

**BYLAWS OF THE SARAH WINSTON HENRY CHAPTER  
OF THE  
NATIONAL SOCIETY OF THE DAUGHTERS OF THE AMERICAN REVOLUTION**

**ARTICLE I - Name**

The name of this chapter shall be the Sarah Winston Henry 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 of 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; provided an applicant for chapter membership is personally acceptable to the chapter.

Section 2. Admission. An applicant for membership through this chapter shall be endorsed by two members of the chapter who are in good standing and to whom the applicant is personally known. The chapter may not discriminate against the applicant on the basis of race or creed. Within one year, unless granted extension by the chapter, 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.

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

Section 4. Associates.

a. Upon the written recommendation of two of its members, the chapter by a majority vote may elect as an Associate Member a member of another chapter who resides a part of the time in the locality of the chapter, provided that any member so elected shall be a chapter member in good standing and shall not be at the time an associate member in more than one other chapter in the state. Prior to the election of an Associate Member, and annually thereafter, the chapter shall verify her membership in good standing in her chapter. Associate membership shall cease automatically in the event of termination of membership in her chapter. An Associate Member shall have the privilege of attending all meetings and of speaking. She shall have the right to serve as a member of a committee.

b. An associate member shall not be counted toward representation or have a right to make motions, vote, or to hold office in the chapter.

Section 5. Resignations. A member desiring to resign shall present her resignation in writing or electronic mail (email) 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. The applicant shall bear the cost of processing the application.

Section 2. Annual Dues.

a. The annual chapter dues shall be \$9 plus the amount required by the National Society and the Indiana Daughters of the American Revolution (Indiana DAR), payable in advance on or before November 10 of each year. The amount of the annual dues will consist of the member's annual dues to the National Society, to the State Organization, and to the local chapter as are determined annually by the budget committee.

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 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.

d. The annual dues of an associate member shall be \$9 payable on or before November 10 with evidence of her membership in good standing in another chapter. She shall pay no national or state dues through this chapter.

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. On November 10, 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, vice regent, chaplain, recording/corresponding secretary, treasurer, and registrar.

Section 2. Nominations. In the year of an election, a nominating committee of three members shall be elected by the chapter at the regular meeting in February. 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 and to report one month prior to the meeting at which election will be held. 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 vice regent, a member shall have held membership in the chapter for at least one year prior to her election.

Section 4. Term of Office. Officers shall be elected for a term of three years or until their successors are elected. 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. If there is more than one nominee for any office, election shall be by majority vote. 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 except regent. 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 vice regent shall become chapter regent. Vacancies in other offices shall be filled by the chapter until the next annual meeting when the chapter shall fill the vacancy for the unexpired term/for the remainder of the unexpired term.

#### ARTICLE VI - Duties of Officers

Section 1. Duties. The officers of the Sarah Winston Henry Chapter shall perform the duties prescribed by these bylaws, and such others as the bylaws of the National Society, the bylaws of the Indiana DAR, 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. be ex-officio a member of all committees except the nominating committee.
- e. 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.

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.

Section 5. The recording/corresponding 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.
- f. send notices of meetings;
- g. 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 a bank or banks as may be designated by the chapter or the executive board;
- b. disburse funds as directed by the chapter and pay only those bills authorized by the regent;
- 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 (date as required in state bylaws), 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.
- d. prepare the accounts for a financial review or audit before each May meeting.

Section 8. The registrar shall:

- a. furnish or make available an application to candidates whose acceptability has been favorably acted upon by the chapter;
- b. ascertain, prior to submitting, that the application is in proper form and accompanied by properly prepared supporting documentation;
- c. see that together with the application and documentation, the proper fees are remitted as established by the current procedure of the National Society;
- d. notify the regent, recording/corresponding secretary, treasurer, and new member of acceptance to membership;

- 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 via e-membership all changes in membership, marriage, divorce, deaths, resignations, transfers and changes in contact information as they occur.

## ARTICLE VII - Meetings

Section 1. Monthly Meetings. The regular meetings of the chapter shall be held on the second Saturday of each month from September to December and February to May, unless otherwise ordered by the chapter or 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 receiving reports of officers and committees, electing 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 three members. Except in cases of emergency, the meeting will be arranged within ten days and 5-7 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 adopted to govern such participation, and at no expense to the chapter. Electronic mail (email) shall not be used to conduct meetings.

Section 5. Quorum. Three members of the chapter shall constitute a quorum for a regular or special meeting.

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

Section 7. Notice. Unless members indicate otherwise to the regent and/or recording/corresponding secretary in writing, all communication required in these bylaws, including meeting notices, may be sent electronically.

Section 8. Cancelled Meetings. In case of emergency, three 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.

## ARTICLE VIII - Executive (Board/Committee)

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 50% 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 adopted by the executive board to govern such participation, and at no expense to the chapter.

Section 4. Quorum. Three members of the executive board shall constitute a quorum for a regular or special meeting. There shall be no proxy voting.

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/or recording/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 every 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 three members appointed by the regent, shall plan the programs for the year (subject to approval by the executive board). The vice regent shall act as chairman of the committee.

Section 2. Budget Committee. A budget committee consisting of the treasurer and two members, appointed by the regent, shall consider requests for funds, prepare a budget, and submit it to the chapter for approval at the September meeting. The committee shall elect the chair.

Section 3. Financial Review Committee. A Financial Review Committee of two members, appointed by the regent, shall examine the Treasurer's accounts at the close of the fiscal year and report at the September meeting. Such report will be adopted by the members.

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 Indiana DAR may require.

Section 5. Meetings. Committee meetings shall be held at the call of the chair or upon the request of 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 adopted to govern such participation, and at no expense to the chapter.

Section 6. Quorum. A 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 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 Indiana DAR shall be as provided in the bylaws of the Indiana DAR.

Section 3. Delegates. The chapter shall elect delegates and alternates for Continental Congress and for the state conference at the March 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 Indiana DAR.

## 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. Mandatory Amendments. Any amendment adopted by the National Society, or by the Indiana DAR 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.

Revised at May meeting – 1980

Read June meeting – 1980

Voted on September meeting – 1980

Amended – January 1984

Revised at October meeting – 2018

Revised at September meeting – 2020