

**Washington State Society, Sons of the American Revolution
John Paul Jones Chapter**

Bylaws Effective September 28, 2024

Article I- Name

The name of this organization shall be the John Paul Jones Chapter, Washington State Society, Sons of the American Revolution, hereinafter referred to as the Chapter.

Article II - Objectives

The objectives of the Chapter are to promote the objectives of the National and Washington State Societies, Sons of the American Revolution, hereinafter referred to as the National Society and State Society respectively. The declared objectives are to be patriotic, historical and educational. Actions of the Chapter shall not conflict with the Constitution or Bylaws of the National or State Societies.

Article III- Membership

Section A - Qualifications. Any member in good standing of the State Society may become a member of the Chapter upon payment of dues to and acceptance by the Chapter.

Section B - Classes of Members. Membership classes shall correspond with those of the National and State Societies.

Section C - Dual Members. A member whose National and State dues are paid through the Chapter or who are enrolled on the National or State Society rolls as a member of the Chapter shall be considered a Primary Member. Member in good standing of other SAR chapters may become dual members of the Chapter upon payment of dues to and acceptance by the Chapter. Dual members shall have all the rights and duties of Primary Members except the right to hold the offices of President or Vice President.

Article IV -Meetings

Section A - Regular Meetings. Regular meetings of the Chapter shall be held on the fourth Saturday of every month except June, July, August and December unless otherwise ordered by the Chapter. Five members shall constitute a quorum.

Section B - Annual Meeting. The first meeting of the Chapter in the calendar year shall be designated the Annual Meeting for the purposes of installation of officers and annual reports.

Section C - Special Meetings. Special meetings may be called by the Executive Board or by five members. Except in cases of emergency, at least fifteen days' notice of special meetings shall be given. Five members shall constitute a quorum.

Article V - Officers and Elections

Section A - Officers. The officers of the Chapter shall be a President, a First Vice President, and Second Vice President, a Chaplain, a Secretary, a Treasurer, a Genealogist, a Historian, and a Trustee. Duties of officers shall be designated in these bylaws, the Standing Rules, the Constitution, Bylaws and Standing Rules of the National and State Societies, and by the parliamentary authority adopted by the Chapter. The term of office shall be for two years or until their successors are elected and installed. The President may not concurrently hold any other office in the Chapter. The President and Vice President must have been members of the National Society for two years prior to installation. The Trustee must have served as a chapter president in any chapter of the National Society.

Section B - Nominations. At the regular meeting held in October, a Nominating Committee of three members shall be elected by the Chapter. It shall be the duty of this committee to nominate candidates for the offices to be filled for the following year. The Nominating Committee shall report before the election and additional nominations from the floor shall be permitted.

Section C - Elections. Annual election of officers shall take place at the regular meeting in November. If there are no nominations from the membership the nominations of the committee may be accepted as a motion to accept. If there are nominations from the membership voting shall be by secret ballot and a majority of votes cast for any office shall elect.

Section D - Vacancies. In the event of any vacancy in the office of President, the Vice President shall become the President for the remainder of the term of office. In the event of any vacancy by reason of death or resignation in any other office, the President may make a temporary appointment until the membership fills the vacancy for the remainder of the term by election at the next meeting.

Section E- Declaration of Vacancy. The membership may, at any meeting and by a three-fourths majority vote of members present, declare any office vacant and proceed to fill the vacancy by majority vote, provided that notice of the proposed declaration of vacancy be given at the previous meeting. This section shall not apply to vacancy by reason of death or resignation.

Article VI - Executive Board

Section A - Composition and Powers. The officers of the Chapter constitute the Executive Board. The Executive Board shall have general supervision of the affairs of the Chapter between its meetings, fix the hour and place of meetings, make recommendations to the Chapter, and perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Chapter, and none of its acts shall conflict with action taken by the Chapter.

Section B -Meetings. The Executive Board meets at the call of the President or of three members of the Executive Board. Five days notice of meetings shall be given, except in emergencies, and three members shall constitute a quorum. Any decision of the Executive Board made without a meeting must be unanimous.

Article VII - Committees

Section A. Finance Budget Committee. A Finance Budget Committee composed of the Treasurer and two other members shall be appointed by the President promptly after each annual meeting. It shall be the duty of this committee to prepare a budget for the following year, and to submit it to the Chapter at its regular meeting in November. The Finance Budget Committee may from time to time submit amendments to the budget for the current year, which may be adopted by a majority vote of members present.

Section B. Financial Review Committee. A Financial Review Committee of three members shall be appointed by the President at the Chapter's November meeting, whose duty it shall be to review the Treasurer's accounts at the close of the year and to report at the annual meeting.

Section C. Other Committees; President's Ex-Officio Committee Membership. Such other committees, standing or special, shall be established by the Chapter or the Executive Board shall from time to time as deemed necessary to carry on the work of the Chapter. Unless the body establishing a committee appoints the members and chairmen, the President shall make such appointments. The President shall be ex officio a member of all committees except the Nominating Committee.

Article VIII - Electronic and Other Adaptation

Section A - Electronic meetings. The Executive Board and other committees may meet and take action by electronic means provided all members of the Board or committee can hear each other or otherwise communicate simultaneously and participate during the meeting. Minutes shall be taken and be approved at the next meeting. Any decision made by the Executive Board or by any committee without a meeting must be unanimous.

Section B - Notifications. Notifications required under these bylaws must be at a regular or special meeting or by mail, provided that a member may, by submitting such a request to the secretary, elect to receive required notifications by email or other electronic means.

Article IX - Standing Rules

Section A. - Purpose. Standing rules shall contain decisions of the Chapter intended to be of a permanent nature or to have effect for more than a year. They shall be maintained by the Secretary and available to all members on request.

Section B - Effect. No decision of the Chapter shall have authority beyond one year unless it is contained in the Standing Rules or Bylaws.

Section C - Adoption and Amendment. Standing Rules may be adopted by a majority vote of members present at any meeting of the Chapter. Standing Rules may be amended by a two-thirds vote at any meeting of the Chapter, or by a majority votes if submitted in writing at the previous meeting of the Chapter.

Article X - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Chapter may adopt.

Article XI - Amendments

These bylaws may be amended at any regular meeting of the Chapter by a two-thirds vote of members present, provided that the amendment was submitted in writing at the previous regular meeting. They become effective immediately upon adoption.

ARTICLE XII - Dissolution

Upon dissolution of the Chapter, the remaining assets shall be distributed to The Washington State Society, Sons of the American Revolution. Should that organization be inactive, the distribution shall be for charitable, educational or scientific purposes as described in Section 501(c)(3) of the Internal Revenue Code of 1954. Such decision shall rest with the Executive Committee.

Standing Rules

Standing Rule 1

These Standing rules constitute the operating procedures of the Chapter. In no instance shall they supersede or override any provision of the Bylaws of the Chapter.

Standing Rule 2

Chapter meetings shall be held at a time and place deemed convenient to the members.

Standing Rule 3

Duties of the President. The President provides overall leadership to the Society in implementing the programs that fulfill the purposes of the State and National Societies in accordance with the policies and guidelines in the State Constitution and Bylaws. He shall preside at all meetings of the Chapter and of the Executive Board, and shall exercise the usual functions of a presiding officer. He shall be the executive head of the Society.

Standing Rule 4

Duties of the Vice-President. The Vice-President shall in the absence or disability of the President, preside at the meetings of the Chapter and its Committees.

The First Vice President shall be responsible for maintaining the Americanism Report.

The Second Vice President shall be responsible for providing meeting programs that support the goals of SAR. These include History of the Revolution, Genealogy research, and information on Education and Veterans Programs. He will ensure that all audio-visual support is provided and will introduce the presenter.

Standing Rule 5

Duties of the Secretary. The Secretary shall record and preserve the minutes of all meetings of the Chapter, notify all members of their election, and handle all correspondence for the Chapter which would normally be signed by the President of the Chapter. Perform such other duties the Chapter may reasonably require, or as directed by the Chapter President.

Standing Rule 6

Duties of the Treasurer. The Treasurer shall have the custody of all funds of the Chapter and shall collect all sums due and deposit them to the credit of the Chapter in a depository bank. He shall receive all monies from whatever source derived for the Chapter and pay all just bills, keeping accurate clear accounting of the same. He shall

record the payment of all annual dues and give a Treasurer's report at each Chapter meeting. He chairs the Finance Committee. The Treasurer and First Vice President shall be signors on all bank accounts.

Standing Rule 7

Duties of the Genealogist. The Genealogist, shall receive, review and process applications for membership in the National Society. He shall maintain copies of the various applications for membership until the application is approved. He shall submit all applications to the Washington SAR Registrar. He shall assist prospects for membership in meeting the genealogical requirements of the Society. Chairs the membership committee. The appointed Assistant Genealogist (s) shall assist the Genealogist helping prospective members with their application and proof package when requested by the President and Genealogist.

Standing Rule 8

Duties of the Historian. The Historian shall keep a record of historical and commemorative events of the Chapter. Be the custodian of all Chapter records and correspondence. Perform such other duties the Chapter may reasonably require, or as directed by the Chapter President.

Standing Rule 9

Duties of the Chaplain. The Chaplain shall be responsible at the direction of the President for the leading and organizing of all religious services for the Chapter. He shall deliver the invocation and pronounce the Benediction for all meetings, and for any other prayers which are desired. As requested by the President or by family members, he shall be in charge of all Memorial Resolutions and Services given and performed in the Chapter's name (e.g. grave marking, funeral, Memorial Dedication, etc.)

He shall attend upon members of the Chapter and their families as requested, during periods of sickness, imminent death, bereavement, or at any other time when the services of a lay chaplain may be desired.

The Chaplain need not be an ordained minister.

Standing Rule 10

Duties of the Trustee. Act as a counsel, assisting the President in his supervision of the business and administrative affairs of the Chapter, reviewing the plans and actions of the Executive Committee. Perform such other duties the Chapter may reasonably require, or as directed by the Chapter President.

Standing Rule 11

Financial.

a. Regular, National Life and Dual member annual chapter dues shall be twenty dollars per year payable by December 31 of the preceding year. Chapter will assess a \$20 fee for new applications.

b. Chapter annual dues for members aged 90 years or older are waived. State and National dues (unless a National Life Member) for members aged 90 years or older will be remitted by the Chapter.

c. Junior member chapter annual dues are waived.

d. The annually appointed Financial Committee will review the Treasurer's accounts and provide the following report at the Annual Meeting.

We, the finance committee of JPJ chapter find the financial books have been kept in good and proper order for the period of _____ to _____ and as of December 31st 20-- they contain \$ _____ as they are turned over to the new Chapter officers. Signed _____

Standing Rule 12

Awards.

The Chapter Eagle Scout Essay winner and JROTC Enhanced Award winner will be awarded \$300.00.

Standing Rule 13

The Eagle Scout Coordinator will develop a relationship with Local Scouting officials to ensure that the Scouts have up to date information on SAR objectives and goals for support of the merit badges and for recognition of Scouts attaining the rank of Eagle Scout. The Coordinator will ensure that each scout receives a certificate of recognition and information about the Eagle Scout Essay Contest with encouragement to participate in the Essay contest.

Standing Rule 14

The Education Coordinator will interact with Local Educators to ensure that the SAR opportunities are communicated to local school districts with the hope of increased participation on the part of all schools and home school programs.

Standing Rule 15

The JROTC/US Naval Sea Cadet Coordinator will contact local Schools with JROTC programs and US Naval Sea Cadet Units in the area. He will distribute the annual awards for outstanding Cadets and the Chapter Award for the Enhanced JROTC Program.

Standing Rule 16

The Newsletter Coordinator will write and publish the monthly electronic newsletter. The newsletter will be sent to primary members and candidates as well to ensure the widest possible dissemination.

Standing Rule 17

The Flag Coordinator will use every opportunity to promote the correct display and reverence for our Nations flag and promote correct flag etiquette at all times. He will use all local resources to include scouts to achieve his goals.

Standing Rule 18

The Wreaths Across America Coordinator will promote the WAA activities and work to collect donations for the greatest coverage of our veteran's grave sites.

Standing Rule 19

Publicity Coordinator promotes the programs and newsworthy SAR events to ensure our local community is aware of SAR activities.

Standing Rule 20

Veterans Coordinator will identify veterans and award certificates for military service. He will coordinate activities with local Veterans facilities to help and support the needs of our members and veterans who have served this great nation.

Standing Rule 21

Membership Coordinator will monitor the membership to ensure that members are able to participate in Chapter events and activities. He will query those that are not attending to determine if they need help attending meetings. His role is to determine and support the quality of the meetings and member participation.

Standing Rule 22

DAR/CAR Coordinator will be the single point of contact between the DAR and CAR and will coordinate joint activities and events.

Standing Rule 23

Discipline, Procedure and Due Process will be followed per By Law No. 33 of the National Society of the Sons of the American Revolution.