section 2: Purpose**

A permanent, irrevocable trust fund, is established to assist in furthering the objectives of the Sons of the American Revolution to include patriotic, historical and educational activities by generating tax-exempt funds. Funds so generated may be expended for, but not limited to, sponsoring candidates for the Joseph S. Rumbaugh Oration Contest and the Eagle Scout and Scholarship Program by the State and Chapters and assisting the Missouri Society in certain events or projects developed at Chapter and State level approved by the Missouri Society Board of Directors.

### **Section 3: Maintenance**

The assets of the Patriots Trust Fund shall be maintained separate and apart from all other assets of The Missouri Society of the Sons of the American Revolution. Withdrawal of funds from any account of the above trust fund shall require the signatures of two (2) trustees, so designated.

#### **Section 4: Administration**

The Patriots Trust Fund shall be administered by a Board of Trustees composed of seven (7) members of the Missouri Society. Membership of the Board shall be composed of the President and Chancellor of the Missouri Society and five (5) members appointed by the Board of Directors. Initially, the Board of Directors shall appoint the first five (5) members and designate their terms; that is, one for one (1) year, one for two (2) years, one for three (3) years, one for four (4) years and one for five (5) years. Thereafter, the Board of Directors shall appoint one member for a five (5) year term at the expiration of a trustee's term of office. The term of office will expire and commence with the Annual Membership Convention of the Missouri Society. Vacancies occurring by death, resignation, disability or removal for cause shall be filled by the Board of Directors with the appointed trustee serving the unexpired term.

Initially, the Board of Directors will designate a trustee as temporary chairman who will then set a time and place for the organizational meeting and elect a chairman and vice-chairman. Subsequent election will be held at the Annual Membership Convention. The trustees shall meet once a year during the Annual Membership Convention and at other times at the call of the Chairman. Four (4) members of the Board of Trustees shall constitute a quorum. Decisions of the trustees shall require four (4) consenting votes. The trustees shall receive no compensation for their services and no reimbursement for travel.

#### **Section 5: Assets**

The assets of the Patriots Trust Fund shall be administered in accordance with the purpose stated in **Section 2** above. Consistent therewith, the trustees shall proceed in investing, re-investing, exchanging, retaining, selling, supervising and managing said assets for the benefit of the Society. The trustees shall exercise judgment and care under the circumstances then prevailing, which men of ordinary prudence, discretion and intelligence exercise in the management of their own affairs, not in regard to speculation but in regard to the permanent disposition of their funds, considering the probable income therefrom as well as the probable safety of their capital. Within the limitations of the foregoing standards, the trustees are authorized to acquire and retain every kind of property, real, personal, or mixed and every kind of investment, specifically including but not by way of limitation, bonds, debentures and other corporate obligations and stocks, preferred or common, and interest in investment trusts and mutual funds.

#### **Section 6: Principal and Available Funds**

The Patriots Trust Fund shall be comprised of PRINCIPAL and AVAILABLE monies. PRINCIPAL monies shall consist of funds acquired by donation, grant, stipend, bequest, etc., as well as any AVAILABLE monies not spent in the immediate previous year and passed to the PRINCIPAL in accordance with guidance expressed below. Where investments in stocks, mutual funds, etc., exist, PRINCIPAL monies shall be the balance existing at the beginning of the fiscal year plus or minus any market adjustments occurring during the remainder of the fiscal year.



AVAILABLE funds shall consist of all earnings (dividends, interest, etc.) derived solely from the investments of PRINCIPAL funds. Earnings shall be recorded from April 1 through March 31. In April at the Annual Membership Convention for the Missouri Society, the MOSSAR Treasurer shall report as potential AVAILABLE funds the anticipated earnings for the current fiscal year. Obligations against these funds may be made only at the Annual Membership Convention of the Missouri Society. Any AVAILABLE funds not disbursed shall be passed to the PRINCIPAL fund as of March 31 and shall become a permanent part thereof.

### **Section 7: Audits and Reports**

The Patriots Trust Fund shall be audited annually by the Financial Audit Committee of the Missouri Society. Such audit, together with a report of the trustees reflecting the status of the fund, shall be submitted to the Board of Directors at the first Annual Membership Convention of the Society following the audit and preparation of the report.

## **ARTICLE TWELVE – Yohe Public Safety Award Fund (26 OCT. 1966)**

### **Section 1: Establishment**

The Richard L. Yohe Public Safety Award Fund, constituted and established by unanimous approval at the Missouri Society, Board of Director's Meeting on July 30, 1994 at Sedalia, Missouri, is hereby incorporated in and made a part of the Bylaws of this Society to receive and administer all types of gifts and assets donated to this fund in the name of The Missouri Society of the Sons of the American Revolution.

### **Section 2: Purpose**

A permanent irrevocable trust fund is established to assist in furthering the objectives of the Sons of American Revolution, to recognize patriotic, historical and educational contributions by generating tax-exempt funds. Funds so generated may be expended for, but not limited to, sponsoring awards for Law Enforcement Commendation, Fire Safety Commendation, and Silver Good Citizenship (for service to the State) in a manner consistent to the public good and welfare. The selection criteria shall be that outlined in the Medals and Awards Section of the National Society Official Handbook.

### **Section 3: Maintenance**

In order to assure the most favorable rate of return thereon, the assets of the Richard L. Yohe Public Safety Award may be commingled with other assets of The Missouri Society of the Sons of the American Revolution provided, however, that the PRINCIPAL amount of the assets of said award, and the income thereon, shall be separately tracked until such time, if ever, that the MOSSAR Board of Directors' shall vote to segregate such assets. In the event the assets are so segregated, the same shall thereafter be withdrawn only upon the signatures of two (2) trustees, so designated.

#### **Section 4: Administration**

The Richard L. Yohe Public Safety Award Fund shall be administered by a Board of Trustees composed of five (5) members of the Missouri Society. Membership of the Board shall be composed of the President and Treasurer of the Missouri Society and three (3) members appointed by the Board of Directors. Initially, the Board of Directors shall appoint the first three (3) members and designate their terms; that is, one for one (1) year, one for two (2) years, and one for three (3) years. Thereafter, the Board of Directors shall appoint one member for a three (3) year term at the expiration of a trustee's term of office. The term of office will expire and commence with the Annual Membership Convention of the Missouri Society. Vacancies occurring by death, resignation, disability, or removal for cause shall be filled by the Board of Directors with the appointed trustee serving the unexpired term.

Initially the Board of Directors will designate a trustee as temporary chairman who will then set a time and place for the organizational meeting and elect a chairman and vice-chairman. Subsequent elections will be held at the Annual Membership Convention.

The trustees shall meet once a year during the Annual Membership Convention and at such other times at the call of the Chairman. Three (3) members of the Board of Trustees shall constitute a quorum. Decisions of the trustees shall require (3) consenting votes. The trustees shall receive no compensation for their services and no reimbursement for travel.

#### **Section 5: Assets**

The assets of the Richard L. Yohe Public Safety Award Fund shall be administered in accordance with the purpose stated in **Section 2** above. Consistent therewith, the trustees shall proceed in investing, re-investing, exchanging, retaining, selling, supervising, and managing said assets for the benefit of the Society.

The trustees shall exercise judgment and care under the circumstances then prevailing, which men of ordinary prudence, discretion, and intelligence exercise in the management of their own affairs, not in regard to speculation but in regard to the permanent disposition of their funds, considering the probable income therefrom as well as the probable safety of their capital. Within the limitations of the foregoing standards, the trustees are authorized to acquire and retain every kind of property, real, personal, or mixed and every kind of investment, specifically including but not by way of limitation, bonds, debentures, and other corporate obligations and stocks, preferred or common, and interest in investment trusts and mutual funds.

#### **Section 6: Principal and Available Funds**

The Richard L. Yohe Public Safety Award Fund shall consist of **PRINCIPAL** funds acquired by donations and **AVAILABLE** funds, that is, acquired as portion of the earnings (interests - dividends) on the investment of said Principal funds. The definition of **AVAILABLE** funds is described as those funds derived solely from earnings of the

Principal fund for the designated period of time from January 1st through December 31st of the preceding year. (For example, interest earned from January 1st, 1995 through December 31st, 1995 will be considered **AVAILABLE** funds at the Annual Membership Convention of the Missouri Society in April, 1996.) Such available funds may be obligated only at the Annual Membership Convention and should be dispensed prior to December 31st of the same year. Any **AVAILABLE** funds not dispensed or expended during the current year shall automatically be declared as **PRINCIPAL** funds and absorbed into the Principal fund on 1 January of the following year. **AVAILABLE** funds shall not accumulate as available funds from year to year.

### **Section 7: Audit and Reports**

The Richard L. Yohe Public Safety Award Fund shall be audited annually by the Financial Audit Committee per these Bylaws herein. Such audit, together with a report of the trustees reflecting the status of the fund, shall be submitted to the Board of Directors at the first Annual Membership Convention of the Society following the audit and preparation of the report.

## **ARTICLE THIRTEEN – Fiscal Year (29 July 2006)**

### **Section 1: Date of Physical Year**

The Missouri Society of the Sons of the American Revolution shall operate its business on a fiscal year basis beginning January 1st and ending December 31st.

### **Section 2: Membership Year**

All dues and memberships are based on the calendar year.

## **ARTICLE FOURTEEN – Parliamentary Authority (26 OCT. 1996)**

### **Section 1: Rules of Order**

The rules contained in Robert's Rules of Order, Revised shall govern the Missouri Society and its Chapters in all cases where applicable and not inconsistent with these Bylaws.

## **ARTICLE FIFTEEN – Order of Business (26 OCT. 1996)**

### **Section 1: Order of Business**

Each meeting of the Missouri Society or its Chapters may **use** the following suggested order of business to conduct its meetings:

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| <b>1. Roll Call of Officers</b>       | <b>2. Reading of last Minutes</b> |
| <b>3. Officers' Reports</b>           | <b>4. Committee Reports</b>       |
| <b>5. Old and Unfinished Business</b> | <b>6. New Business</b>            |
| <b>7. Good and Welfare</b>            | <b>8. Adjournment</b>             |

## **ARTICLE SIXTEEN – Amendments (26 OCT. 1996)**

### **Section 1: Amendment Process**

These Bylaws may be amended as prescribed by **Article Nine** of the **Constitution** of the Missouri Society.

## **ARTICLE SEVENTEEN – Historical Documents and Archive (26 JAN 2006)**

Historical documents of this Society are those documents; (1) which describe and relate its' past membership and history, and (2) those which describe its' current membership and activities. These documents are defined as: (1) Minutes of BOD meetings, (2) Officer Reports to BOD meetings, (3) Committee Reports to BOD meetings and (4) Chapter Minutes and Newsletters . These documents shall be archived with **The State Historical Society of Missouri, 1020 Lowery Street, Columbia, MO 65201** which is established as the official archive of this Society.

### **Section 1: General Responsibilities**

All Members of this Society are encouraged to provide copies of documents (newspaper and magazine articles, annotated photos, records of special events, etc.) to **The State Historical Society of Missouri** for inclusion in MOSSAR archives. The Officers of this Society shall comply with the requirements of this article as described below.

### **Section 2: MOSSAR Secretary Responsibilities**

The MOSSAR Secretary shall provide a copy of the minutes and all officer and committee reports presented at each MOSSAR Board meeting to the MOSSAR Historian for deposit with **The State Historical Society of Missouri**.

### **Section 3: MOSSAR Registrar Responsibilities**

The MOSSAR Registrar shall provide an “end of year” membership list for each calendar year to the MOSSAR Historian for deposit with **The State Historical Society of Missouri**.

### **Section 4: MOSSAR Chapter Presidents**

Chapter Presidents shall insure that Chapter documents (minutes, newsletters, histories, end of year membership lists) and other appropriate documents are forwarded to **The State Historical Society of Missouri** at the above address.

### **Section 5: MOSSAR Historian Responsibilities**

The MOSSAR Historian shall ensure that all materials entrusted to him, as described above, and any additional documents of value are deposited with **The State Historical Society of Missouri** each calendar year.

## **ARTICLE EIGHTEEN – MOSSAR COLOR GUARD (29 July 2006)**

### **Section 1: Definition and Purpose**

The Color Guard of The Missouri Society of the Sons of the American Revolution is hereby established as a quasi-military, voluntary organization of Society members who represent the Society by wearing Revolutionary War military uniforms at patriotic, historical, commemorative, and educational events. The purpose of the Color Guard is to honor our patriot ancestors, to inspire the community to respect and uphold the principles on which our nation was founded, and to promote the Missouri Society and its purposes and programs.

### **Section 2: Commander-in-Chief**

The President of The Missouri Society of the Sons of the American Revolution shall be the Commander-in-Chief of the MOSSAR Color Guard.

### **Section 3: Color Guard Commander**

The Color Guard Commander shall be appointed by the Commander-in-Chief and shall serve at the pleasure of the Commander-in-Chief. The Color Guard Commander is responsible for the leadership and management of the Color Guard, and the orderly execution of its activities. During his term of service, the Color Guard Commander shall assume the rank of Color Guard Major General.

### **Section 4: Color Guard Regulations**

The Color Guard Commander shall, after consultation with the Color Guard membership, prepare regulations necessary for the administration of the Color Guard for approval of the Board of Directors. The Regulations shall include, but are not limited to: ranks, responsibilities, and promotions; chain of command; Drill and Ceremonies Manual, uniforms, insignia, and equipment; medals and awards; and custody and use of MOSSAR Color Guard property. Additions or revisions to the Regulations shall be presented to the Board of Directors for approval.

### **Section 5: Reports**

The Color Guard Commander shall make a report of Color Guard activities to the Board of Directors at each of its quarterly meetings.

### **Section 6: Membership**

Color Guard membership is open to any member of The Missouri Society of the Sons of the American Revolution willing to represent the Society in accordance with these by-laws and the Color Guard Regulations.

## **Section 7: Uniforms**

The preferred uniform for members the MOSSAR Color Guard shall be that known as the “Washington Guard”. The Regulations (Section 4 of this article) shall establish for the details of this uniform and for alternate uniform types which may be worn based upon the member’s function and preference, or upon the service of his ancestor.

Each member will provide his own uniform and shall be responsible for its proper care and maintenance.

The MOSSAR Color Guard uniform designates its wearer as an official representative of The Missouri Society of the Sons of the American Revolution. The uniform shall always be worn with dignity and respect. The uniform shall not be worn for commercial purposes or for any purpose which does not further the goals of the Missouri Society.

## **Section 8: Financial**

All monies collected by, awarded to, or donated to, the MOSSAR Color Guard, and the disbursement of those monies shall be under the control of the Board of Directors and shall be conducted under the provisions of Article 6, Section 5 of these By-Laws. The Treasurer shall provide a separate accounting of such funds for the information of the Board of Directors in authorizing expenditures for the Color Guard.

The Color Guard may conduct appropriate fund raising activities.

## **Section 9: Chapter Color Guards**

Chapters of The Missouri Society of the Sons of the American Revolution, whose members include members of the MOSSAR Color Guard, may organize those members to form a Chapter Color Guard. Chapter Color Guards are authorized to conduct activities in their area.

Chapter Color Guards are required to comply with this by-law and the regulations adopted under Section 4 of this article. Chapters are encouraged to adopt Chapter By-Laws that serve the purpose and intent of this by-law.

All monies collected by, awarded to, or donated to, Chapter Color Guard shall be accounted for at chapter level as prescribed by their Chapter by-laws and financial practices.

## **End of the Articles of the Bylaws**

**AMENDED by the by the Missouri Society of the Sons of the American Revolution at their annual meeting on April 25, 2015, held at St. Louis, Missouri..**

**Effective: April 25, 2015**

**Prepared by: H. Lee Capps**

**Constitution, Bylaws, and Procedures Chairman**