

# Bylaws of the Pensacola Chapter Sons of the American Revolution

## ARTICLE I

### Name

The name of this organization shall be the Pensacola Chapter of the National Society of the Sons of the American Revolution.

## ARTICLE II

### Objectives

The objectives of this Chapter shall be to promote those of the National Society of the Sons of the American Revolution.

...Are declared to be Patriotic, Historical, and Educational, and shall include those intended or designed to perpetuate the memory of those patriots who, by their services or sacrifices during the war of the American Revolution, achieved the independence of the American People.

...To unite and promote fellowship among their descendants.

...To inspire them and the community at large with a more profound reverence for the Principles of the Government founded by our forefathers.

...To encourage Historical Research in relation to the American Revolution.

...To acquire and preserve the records of the individual services of the patriots of the war, as well as, documents, relics, and landmarks.

...To mark the scenes of the Revolution by appropriate memorials.

...To celebrate the anniversaries of the prominent events of the war and of the Revolutionary period.

...To foster true patriotism.

...To maintain and extend the institutions of American Freedom, and to carry out the purposes expressed in the Preamble of the Constitution of our country and the injunctions of (Gen.) Washington in his farewell address to the people

...To support other causes and endeavors that are designed to insure Liberty and Justice for all.

## ARTICLE III

### Eligibility

Any male shall be eligible for membership in this Chapter, who is a citizen of good repute in the community, is the lineal descendant of an ancestor who was at all times unflinching in loyalty to, and rendered active service in the cause of American Independence, either in the armed forces of the Continental Congress, or as a recognized patriot who performed actual service by overt acts of resistance to the authority of Great Britain, provided, however, that no person advocating the overthrow of the Government of the United States by use of force or violence shall be eligible for membership in the Society.

## ARTICLE IV

### Membership

**Section 1.** Application for membership shall be made through a State Society upon duplicate blank forms prescribed by the National Committee of Trustees and shall in each case set forth the name, residence and service of his ancestor or ancestors in the American Revolution from whom he claims eligibility.

**Section 2.** An Applicant for membership shall be sponsored by two members in good standing or, in the case of an applicant for Youth Life Membership, one member in good standing, and he shall make oath that the statements in his application are true to the best of his knowledge and belief. The application and admission fees shall be submitted to the Sponsoring Chapter who, upon approval, shall submit the application to the State Society. If the application is approved by

the State Society, it shall send such application, together with the admission fee, to the Genealogist General, who shall examine the claims of the applicant for eligibility. No applicant shall be admitted to membership until the Genealogist General approves the application.

**Section 3.** Each member of the National Society shall be entitled to a certificate of membership, duly attested by the President General and the Secretary General, countersigned by the President and Secretary of the State Society through which such member shall have been admitted, to which certificate shall be affixed the seal of the National Society. Each Youth Life Member shall be entitled to wear the authorized Youth Membership Pin.

**Section 4.** The official designation of a member of the National Society of the Sons of the American Revolution shall be "Compatriot".

**Section 5.** Whenever an applicant for Membership in the society is a lineal descendant of a person or former member of the Society, or The Daughters of the American Revolution, or The Children of the American Revolution, whose application contains references to authorities or sources for the ancestor of that present member having been eligible as a Son/Daughter/Child of the American Revolution as provided in Article III of the NSSAR Constitution, it shall only be necessary to establish the applicant's descent from such present or former member and to include such member's National Number; provided that proof satisfactory to the Genealogist General are on file at NSSAR Headquarters to establish the line of descent from the ancestor to the present or former member. Only a "Record Copy" from the Daughters of the American Revolution or Children of the American Revolution shall be accepted at NSSAR Headquarters as proof satisfactory.

## **ARTICLE V**

### Officers

**Section 1.** The officers of this Chapter shall be President, Vice President, , Chaplain (appointed), Secretary, Treasurer, Registrar, Genealogist, Historian/Librarian, Sergeant-at-Arms, Member-at-Large and Parliamentarian (appointed).

**Section 2.** A Nominating Committee composed of the Immediate Past President (who will serve as Chairman) and two members appointed by the Executive committee, shall be formed every other August.

**Section 3.** It shall be the duty of this committee to present a slate of nominees, whose consents have been obtained, via email, U.S. Mail or at the regular December meeting during which elections shall be held. Additional nominations may be made from the floor provided the consent of the nominee shall first have been obtained. No member shall be eligible for office who has not been a member of this Society for at least 12 months.

**Section 4.** Election shall be by ballot and a majority vote of the members present and voting shall elect. If there is only one nominee for any office, the election for that office may be made by voice. All officers shall hold offices for two years or until their successors are elected. No member shall hold more than one office at a time. New officers shall be inducted, and their terms shall be effective, at the January regular meeting.

**Section 5.** In the event of a vacancy in the office of Chapter President, the Vice President shall serve as President. Vacancies in other offices shall be filled by the Executive Committee until the next annual elections.

**ARTICLE VI**  
**Duties of Officers**

**Section 1.** The officers shall perform the duties prescribed by the Bylaws of the National Society and of the State Society and by the parliamentary authority of the National Society. Outgoing Chapter Officers shall promptly transmit to the successors the original complete records and papers of their terms in office.

**Section 2.** The **President** shall be the Chief Executive Officer of the Chapter and preside at all meetings of the Chapter and of the Executive Committee. He shall appoint all committees except the Nominating Committee.

**Section 3.** The **Vice President**, in the absence of the President, shall perform the duties of that office. The Vice President may be assigned to direct committees and perform such other duties as requested by the President.

**Section 4.** The **Chaplain** shall conduct such religious services as the occasion may require. He shall communicate, wherever possible, with members who are ill or in distress. The Chaplain shall pronounce the invocation and the benediction at all meetings and ceremonies and shall provide the Chapter Membership with spiritual guidance.

**Section 5a.** The **Secretary** shall keep a record of the proceedings of the meetings of the Chapter and of the Executive Committee. He shall keep a roll of members of the chapter and of committees, and shall keep an attendance record of regular and special meetings of the Chapter and the proceedings of the preceding year as may affect future operations of the Chapter and attach to the minutes. He shall also type a summary of the year's activities to give to the Historian for the permanent Chapter files.

**Section 5b.** He shall maintain an electronic filing system or listing of all members in Good Standing, Delinquent members and prospective members whose applications are pending approval at the State and National Offices.

**Section 5c.** Upon the death of a Chapter member, he shall send the complete data on the deceased, to the State Chaplain by sending the following information: full name, spouse name, National Number, date and place of death; title of each State or National Office or Chairmanship held with dates of service for each. He shall keep a card file listing the service record for each chapter member, at chapter, state and national levels.

**Section 5d.** At the discretion of the President an **Assistant Secretary** position may be established and will be nominated and elected as a part of normal chapter elections. This officer will report to and assist the Secretary in the performance of duties as necessary. When deemed necessary by the Secretary may act on his behalf or when deemed necessary by the President may assume the duties a Secretary with the same authority and prescribed duties.

**Section 5e.** He shall mail out renewal notices, collect dues, issue membership cards, and advise the membership chairman, President and the Treasurer of all delinquent members, so that efforts can be made to effect reinstatement.

**Section 5f.** He shall, in conjunction with the Chapter Treasurer, prepare the annual report for timely submission in December of each year.

**Section 6.** The **Treasurer** shall receive all funds of the Chapter and shall deposit them in such bank or banks as may be designated by the Chapter. He shall promptly disburse these funds as directed by the Chapter President.

**Section 7a.** The **Registrar** shall furnish work sheets to candidates for membership and shall provide assistance in their completion. He shall ensure the final application form is in order, all required supporting documents are valid, and appropriate fees for FLSSAR and NSSAR are attached before forwarding to the FLSSAR Registrar. He shall retain copies of application papers and documents of members when necessary. He shall forward the fees for Chapter dues to the Treasurer, and pertinent biographical information to the Secretary.

**Section 7b.** He shall report changes in status as they occur to the Chapter President and State Registrar.

**Section 7c.** He shall assist prospective members in preparation of application papers.

**Section 8a.** The **Historian/Librarian** shall direct such historical work as may be requested by the Chapter in accordance with the historical program of the National and State Societies. He shall be custodian of historical and biographical papers of the Chapter and the permanent Chapter files.

**Section 8b.** As Librarian, he shall cooperate with NSSAR Acquisitions Library in securing books for NSSAR Library and shall perform other library work as requested by the State Society or the Chapter. He shall encourage members to contribute to the Discretionary Fund of the NSSAR Library through the Chapter Treasurer, and to donate appropriate material to the NSSAR Library and to the Genealogical Section of the West Florida Regional Library.

**Section 9.** The **Sergeant-at-Arms** shall assist in preserving order and perform such other duties as the President may direct.

**Section 10.** A **Parliamentarian** may be appointed at the discretion of the Chapter President. Said Parliamentarian shall be a non-voting member of the Executive Committee. It shall be his duty to advise the presiding officer and the Chapter on procedures according to parliamentary law. The Parliamentarian shall be fully informed of the Bylaws of the National Society, State Society and the Chapter, and shall have a copy of said Bylaws at each meeting of the Chapter or the Executive Committee.

**Section 11a.** The **Genealogist** shall provide research assistance and advice as required to Chapter members and prospective members related to the preparation of all types of SAR and CAR applications.

**Section 11b.** He shall assist the Chapter Registrar in resolving all pending application issues.

**Section 12.** No officer shall accept payment for services rendered in the discharge of his official duties.

## **ARTICLE VII**

### Executive Committee

**Section 1.** The Executive Committee consists of the President, who will serve as Chairman; Vice President, who will serve as Vice Chairman; immediate Past President; Secretary, who will serve as the Secretary of the Committee; Treasurer, who will serve as fiscal advisor; and all other officers as enumerated in Article V.

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

**Section 3.** Meetings of the Executive Committee shall be held according to the Standing Rules.

## **ARTICLE VIII**

### **Meetings**

Regular Meetings of the Chapter Membership shall be held according to the Standing Rules. Guests may attend all meetings.

## **ARTICLE IX**

### **Committees**

**Section 1.** The Chapter President shall appoint all committees, except the nominating committee, and shall be an ex-officio member on each committee.

**Section 2.** Within 30 days after taking office, the President shall appoint all standing and ad hoc committees. All standing or ad hoc committees will perform their duties in compliance with state and national guidelines.

**Section 3.** The President shall appoint other committees as he shall deem necessary.

## **ARTICLE X**

### **Finances**

**Section 1.** Membership dues shall be those required by the National and State Societies plus those specified for the Pensacola Chapter SAR, as set forth by the Chapter Standing Rules.

**Section 2.** The Fiscal Year of this chapter shall be January 1<sup>st</sup> to December 31<sup>st</sup>.

**Section 3.** An annual audit of Chapter Funds shall be conducted every January, upon appointment of a new Treasurer, or if deemed necessary by the Executive Committee. An Auditing Committee shall be appointed by the President. The results of all audits shall be reported to the General Membership.

**Section 4.** All monetary donations to the chapter, shall without exception, be deposited into the chapter checking account before any distribution of the funds can be made.

**Section 5.** No disbursement of chapter funds shall be made without the authorization of the President and majority approval by the executive committee for any disbursement over \$500.00.

## **ARTICLE XI**

### **Amendments**

**Section 1.** These bylaws may be amended by a two-thirds vote of the Chapter Membership present at any regular meeting, providing that at least ten members are present and voting.

**Section 2.** Any member may submit recommendations for amendments. These recommendations must be submitted to the Executive Committee in writing.

**Section 3.** Prior to submission to the membership for vote, any proposed amendment shall be reviewed by the Executive Committee. The Committee shall report its recommendations at the meeting preceding that, at which the proposal is to be voted on.

**ARTICLE XII**  
Parliamentary Authority

The rules contained in *Robert's Rules of Order, Newly Revised* shall govern the Chapter in all cases to which they are applicable, and in which said rules are not inconsistent with the Bylaws of the National Society of the Sons of the American Revolution, or the State Society.

**ARTICLE XIII**  
Associates of the Pensacola Chapter

**Section 1.** The Chapter may create a class of Associates for this Chapter only. These men will be known as Associates of the Pensacola Chapter, hereafter referred to as Associates or Associate.

**Section 2.** The Associates class is for men 18 years of age or older who want to be a part of the National Society, Florida State Society, Pensacola Chapter, but do not have or have not yet proven their lineage to a Revolutionary War patriot ancestor. There would not be any affiliation with the State or National Society associated with this type membership. Acceptance of Associates into the chapter fellowship will require completion of an Associate application and require a sponsor and co-sponsor.

**Section 3.** Yearly dues would be equal to the current regular yearly chapter dues for the year of application and yearly thereafter when dues are normally collected. Should the Associate establish a lineage to a Revolutionary War patriot ancestor, these dues will be applied towards his SAR Application fees at time of application. Associate dues will no longer be required once his regular membership application has been approved by the NSSAR.

**Section 4.** The Associates will be invited to all activities and will be entitled to receive any regularly distributed publications and/or correspondence distributed to regular members. Associates can and will be encouraged to participate on Chapter committees as a committee member but cannot chair a committee or hold a Chapter office. The Associates cannot wear the SAR insignia designed for wear by SAR members, but may receive awards and wear a special pin to show their status as an Associate.

**Section 5.** Each new Associate will receive a Chapter Associate Certificate signed by the Chapter President and Secretary and presented to them by the Chapter President during a regular monthly Chapter meeting. Associates will be assigned a unique Chapter Associate Number annotated as assigned on their Chapter Associate Certificate. The Chapter Secretary will maintain a separate roster of the Associates. The Chapter Registrar will maintain a file of approved Associate applications.

These Bylaws were read and adopted at a regular meeting held on May 18, 2022.

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Robert R. Canavello, Chapter Secretary

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Christopher Washler, Chapter President

## **Standing Rules of the Pensacola Chapter Sons of the American Revolution**

**SR-1.** Regular meetings will be held at Calvert's in the Heights, 670 Scenic Highway, Pensacola, FL, at 5 PM, on the second Wednesday of each month. (Amended November 3, 2021)

**SR-2.** Washington's Birthday is celebrated each February Meeting. This meeting may be held in conjunction with the local chapter Daughters of the American Revolution.

**SR-3.** Constitution Week may be celebrated each September with the Daughters of the American Revolution meeting, held the third Saturday, time and place to be announced.

**SR-4.** The meal for speakers and their guests, and Chapter invited guests shall be paid for by the Chapter.

**SR-5.** The President, Vice President, Treasurer, and any other officer deemed necessary by the Executive Committee, are authorized to sign Chapter checks. Two signatures are required.

**SR-6.** Initial fees are required upon submission of application, and annually thereafter in November. The fees are as follows:

	Initial	Annual
NSSAR	\$135.00	\$50.00
FLSSAR	\$45.00	\$20.00
Chapter	\$20.00	\$20.00
Total	\$175.00	\$90.00

(Amended August 1, 2023)

**SR-7.** The Executive Committee shall meet on the Monday of the week prior to the regular scheduled Chapter meeting (the second Wednesday of each month), or at the call of the President, or upon the written request of three members of the Committee. Four members of the Committee shall constitute a quorum. (Amended April 1, 2013)

**SR-8.** In Order to best utilize Chapter manpower, no restrictions are imposed on how many committees a member may hold simultaneously. For example, Registrar may hold Membership Committee Chairmanship, Treasurer may hold Awards Committee Chairmanship, or serve on one or more of the appointed committees.

**SR-9.** Standing Rules may be amended by a majority vote of the Executive Committee and reported to the general membership at the next regular meeting.

These Bylaws were read and adopted at a regular meeting held on May 18, 2022

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Robert R. Canavello, Chapter Secretary

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Christopher Washler, Chapter President