

**BYLAWS OF THE TRENTON CHAPTER
OF THE
NATIONAL SOCIETY OF THE DAUGHTERS OF THE AMERICAN REVOLUTION**

ARTICLE I – Name

The name of this chapter shall be the Trenton Chapter of the National Society of the Daughters of the American Revolution.

ARTICLE II – Objects

The objects of this chapter shall be to promote the objects of the National Society of the Daughters of the American Revolution, hereinafter referred to as the National Society or NSDAR.

- 1) To perpetuate the memory and spirit of the men and women who achieved American Independence, by the acquisition and protection of historical spots and the erection of monuments; by the encouragement of historical research in relation to the Revolution and the publication of its results; by the preservation of documents and relics, and the records of the individual services of Revolutionary soldiers and patriots; and by the promotion of celebrations of all patriotic anniversaries;
- 2) To carry out the injunction of Washington in his farewell address to the American people, “to promote, as an object of primary importance, institutions for the general diffusion of knowledge,” thus developing an enlightened public opinion, and affording to young and old such advantages as shall develop in them the largest capacity for performing the duties of American citizens;
- 3) To cherish, maintain, and extend the institutions of American freedom; to foster true patriotism and love of country, and to aid in securing for mankind all the blessings of liberty.

ARTICLE III – Members

Section 1. Eligibility. Any woman is eligible for membership in the National Society of the Daughters of the American Revolution who is not less than eighteen years of age, and who is lineally descended from a man or woman who, with unfailing loyalty to the cause of American Independence, served as a sailor, or a soldier or civil officer in one of the several Colonies or States, or in the United Colonies or States or as a recognized patriot, or rendered material aid thereto; may not be discriminated against based on race, religion, sexual orientation, national origin, age, disability, or any other characteristic protected by applicable law.

Section 2. Admission. The applicant shall submit all required documents, prepared in accordance with instructions established and distributed by the National Society, and accompanied by the prescribed fees and dues within one year, unless granted extension by the chapter. Signatures of endorsement on applications are optional.

Section 3. Transfers and reinstatements. A member desiring to unite with the chapter by transfer, either from another chapter or from a member-at-large, or by reinstatement, shall be approved by the chapter.

Section 4. Associates.

- a. Members whose membership is in another chapter may be admitted as associate members provided that any member so admitted shall be a chapter member in good standing and may be an associate member in not more than two chapters in a state at the same time.
- b. An associate member shall not be counted toward representation or have a right to vote or to hold office in the chapter.

Section 5. Resignations. A member desiring to resign shall present her resignation in writing to the chapter registrar, who shall immediately report the resignation to the Office of the Organizing Secretary General. A member whose dues are delinquent shall not be entitled to resign from membership.

ARTICLE IV – Fees and Dues

Section 1. Application Fee. The application fee to the National Society shall be as determined by the Continental Congress.

Section 2. Annual Dues.

- a. The annual chapter dues shall be increased as needed plus the amount required by the National Society and the South Carolina Society, payable in advance on or before November 15 of each year.
- b. Dues for a member admitted or reinstated on or after July 5 shall be credited for the upcoming dues year, which begins December 1.
- c. The annual dues of an associate member shall be set by the Executive Board payable in advance on or before November 15 of each year with evidence of her membership in good standing in another chapter. She shall pay no national or state dues through this chapter.
- d. The dues and fees for readmission of a resigned member and of a member dropped for non-payment of dues shall be as established in the bylaws of the National Society.
- e. The annual national dues for each member shall be sent by the chapter Treasurer to the Office of the Organizing Secretary General, payable to the Treasurer General, by the date and method established in the bylaws of the National Society.
- f. The chapter Treasurer shall notify all members whose dues have not been paid that their dues are delinquent and that such member is ineligible to vote in chapter business. Membership will automatically terminate if national dues are not received by the date and method established in the bylaws of the National Society.

ARTICLE V – Officers

Section 1. Officers. The elected officers of the chapter shall be a Regent, first Vice Regent, Chaplain, Recording Secretary, Treasurer, Registrar. There shall be these five officers, and no member shall hold two of these offices, unless membership drops to fewer than 30 members. The offices of chapter Regent, chapter Recording Secretary and chapter Treasurer shall be held by three separate chapter members in all chapters.

Section 2. Nominations. In the odd-numbered year of election, a nominating committee of 3 members shall be elected at the regular meeting to present the slate of nominees with voting to take place at least one month prior to the annual May meeting. It shall be the duty of this committee to nominate a candidate, whose consent to serve has been obtained for each office to be filled. Additional nominations may be made from the floor, provided the consent of the nominee shall first have been obtained.

Section 3. Eligibility. To be eligible for the office of Regent or first Vice Regent, a member shall have held membership in the chapter for at least one continuous year prior to her election to office and be in good standing. To be eligible for all other offices, a member shall have belonged to the chapter for six continuous months preceding her election to office and be in good standing.

Section 4. Term of Office. Officers shall be elected by ballot for the term of two years or until their successors are elected, whichever is the later. A majority vote shall elect. If there is only one nominee, the election for that office may be by voice vote or declared elected by the Regent. The term of office shall begin at the close of the annual meeting. No member shall serve more than two consecutive terms in the same office unless there is not a new candidate for the office, at which time the present officer may choose to continue in office for another term. The Chapter Regent may not serve more than six consecutive years, except by permission of the National Board of Management. However, an exception granted by the NBM does not override the chapter bylaws. A member who has served more than half a term in any office shall be considered to have served a term.

Section 5. Vacancies. In case of a vacancy in the office of chapter Regent, the first Vice Regent shall become chapter Regent. Vacancies in other offices the Regent with concurrence of the Executive Board will appoint a member to fulfill the unexpired term until the next election of officers.

ARTICLE VI – Duties of Officers

Section 1. Duties. The officers of the Trenton Chapter shall perform the duties prescribed by these bylaws, and such others as the Articles of Incorporation, the bylaws of the National Society, the bylaws of the South Carolina Society, and the parliamentary authority, and such other duties as shall be ordered by the chapter.

Section 2. The Regent shall:

- a. preside at all meetings of the chapter and of the Executive Board, and shall have general supervision of the affairs of the chapter;
- b. be the Chief Executive Officer of the chapter;
- c. appoint all committees except the nominating committee;
- d. Appoint a parliamentarian subject to approval by the Executive Board;
- e. be ex-officio a member of all committees except the nominating committee.
- f. complete the Chapter Master Report, or ensure it is completed, and submit it as instructed by the State Regent.

Section 3. The Vice Regent shall:

- a. perform the duties and responsibilities of the Chapter Regent in her absence or inability to serve;
- b. perform other duties as the Regent requests and the chapter requires, such as the calendar and yearbook.

Section 4. The Chaplain shall:

- a. conduct such religious services as required;
- b. communicate, whenever possible, with members who are ill or in distress;
- c. plan memorial services for deceased members;
- d. send appropriate cards.

Section 5. The Recording Secretary shall:

- a. record the proceedings of the meetings of the chapter and Executive Board;
- b. be custodian of all records not otherwise provided for;
- c. notify officers of their election and committees of their appointment;
- d. notify officers and chairs of votes affecting their duties;
- e. keep a roll of members of committees and of the chapter.

Section 6. The Corresponding Secretary shall:

- a. send notices of meetings;
- b. conduct correspondence as requested by the Regent or required by action of the chapter or the Executive Board.

Section 7. The Treasurer shall:

- a. receive all funds of the chapter and deposit them in the bank or banks as may be designated by the chapter or the Executive Board;
- b. disburse funds as directed by the chapter or Executive Board, and pay only those bills authorized by the Regent, Chapter, budget;
- c. remit national dues to the office of the Organizing Secretary General prior to the first day of December, and state dues to the State Treasurer by December 1st, of every active member;
- d. file the appropriate form 990 with the IRS following the end of the fiscal year and any annual reports required by the state taxing authority;
- e. prepare the accounts for a financial review or audit before each annual meeting.

Section 8. The Registrar shall:

- a. ascertain, prior to submitting, that the application is in proper form and accompanied by properly prepared supporting documentation;
- b. see that together with the application and documentation, the proper fees are remitted as established by the current procedure of the National Society;
- c. notify the Regent, Recording Secretary, Corresponding Secretary, Treasurer, and new member of application verification;
- d. notify officers of the State Society as required;

- e. upon transfer out of the chapter, send the member's application to the member, if transfer is to member-at-large, or the receiving chapter, in accordance with instructions of the National Society;
- f. report to the office of the Organizing Secretary General all changes in membership, marriage, divorce, deaths, resignations, transfers, and changes in contact information as they occur.

Section 9. The Historian shall:

- a. direct such historical work as may be requested by the chapter in accordance with the historical programs of the National Society and of the South Carolina Society;
- b. be custodian of historical and biographical papers which the chapter may acquire.

Section 10. The Librarian shall:

- a. cooperate with the State Librarian in securing books for the DAR Library in Washington DC;
- b. provide other library work as the National Society and South Carolina Society may authorize.

ARTICLE VII – Meetings

Section 1. Monthly Meetings. At least five meetings of the chapter shall be held annually unless otherwise requested by the Chapter or the Executive Board.

Section 2. Annual Meeting. The regular meeting in May shall be known as the Annual Meeting and shall be for the purpose of updating the chapter members on the accomplishments of the year, inducting officers, and for any other business that may arise.

Section 3. Special Meetings. Special meetings may be called by the Regent or by the Executive Board and shall be called upon the written request of ten members. Except in cases of emergency, the meeting will be arranged within ten days, and seven days' notice shall be given. The business transacted at any special meeting shall be limited to that stated in the call to the meeting.

Section 4. Electronic Meetings. The majority of regular chapter meetings shall be held in-person, except that provision may be allowed for members who are unable to attend in person to participate electronically, so long as all members can simultaneously hear each other and participate, subject to any limitations established in special rules of order or standing rules adopted to govern such participation, and at no expense to the chapter. However, in the event of a situation where an in-person gathering is not possible, is prohibited or discouraged, the Executive Board, by majority vote, which may be taken electronically, may authorize the chapter to meet electronically through the use of Internet meeting services, which may include any reasonable limitations on, and requirements for participation. Electronic mail (email) shall not be used to conduct meetings.

Section 5. Quorum. Ten members of the chapter shall constitute a quorum for a regular or special meeting. The majority of the attendees is the total number of members in attendance at a meeting, divided by two, plus one.

Section 6. Proxy voting. There shall be no proxy voting.

Section 7. Notice. Unless members indicate otherwise to the Regent and the Recording and/or Corresponding Secretary in writing, all communication required in these bylaws, including meeting notices, may be sent electronically.

Section 8. Cancelled Meeting. In case of emergency, three (3) chapter officers may collectively agree to cancel a regularly scheduled meeting due to adverse weather or other circumstances beyond the control of the chapter or members. Every attempt will be made to provide timely notification to members.

Section 9. Email Voting. In matters that require urgency and when a meeting is not critical to a decision, and with the written permission of a quorum, a vote may be conducted by electronic mail (email) which must be ratified at the next meeting.

ARTICLE VIII – Executive Board (removing committee language option)

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

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

Section 3. Meetings. Meetings of the Executive Board shall be at the call of the Regent, or upon written request of majority of the members of the Executive Board. Meetings shall be held at a central location, but Executive Board members who are not present in person may be permitted to participate electronically, so long as all members can simultaneously hear each other and participate, subject to any limitations established in special rules of order or standing rules adopted by the Executive Board to govern such participation, and at no expense to the chapter. Executive Board meetings will be scheduled on a quarterly basis. Special meetings will be called upon request by the majority of the Executive Board members.

Section 4. Quorum. A majority of the members of the Executive Board shall constitute a quorum for a regular or special meeting.

Section 5. Non-members. With the consent of the members of the Executive Board, the Regent may invite chapter chairs or other non-members to attend meetings of the Executive Board and to participate in discussion. Chapter chairs and other non-members shall not make motions, second motions, or vote.

Section 6. Proxy voting. There shall be no proxy voting.

Section 7. Notice. Unless members indicate otherwise to the Regent and the Recording and/or Corresponding Secretary in writing, all communication required in these bylaws, including meeting notices, may be sent electronically.

Section 8. Email Voting. In matters that require urgency and when a meeting is not critical to a decision, and with the written permission of each Executive Board member, a vote may be conducted by electronic mail (email) which must be ratified at the next meeting.

ARTICLE IX – Committees

Section 1. Program Committee. A Program Committee of at least two members appointed by the Regent, shall plan the programs for the year subject to approval by the Executive Board.

Section 2. Budget Committee. A budget committee consisting of the Treasurer and at least 2 members, appointed by the Regent, shall consider requests for funds, prepare a budget, and submit it to the chapter for approval at the first meeting of the chapter year. The Treasurer shall not serve as chair and the Regent shall appoint the chair.

Section 3. Financial Review Committee. A Financial Review Committee of at least two members, appointed by the Regent, shall examine the Treasurer's accounts at the close of the chapter year and report at the first meeting of the new chapter year. The report will be adopted by the members. The chapter Treasurer will not be a member of this committee.

Section 4. Other committees. Such other committees, standing or special, shall be appointed by the Regent as the chapter may authorize or as the National Society or the South Carolina Society may require. Committees will be responsible to report to the Executive Board, the results or actions of its work. Committees do not have authority to enter into binding agreements on behalf of the chapter.

Section 5. Meetings. Committee meetings shall be held at the call of the chair or upon the request of majority members of the committee. Meetings shall be held at a central location, except that provision may be allowed for members who are unable to attend in person to participate electronically, so long as all members can simultaneously hear each other and participate, subject to any limitations established in special rules of order or standing rules adopted to govern such participation, and at no expense to the chapter.

Section 6. Quorum. The majority of the members of the committee shall constitute a quorum.

Section 7. Proxy voting. There shall be no proxy voting.

Section 8. Notice. Unless committee members indicate otherwise to the chair, in writing, all communication required in these bylaws, including meeting notices, may be sent electronically.

Section 9. Email Voting. In matters that require urgency and when a meeting is not critical to a decision, and with the written permission of every member, a vote may be conducted by electronic mail (email) which must be ratified at the next meeting.

ARTICLE X – Representation

Section 1. Continental Congress. The representation of the chapter at Continental Congress shall be as provided in the bylaws of the National Society.

Section 2. State Conference. The representation of the chapter at meetings of the South Carolina Society shall be as provided in the bylaws of the South Carolina Society.

Section 3. Delegates. The chapter shall elect delegates and alternates for Continental Congress and for the State Conference no later than the January meeting.

ARTICLE XI – 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 not inconsistent with these bylaws, or the bylaws, special rules of order, standing rules or any rulings of the National Society of the Daughters of the American Revolution or the South Carolina Society.

ARTICLE XII – Amendment to Bylaws

Section 1. Proposed Amendments. These bylaws may be amended at any regular meeting of the chapter by a two-thirds vote, provided the proposed amendment has been submitted in writing at the previous meeting (or with the call of the meeting). Unless otherwise provided prior to its adoption or in the motion to adopt, an amendment shall take effect immediately upon its adoption.

Section 2. Chapter voting may be done electronically.

Mandatory Amendments. Any amendment adopted by the National Society, or by the South Carolina Society affecting the work of this chapter shall become the law of the chapter without further notice.

ARTICLE XIII – Dissolution

Although the period of duration of the chapter is perpetual, if for any reason the chapter is to be dissolved or otherwise terminated, no part of the property of the chapter or any of the proceeds shall be distributed to or inure to the benefit of any of the officers or members of the chapter. Upon the dissolution of the chapter, assets shall be distributed by the chapter Executive Board to and only to the State organization of the National Society Daughters of the American Revolution.

Date bylaws approved

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