

***Fairfax Resolves Chapter***  
**Virginia Society, Sons of the American Revolution**



***Constitution***  
***and***  
***Bylaws***

# Constitution & Bylaws of Fairfax Resolves Chapter Virginia Society Sons of the American Revolution

## Constitution

### **Article I – NAME**

The name of this Chapter shall be the Fairfax Resolves Chapter in accordance with the Charter issued by the Virginia Society of the Sons of the American Revolution on February 24, 1979.

### **Article II – Purposes**

*THE* purposes of this Chapter as those of the Virginia Society are declared to be patriotic, historical and educational, and shall include all actions intended or designed: *TO PERPETUATE* the memory of the men, who, by their sacrifices during the war of the American Revolution, achieved the independence of the American people; *TO UNITE* and prompt fellowship among their descendents; *TO INSPIRE* those descendents and the community at large with a more profound reverence for the principles of the government founded by our forefathers; *TO ENCOURAGE* historical research into the American Revolution; *TO ACQUIRE* and preserve the records of service of the patriots of the war, as well as documents, relics, and landmarks of the Revolution; *TO MARK* the scenes of the Revolution by appropriate memorial; *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 finally *TO CARRY OUT* the purposes expressed in the preamble of the Constitution of the United States and the injunctions of Washington in his farewell address to the American people.

### **Article III - Membership**

Any man shall be eligible for membership in this Chapter of the Virginia Society who is eighteen years old and a worthy member of the community. To be accepted into the Chapter and Society, he must establish that he is a lineal descendant of an ancestor who was at all times unfailing in his loyalty to, and rendered active service in, the cause of American Independence, as an officer, soldier, seaman, marine, militia man, or minute man in the armed forces of the Continental Congress or any of the several Colonies or States; or that he was a signer of the Declaration of Independence, a member of any Continental, provincial, or Colonial Congress or Legislature, or a recognized patriot who performed actual service by overt acts of resistance to the authority of Great Britain. Regardless of the foregoing, 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. Every member of the Fairfax Resolves Chapter shall become at the same time a member of the Virginia Society and of the National Society and shall be subject to all the rules and regulations governing these Societies.

## **Article IV- Officers and Board of Managers**

**Section 1.** The Chapter officers shall be a President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, Chaplain, Historian, Registrar, and Parliamentarian.

The officers of the Chapter are listed in order of seniority. Should the Office of the President become vacant, the First Vice President shall succeed him. Should any other office become vacant, the President shall fill the vacancy temporarily from among the membership until a successor has been duly elected, qualified and installed.

**Section 2.** A board of Managers shall conduct the affairs of the Chapter. The Board shall consist of the officers, the immediate Past President, and three additional compatriot members. The term of office for each of the three compatriot members shall be three years. One compatriot member shall be elected each year at the Annual Meeting.

The Board of Managers shall have the power and authority to manage the affairs of the Chapter. It shall receive reports from the Committee Chairmen, and review and recommend to the membership resolutions and changes to Chapter Policies and to this Constitution and Bylaws.

Seven members of the Board of Managers shall constitute the necessary quorum to conduct the affairs of the Chapter.

Should there become a vacancy on the Board, the Board of Managers, acting as a body, may temporarily fill that vacancy from among the membership until a successor has been duly elected, qualified and installed.

**Section 3.** Chapter officers and newly elected members of the Board of Managers shall be installed at the regular May meeting following the Annual meeting, and shall serve until their successors have been duly elected, qualified and installed.

## **Article V- Meetings**

**Section 1.** The Chapter shall hold nine monthly meetings commencing in September and ending in May of each year. Officers shall be elected at the annual meeting in April and installed at the May meeting.

**Section 2.** Special meetings may be held at any time on the call of the President or at the written request of ten (10) or more members. A written request for a special meeting shall be sent to the Secretary who shall inform the membership in writing of the nature, time, date, and place of such meeting.

Special meetings with a quorum may transact any Chapter business.

**Section 3.** The Board of Managers shall meet no less than twice a year on the call of the President or when requested in writing by any two members of the Board. A request for a meeting of the Board shall be sent to the Secretary who shall notify the Board members of the nature, time, date and place of such meeting.

**Section 4.** Ten members shall constitute a quorum for the transaction of business at any regular or special meeting of the Chapter.

## **Article VI – Powers of the Membership**

**Section 1.** The general membership shall approve establishing the Chapter's budget at the annual meeting. The membership may approve revisions to the budget at any monthly or special meeting with a quorum present.

**Section 2.** The Chapter general membership must approve any request for funds beyond the Virginia Society fees and dues.

**Section 3.** The Chapter general membership shall approve the establishment of any permanent programs that fulfill the purposes of the Chapter and the Virginia Society.

## **Article VII – Amendments**

This Constitution or its Bylaws may be amended by two-thirds vote of the members present at any regular or special meeting of the Chapter. To be placed on the agenda of a Chapter meeting, amendment(s) shall have been proposed in writing to the Secretary at a prior regular or special meeting, and at least thirty (30) days notice of such proposed amendment(s) shall have been sent to each Chapter member by the Secretary.

# Bylaws

## **Article 1-Admission of Members**

**Section 1.** Application for membership in this Chapter shall be made in duplicate on the printed forms furnished by the National Society. Each applicant must be endorsed by two Chapter members, and approved by the Virginia Society Registrar.

**Section 2.** The admission fee and one year's annual dues for the National Society, the Virginia Society and the Fairfax Resolves Chapter shall accompany each application. The money shall be returned to the applicant, should his application not be approved.

**Section 3.** The names of all applicants shall be submitted to the members present at a regular meeting before being submitted to the Virginia Society.

**Section 4.** A member may be suspended or expelled for cause by a two-thirds vote of the Membership at any regular or special meeting. A member must receive at least two week's notice before any such action shall be taken; and if suspended or expelled shall have the right of appeal to the Virginia Society.

## **Article 2 – Member Withdrawals**

Any member in good standing and without debt to the Chapter may withdraw from membership. Such withdrawal shall be addressed in writing to the Virginia Society via the Chapter Secretary.

## **Article 3 – Member transfers**

Any member in good standing may transfer to any other Chapter within the Virginia Society or to any other State Society. To accomplish this transfer, the member shall apply in writing to the Virginia Society Secretary via the Chapter Secretary.

## **Article 4- Fees and Dues**

**Section 1.** The admission fee shall be the sum prescribed by the National Society and the Virginia Society. Applicants who are members of the Children of the American Revolution and are under the age of 22 years when they present their application form to the Registrar together with a transfer card form the C.A.R. will pay only \$2.00 for a certificate of membership. Likewise, any son, grandson or nephew of a member of the Sons of the American Revolution or the Daughters of the American Revolution under the age of 25 years will pay only a \$2.00 admission fee. Further, these applicants with SAR lineage need only furnish proof in the application to connect with the relative whose line is used.

**Section 2.** The annual dues shall be as approved by the membership of the Fairfax resolves Chapter, plus the dues specified for the National Society and Virginia Society.

**Section 3.** The fiscal year for this Chapter shall begin the first of January of each year. The National Society, Virginia Society and Chapter annual dues are due by December 1<sup>st</sup> of the previous year. Whenever a member is in arrears two months in the payment of dues, it shall be the duty of the Treasurer to notify him and request payment. If dues are not paid within 30 days thereafter, the member shall be suspended. A member suspended for failure to pay dues may be reinstated by the Treasurer after having made payment of a reinstatement fee as prescribed by the National Society and the Virginia Society, plus payment of dues for the current year.

## **Article 5- Election of Officers**

**Section 1.** Each year prior to the March regular meeting, the President shall appoint a Nominating Committee of not less than three members all of whom must be past Chapter Presidents. At the annual meeting this committee shall submit the names of those nominees it considers best qualified and consenting to serve for each Chapter office and for positions becoming vacant on the Board of Managers.

**Section 2.** At the annual meeting, any member may propose from the floor an additional nominee for any position to be filled, and if seconded by another member, the nominee in each case will be added to those proposed by the Nominating Committee.

Election shall be by secret written ballot for any position for which more than one nominee has qualified.

## **Article 6 – Duties of the President**

**Section 1.** The President shall provide overall leadership to the Chapter. He shall be responsible for carrying out programs that fulfill the purposes of the Chapter in accord with the policies and guidelines established by the Chapter membership, and the Virginia Society. The President is also responsible for the administrative conduct of the Chapter in accord with the guidelines of the Chapter budget.

**Section 2.** The President shall preside at all meetings of the Chapter and of the Board of Managers. He shall exercise the functions of a presiding officer and shall be an ex-officio member of all committees.

**Section 3.** The President or his duly designated representative shall serve on the Board of Managers of the Virginia Society.

## **Article 7 – Duties of the First Vice President**

**Section 1.** The First Vice President shall assist the President in the discharge of his duties. In the absence of the President at any official Chapter function, he shall act for and assume the duties of the President.

**Section 2.** The First Vice President shall be Chairman of the Program Committee and be responsible for all Chapter programs at regular meetings.

**Section 3.** The First Vice President or his duly designated representative shall serve on the Board of Managers of the Virginia Society.

## **Article 8. – Duties of the second Vice President**

Section 1. The Second Vice President shall assist the President in the discharge of his duties. In the Absence of the President and the First Vice President at any official Chapter function, he shall act for and assume the duties of the President.

Section 2. The Second Vice President shall be the Chairman of the Membership Committee and be responsible for carrying out all Chapter membership programs in accordance with the policy and guidelines established by the membership and the Virginia Society.

## **Article 9 – Duties of the Third Vice President**

**Section 1.** The Third Vice President shall assist the President in the discharge of his duties. In the absence of the President and the other Vice Presidents at any official Chapter function, he shall act for and assume the duties of the President.

**Section 2.** The Third Vice President shall be Chairman of the Awards Committee and be responsible for carrying out all Chapter awards programs in accordance with the policy and guidelines established by the membership and the Virginia Society.

## **Article 10. Duties of the Secretary**

**Section 1.** The Secretary shall have the responsibility for all records of the Chapter. He shall conduct the general correspondence of the Chapter, and shall keep a record of the election, death, resignation, transfer, suspension, or expulsion of members.

**Section 2.** Together with the Chapter President, he shall make all required certifications as to any official action or record of the Chapter or of the Board of Managers.

**Section 3.** Under the direction of the Chapter President, he shall, give due prior notice of the time and the place for all meetings of the Chapter or of the Board of Managers. He shall keep fair and accurate records of all the proceedings and orders of the Chapter and shall give notice to the officers and members of all votes, order, resolves, and proceedings of the Chapter affecting them, or pertaining to their respective duties.

## **Article 11 – Duties of the Treasurer**

**Section 1.** The Treasurer shall collect all fees and dues and shall have the care and custody of all funds of the Chapter. He shall deposit these funds in a bank or savings institute, lawfully doing business in the Commonwealth of Virginia to the credit of “Fairfax Resolves Chapter, Virginia Society, Sons of the American Revolution”. He shall withdrawal funds for the purposes of the Chapter only as authorized by vote at a regular meeting. He shall keep a true record of his receipts and disbursements and shall be prepared to render an accounting at each monthly Chapter meeting.

**Section 2.** The Treasurer shall prepare and submit a budget for the current fiscal year to the membership at the Annual meeting.

## **Article 12 – Duties of the Chaplain**

The Chaplain shall be responsible for offering invocations and benedictions at the opening and closing of meetings or other events where such prayers are offered.

## **Article 13 – Duties of the Historian**

The Historian shall prepare, collect, and deposit with the secretary such historical data as may be brought to his attention for all historical and commemorative activities of the Chapter. He will also collect and prepare other papers and documents of a historical character, (except the register of members) which the Secretary may be required to publish. At each annual meeting, if there be a necrological list (deceased list) for the year closing, he shall submit it, together with biographies of deceased members.

## **Article 14 – Duties of the Registrar**

**Section 1.** The Registrar shall receive and examine all applications for membership and supplemental ancestor applications. If he finds them in acceptable form, and when approved by the membership committee, shall forward such applications with the applicant's or member's checks to the Chapter Treasurer.

**Section 2.** The Registrar shall be responsible for both sending applications to prospective members and maintaining a current list of prospective members, including those who have submitted their applications for membership. In addition, he shall furnish an updated copy of the aforementioned list to the Chapter Secretary each month.

## **Article 15- Duties of the Parliamentarian**

The Parliamentarian shall advise the Chair and the assembly on the handling of meeting proceedings.

## **Article 16 – Communications**

**Section 1.** Each member of the Board of Managers shall be notified not less than ten days prior to any meeting of the Board of Managers. Each Chapter member shall be notified not less than ten days prior to any Chapter meeting.

**Section 2.** Upon the decease of any member, notice thereof and of the time and place of the funeral shall be given to the membership as soon as known by the Secretary. It shall be the duty of the members to attend the religious or other services whenever practicable.

## **Article 17—Standing Committees**

**Section 1.** Immediately after the May meeting, the incoming President shall appoint the Chairman and members of the following Standing Committees.

- a. **The Membership Committee** shall be responsible for prompt processing applications for membership; developing with the Registrar, a program for continuing recruitment of prospective members; and making arrangements for the presentation of membership certificates to new members.
- b. **The Program Committee** shall be responsible for both the development and content of programs.
- c. **The Public Relations Committee** shall be responsible for preparing and distributing news on Chapter activities to the National and State Societies and local news media.
- d. **The Audit Committee** shall be responsible for the annual audit of the treasurer's accounts and such other audit actions as the Board of Managers may direct.
- e. **The Student Affairs Committee** shall be responsible for handling all Chapter relations with private and public schools in Fairfax County, including the Rumbaugh oration Contest.
- f. **The Constitution and Bylaws Committee** shall be responsible for initiating changes to the Constitution and Bylaws which result from National or State Society action and commenting on suggested changes submitted by the membership.
- g. **The Awards Committee** shall be responsible for the development and execution of the Chapter's awards program.

## **Article 18- Order of Business**

**Section 1.** The order of business for regular meetings shall be:

- a. Call to order by the presiding officer
- b. Pledge of allegiance
- c. Pledge to the SAR
- d. Invocation by the Chaplain
- e. Introduction of the Head table, new members and guests
- f. Approval of the Minutes of the last meeting
- g. Officer's reports
- h. Committee reports
- i. Unfinished business
- j. New Business
- k. Introduction of the speaker or program
- l. Closing remarks of the presiding officer
- m. Motion to adjourn
- n. Recessional, and
- o. Benediction by the Chaplain

**Section 2.** The order of business at special meetings shall be determined by the President and announced in the Secretary's notice of call. If the special meeting is called as a result of member petition, then the agenda for the meeting shall be approved by the membership.

**Section 3.** All Chapter meetings shall be conducted under the rules contained in the current edition of *Robert's Rules of Order Newly Revised*.

## **Article 19- Bylaws Amendments**

These Bylaws may be amended at any regular or special meeting of the Chapter by two-thirds vote of those present; provided that the prior notice of such amendment (s) shall have been sent to each Chapter member by the secretary in the notice of meeting for the regular or special meeting.