

**The Combined**  
**CONSTITUTION and BYLAWS of the**  
**ROBERT FORSYTH CHAPTER**  
**SONS OF THE AMERICAN REVOLUTION**

**Ratified:**  
**By the membership on July 11, 2013**

**ARTICLE I - NAME**

The name of this organization shall be **Robert Forsyth Chapter, Georgia Society, Sons of the American Revolution**, hereinafter referred to as the **Chapter**.

**ARTICLE II - OBJECTIVES**

The objectives of this Chapter 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 Washington in his farewell address to the American people.

**ARTICLE III - MEMBERS**

**Section 1 - Eligibility**

Any male shall be eligible for membership in this Chapter who, being of age of eighteen years or over, and a citizen of good repute in the community, is the lineal descendant of an ancestor who was at all times unfailing in loyalty to, and rendered active service in the cause of American Independence, either as an officer, soldier, seaman, marine, militiamen, or minuteman, in the Armed Forces of the Continental Congress, or any one of several Colonies or States; or as a signor of the Declaration of Independence, or as a member of a Committee of Safety or Correspondence; or as a member of any Continental, Provincial, or Colonial Congress or Legislature; 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 who has advocated, or is now advocating the overthrow of the Government of the United States by use of force or violence shall be eligible for membership in the Chapter.

## **Section 2 - Classes of Members**

Membership shall be of three classes:

- A. Primary, who shall have the right to vote and hold office and shall be counted as a Regular Member on the Chapter's roster and by the State and National Societies for member count.
- B. Dual Member, who shall have the right to vote, to hold office in the Chapter, and be considered a regular member and be so listed; however, he shall not be counted for membership on the Chapter's roster because he is primary at his home chapter and is only counted one time by State and National.
- C. Junior, who shall have the right to vote and shall be counted as a Junior Member on the Chapters roster and by the State and National Societies for member count.

## **Section 3 - Application**

- A. Application for Primary Membership shall be filed with the Chapter's Registrar accompanied by dues for the current year, unless otherwise directed, and proof of membership in a State Society SAR or assurance that Registration papers are in order for processing through the Georgia Society. Upon approval of such application by the National Society as forwarded through the Georgia Society, the applicant shall become a member of this Chapter.
- B. Request for Dual Membership in the Chapter shall be made with the Secretary, Robert Forsyth Chapter, requesting dual membership with the Chapter indicating his preference for primary or dual status. Upon verification from the Georgia Society of SAR membership, the Secretary, Georgia Society will take such action as to transfer the applicant's full membership to the primary/dual membership Chapter. In such cases where the applicant is from other than the Georgia Society and seeking primary/dual membership to this Chapter, the National Society will assign the applicant a Georgia Society membership number prior to the transfer action.

## **ARTICLE IV - MANAGEMENT AND OFFICERS**

### **Section 1 - Board of Managers (BOM)**

- A. The affairs of this Chapter shall be governed by a Board of Managers (BOM) and shall consist of the current Chapter Officers and immediate Past President and serve until the newly elected Officers are installed. Upon installation of the new Chapter Officers, the outgoing President becomes the immediate Past President.
- B. The Board shall meet at least quarterly in regular meetings on such dates, as the BOM shall determine. The President shall preside at meetings of the BOM.
- C. Should a vacancy occur on the BOM at any time between Annual Meetings of the Chapter the vacancy shall be filled as stated in Article IV, Section 4, B. Vacancy, to serve the un-expired term.
- D. The Officers serving as members of the BOM during their terms of office shall be subjected to the authorities of the BOM.
- E. The quorum for all meetings of the BOM shall be at least 5 Board members.

**Section 2 - Executive Committee**

- A. The Executive Committee shall be composed of the President, Vice President, Secretary, Treasurer and the immediate Past President of the Chapter. The President shall serve as Chairman.
- B. Five members shall constitute a quorum. The Executive Committee shall have the power to conduct its business by mail, email or telephone in lieu of convening a formal session; however, each member of the Committee shall confirm, by letter to the Secretary, each vote he has given through this conduct of this business. A report shall be made to the Chairman at each meeting of the BOM detailing all actions taken by the Executive Committee since its last report to the Board. During intervals between meetings of the BOM, the members of the Committee shall have the duty to meet on call of the Chairman and to act on any matter that the Chairman deems to be of such urgency and importance that action must be taken before the next regularly scheduled meeting of the BOM. The Committee shall also serve as council to advise the President on planning and operational matters about which he deems the council of the Committee to be needed or helpful.

**Section 3 - Officers**

- A. The Officers of the Chapter who shall administer its affairs and carry on its business shall be:

President	Vice President	Secretary
Treasurer	Chaplain	Chancellor
Registrar	Genealogist	Editor
Historian	Sergeant-at-Arms	

- B. A Nominating Committee of 3 Regular Members in good standing shall be appointed by the President, with the advice and consent of the BOM. The Committee shall convene and elect its own Chairman. The Committee shall be appointed at the BOM meeting held in July of each year. The nominating Committee shall, as soon as practicable, solicit the membership of the Chapter for all persons interested in becoming Officers of the Chapter. The Committee shall announce the names of the interested candidates on or before the date of the October Chapter meeting. Nominations will be accepted from the floor at the November Chapter meeting. The election shall be held at the December Chapter meeting. A quorum shall consist of the membership present, voting in person or by proxy. If voting by proxy, members may send their proxy to the Secretary via email. The Secretary will send a reply back to the member stating that he has received the proxy. The Secretary must then print the proxy and reply and bring those to the next meeting for counting. The election may be made by voice vote upon a motion to elect by acclamation, or else by written ballot. If the election is conducted by written ballot, the Secretary and the Treasurer will count the votes and the results will be announced before adjournment. Installation of elected Officers shall take place at the Annual Meeting, usually held in January.
- C. All Officers shall serve for a period of one year or until the successors are elected. The period of one year is defined as the time of installation at the Annual Dinner until the

following Annual Dinner, approximately 12 months later when again newly elected Officers are installed.

- D. The appointed Nominating Committee may nominate candidates to fill the same office for the forthcoming year or to fill another officer position on the BOM. The Nominating Committee is, however, limited to nominating candidates for a one-year period of service. It is presumed that the officers elected will learn the jobs and duties of the other officers so as to be in a position to fill other offices in succeeding years. It is not mandatory that positions be a training ground, but it is an expectation.

#### **Section 4 - Officers' Duties**

- A. General: The duties of the Officers shall be such as usually appertain to their offices, and they shall have such other duties as are hereinafter imposed and/or delegated to them by the BOM. The Officers shall report at the Annual Meeting and at such other times as may be required by the BOM.
- B. Vacancy: A vacancy in the office of the President shall be filled by the Vice President for the un-expired term. A vacancy in any other office shall be filled for the unexpired term by appointment of a qualified Regular Member by the President and confirmed by a majority of the BOM.
- C. The **President** shall be the Chief Executive Officer of the Chapter. He shall preside at meetings of the Chapter and of the BOM. He shall also perform such other duties as ordinarily pertain to that office, including, without limitation, the submission of timely and pertinent information respecting the affairs of the Chapter to the membership thereof in whatever manner and at whatever intervals he shall deem appropriate. He shall serve as Publisher of the Chapter's newsletter and in consonance with the newly elected President for the Chapter's Directory to ensure such Directory is available to the membership at the Annual Dinner.
- D. The **Vice President** shall perform such duties as they are assigned, and shall promote the interests and activities of the Society and of the Chapter while maintaining close liaison with the President to ensure the desires of the BOM are fulfilled. He shall at all times ensure that the President is informed of ongoing matters. The Vice President shall assist and preside at all meetings in the absence of the President and is responsible for securing suitable programs as well as meeting places for the Regular Meetings. He shall ensure the coordinated efforts between the Chapter's standing Committees in the fulfillment of their duties as described in the Chapter's Directory.
- E. The **Secretary** shall conduct the general correspondence of the Chapter, notify members of their election to membership, and see to other matters as the BOM may direct. He shall, under the direction of the BOM, give notice of the time and place of all Regular or Special Meetings. He shall keep all general correspondence and turn over such material of completed business to the Chapter Historian. He shall maintain an official "Chapter Minute Book" which shall contain minutes of all Regular, Special and BOM meetings as well as reports of the Treasurer. He shall furnish the President, on or before January 1 of each year, a complete list of paid Chapter membership and such Honorary Life members that are on roll, ensuring the list reflects those memberships held by the Georgia Society Secretary. Such lists shall include a list of present and former elected officers, members of the BOM, members of Committees, and recipients of medals and awards.
- F. The **Treasurer** shall receive and have charge of all funds and other assets in the name of

the Chapter and shall make disbursements for the benefit of the Chapter. He is the principal financial officer of the Chapter. He shall keep true record of his receipts and disbursements, which shall be inspected by an Audit Committee as approved by the BOM before each Annual Meeting, and upon approval, shall be submitted to the membership at the Annual Meeting. When the Treasurer's Report has been approved at the Annual Meeting, it shall become part of the permanent record and so be recorded in the Minute Book. He shall reimburse Officers and members upon submission of vouchers for approved expenses incurred as a consequence of requested or special duties in consonance with the BOM.

- G. The **Registrar** shall promptly verify all applications and proofs of eligibility for membership, make report to the BOM as necessary, and forward such approved applications to the Georgia Society Secretary for acceptance and transmittal to the National Society for final approval. He shall maintain a running account as a tracking vehicle of all membership transactions in consonance with the Chapter Secretary and Treasurer.
- H. The **Chancellor** shall be the Legal Advisor to the Officers and BOM on matters affecting or pertaining to the Chapter. He shall at all times ensure the Constitution and Bylaws of the Chapter are in order. He shall ensure that the current edition of "Roberts Rules of Order", are followed.
- I. The **Historian** shall keep the records of the historical and commemorative meetings and events of the Chapter and shall compile the Chapter's Annual Scrap Book, of which he shall be the custodian for its safekeeping. He shall, in consonance with the Editor and Secretary, ensure a complete portrayal of the Chapter's activities from Annual Meeting to Annual Meeting, in text and photographs, and that such coverage is presented in an orderly fashion in the Scrap Book.
- J. The **Chaplain** shall open and close the meetings of the Chapter with religious services usual and proper to such occasions. He shall perform religious services when so directed by the President, to include but not be limited to such activities as Revolutionary Grave Site Dedications, and is the focal point for sending of cards and/or remembrances to the sick or to families of a deceased Chapter member, and to others within the Georgia Society when deemed appropriate.
- K. The **Sergeant-at-Arms** shall assist in preserving order as the President may direct. He shall handle the physical arrangements within the meeting hall, including seeing that the furnishing, sound, lighting, flags, nametags, decorations, regalia, and the like, are present, adequate, and in proper order. He shall maintain custody of the Chapter Colors and Flag and other paraphernalia belonging to the Chapter other than office equipment and supplies used by the Secretary, and shall maintain them in a proper state of repair, deliver them to, and install them in the meeting place as necessary for the conduct of meetings of the Chapter and BOM.
- L. The **Editor** serves to publicize the activities of the Chapter by preparing, in consonance with the President, the Chapter newsletter herein identified officially as "The Robert Forsyth \_\_\_\_\_". He shall prepare and transmit news of the Chapter to the NSSAR magazine "SAR" and to the GASSAR newsletter "Hornets Nest." He shall send copies of dispatches of resolutions or news releases to the media, public officials, and other outside person or agencies furthering the objectives of the Chapter. The schedule of publications shall be as directed by the BOM. His directed objectives are to inform the members of

recent happenings and present planned activities and programs of the Chapter, Georgia and National Societies, of Chapters and of members. He shall disseminate official information and provide a vehicle for Officers of the Chapter to share and exchange views and information with the membership. The Editor shall determine the format and content of the newsletter for a joint review with the Publisher prior to going to print for dispatch and shall arrange for its printing and distribution. Articles contained shall be of interest to the membership in consonance with the objects of the Society. He shall also serve as Editor of the Chapter's Annual Directory working closely with the President, as Publisher, and the President-elect to ensure the Directory is published and available for the membership at the Annual Meeting. He shall ensure that his efforts remain within budget to include postage and will report at the BOM meetings.

- M. The **Genealogist** shall assist each member in preparing material for membership in the GASSAR. He shall write and publish such materials as will in his opinion be helpful in meeting the requirements for membership in the Society. The Genealogist shall assist the Registrar in anyway possible to further promote the membership of the Chapter.

## **ARTICLE V – MEETINGS**

The American Flag shall be displayed and honored at all meetings of the BOM and Chapter. Rules of procedure as set out in "Robert's Rules of Order" (latest edition) shall be used in BOM and Chapter meetings. In the absence of the Chancellor at a meeting, the President may appoint a Parliamentarian who shall interpret such procedures for that meeting.

There are five types of meetings held:

### **Section 1 - Annual Meeting**

- A. The Annual Meeting of the Chapter is held for the purpose of installing Officers elected during the Chapter's December meeting, receiving reports of Officers and Committees, and for any other business that may arise. The meeting shall be held during the month of January. The date and place of the meeting is to be selected by the President of the Chapter upon the advice and consent of the BOM.
- B. Any rule, regulation or resolution of a permanent nature, adopted at any Annual Meeting of the Chapter, shall continue in force until it is rescinded by majority vote of the Regular Members, who are duly notified and are present at any Annual, Regular, or Special meeting of the Chapter.
- C. The quorum for the Annual Meeting of the Regular Membership shall consist of those members present in person or by proxy at said meeting.

### **Section 2 - Regular and Special Board of Managers' (BOM) Meetings**

- A. The date, time, and place of each BOM meeting shall be selected by the President who shall cause to have the Board Members so notified by mail, email, or telephone at least ten days prior to the meeting.
- B. Three or more Board Members can call a Special Meeting of the BOM provided that all Board Members are advised of the date, time and place of the Special Meeting with

- notice given to all Board Members at least five days prior to the Special Meeting.
- C. The quorum for all meetings of the BOM shall be at least three Board Members.
  - D. Chapter members, who are not members of the BOM, in good standing and upon invitation of the President, may attend the BOM meetings and participate in debate but may not vote.
  - E. The duties of BOM members are:
    - 1. To exercise Management and control over the affairs of the Chapter.
    - 2. To create and staff additional Chapter offices and committees as needed.
    - 3. To approve, and authorize adjustments in the Chapter's budget.
    - 4. To fix Chapter dues and fees to be collected from applicants and members.
    - 5. To fill vacancies that may occur in any office until the next Chapter's Annual Meeting except that the Vice President shall, in the absence of the President, preside at meeting of the Chapter and the BOM.
    - 6. To adopt and enforce rules and procedures which shall not be inconsistent with any provisions of the Georgia or National Societies of the SAR.

### **Section 3 - Regular and Special Meetings**

- A. Unless otherwise ordered by the BOM, Regular Meetings of the Chapter shall be held the second Thursday of each month at 6:00 p.m. A quorum for all Regular Meetings of the Chapter shall consist of those members present in person or by proxy at said meeting.
- B. A Special Meeting of the membership may be called by the BOM or by two-thirds of the Regular Membership upon written request to the Board. Due notice by mail or email shall be given to every Regular Member no later than ten days preceding the Special Meeting, accompanied by a statement outlining the purpose of the meeting. A quorum for all Special Meetings of the Chapter shall consist of those members present in person or by proxy at said meeting.
- C. Regular Meetings will follow an "Agenda" in consonance with that of the Georgia Society with copies provided the Vice President, Secretary, Treasurer, Editor and Historian before the start of the meeting.
- D. The Chapter meeting will entertain a 20-minute "Guest Speaker Program" on topics related to the American Revolutionary War for Independence or on areas of common interest to the membership.
- E. Wives or significant others, and General Public may attend Regular Meetings
- F. The Sergeant-at-Arms will provide a Chapter "Muster Roll" for the membership to sign and present the total attendance number to the Secretary for recording into the minutes and to the Historian for the scrapbook.

## **ARTICLE VI - DUES**

### **Section 1 - Payment**

In addition to those dues levied from time to time by the Georgia and National Societies, the Annual Dues of this Chapter shall be prescribed by the BOM. The Chapter Dues are set at \$25.00 per year. Such dues, together with the Georgia and National Society dues,

shall be payable to the Chapter Treasurer, no later than December 5th, so as to allow such payment to be forwarded to the Georgia Society Secretary before the last day of December each year. There is no "grace period."

### **Section 2 - Loss of Membership**

Dues not paid by December 31 will result in the member being dropped from membership by the Georgia Society Secretary.

### **Section 3 - Reinstatement**

A member of the Chapter who has been dropped from the membership for non-payment of dues may be reinstated upon payment of current annual dues and such reinstatement fee as may be appropriate.

## **ARTICLE VII – COMMITTEES**

### **Section 1 - Appointments**

Upon the election of a new President of the Chapter, the incoming President shall make such appointments or reappointment of Committee Chairmen to all standing Committees to serve upon the installation of the incoming President, less the special Executive, Nominating and Awards Committees. Once Chairmen have been determined, the incoming President shall, with advice of the current President and newly appointed Committee Chairman, appoint members to that Committee. A member may be appointed to more than one Committee and serve as a member on more than one Committee.

### **Section 2 - Special Committees**

The Executive and Nominating Committee appointments are described above. The Awards Committee membership is appointed from Former Chapter Presidents, or others recommended by the BOM if sufficient former Chapter Presidents are not available in order to have at least three members. The immediate Past President shall serve as Chairman of the Awards Committee. The Awards Committee shall have all suggestions for awards referred to the Committee for review and in accordance with the Medals and Awards Manual adopted by the Chapter. The Audit Committee mentioned in Article IV section 4, paragraph F, shall be appointed by the BOM at the October BOM, and shall consist of at least three members.

### **Section 3 - Committee Descriptions and Duties**

The President or BOM may appoint such standing Committees that, in their discretion will advance and promote the objectives of the Chapter. Each Committee responsibility, the Chairman, and Committee Members shall be published in the Chapter's Directory and available at the Annual Meeting. Committee descriptions shall be approved by the BOM.

## **ARTICLE VIII – INTERPRETATION**

The interpretation of this Combined Constitution and Bylaws shall rest with the BOM. Rules and Regulations for the Chapter operations and activities not herein before covered shall be proposed by the BOM and shall be subject to a vote of the Chapter.

#### **ARTICLE IX – AMENDMENTS**

This Combined Constitution and Bylaws may be amended by a two-thirds vote of the Regular Members present, or by proxy, and voting at any Annual Meeting of the Chapter, provided that the proposed amendment or amendments have been submitted in writing to the BOM, and at a regular meeting at least forty-five days prior to the Annual Meeting. The BOM shall make its report recommending approval or disapproval of the proposed amendment(s) at the Annual Meeting. The President shall cause notice of any proposed amendment to be delivered to all Chapter Members, at least thirty days prior to the Annual Meeting.

Robert Forsyth Chapter-ByLaws and Constitution - Ratified July 11, 2013