

Indiana Society, Sons of the American Revolution

# CONSTITUTION, BYLAWS and STANDING RULES



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## Table of Contents

<b>CONSTITUTION, BYLAWS and STANDING RULES of the INDIANA SOCIETY of the SONS of the AMERICAN REVOLUTION</b> .....	3
<b>CONSTITUTION</b> .....	3
<b>Article I - Name</b> .....	3
<b>Article II - Objectives</b> .....	3
<b>Article III - Membership Eligibility and Classes</b> .....	4
<b>Article IV - Officers</b> .....	4
<b>Article V - Meetings</b> .....	4
<b>Article VI - Amendments</b> .....	6
<b>BYLAWS</b> .....	6
<b>Bylaw 1 - Scope and Definition</b> .....	6
<b>Bylaw 2 – Membership</b> .....	6
<b>Bylaw 3 - Chapters</b> .....	7
<b>Bylaw 4 - Officers and Duties</b> .....	9
<b>Bylaw 5 - President</b> .....	10
<b>Bylaw 6 - Vice President</b> .....	10
<b>Bylaw 7 - Secretary and Assistant Secretary</b> .....	10
<b>Bylaw 8 - Treasurer and Assistant Treasurer</b> .....	11
<b>Bylaw 9 - District Vice Presidents</b> .....	12
<b>Bylaw 10 - Registrar</b> .....	12
<b>Bylaw 11 - Historian/Archivist</b> .....	12
<b>Bylaw 12 - Genealogist</b> .....	13
<b>Bylaw 13 - Chancellor</b> .....	13
<b>Bylaw 14 - Chaplain</b> .....	14
<b>Bylaw 15 - National Trustee and Alternate</b> .....	14
<b>Bylaw 16 - House of Delegates</b> .....	14
<b>Bylaw 17 - Executive Committee</b> .....	15
<b>Bylaw 18 - Committees</b> .....	16
<b>Bylaw 19 - Elections</b> .....	18
<b>Bylaw 20 - Vacancy in Office</b> .....	19
<b>Bylaw 21 - Participation</b> .....	20
<b>Bylaw 22 - Budgets and Disbursements</b> .....	20
<b>Bylaw 23 - Procedure at Meetings</b> .....	20

Bylaw 24 - Fees and Dues .....	20
Bylaw 25 - Removal from Office.....	22
Bylaw 26 - Liability Insurance.....	22
Bylaw 27 - Ladies Auxiliary .....	22
Bylaw 28 – Creation of Policies.....	22
Bylaw 29 - Amendments .....	23
<b>STANDING RULES.....</b>	<b>24</b>
SR 1 - Scope and Definition.....	24
SR 2 - Districts .....	24
SR 3 - Meeting Order of Business.....	24
SR 4 - Delegates to Congress .....	25
SR 5 - Meeting Locations.....	26
SR 6 - Duties of Officers .....	26

# CONSTITUTION, BYLAWS and STANDING RULES of the INDIANA SOCIETY of the SONS of the AMERICAN REVOLUTION

(As adopted 19 Oct 1996 and amended 25 Apr 1998, 10 Oct 1998, 22 Apr 2000,  
16 Apr 2005, 21 Apr 2007, 19 Apr 2008, 18 Apr 2009, 14 April 2012, 19 April 2014, 18 April  
2015 and 16 April 2016)

## CONSTITUTION

### Article I - Name

*Section 1.* The name of this Society shall be "The Indiana Society of the Sons of the American Revolution." The Society exists by virtue of a Charter dated January 15, 1890, issued by the National Society of the Sons of the American Revolution, and it was incorporated under the laws of the State of Indiana as a non-profit organization on December 23, 1963.

*Section 2.* The Society may be referred to as "The Indiana Society," "The Indiana Society, SAR" or "INSSAR" in all but official documents. The use of these terms in this document and the use of "This Society" or "The Society" are authorized in lieu of "The Indiana Society of the Sons of the American Revolution."

### Article II - Objectives

*Section 1.* The Objectives of this Society 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 - Membership Eligibility and Classes

*Section 1.* Eligibility requirements for membership in the Society shall conform to those for eligibility in the National Society of the Sons of the American Revolution.

### Article IV - Officers

*Section 1.* The officers of this Society shall be: President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Registrar, Historian/Archivist, Genealogist, Chancellor, Chaplain, and a District Vice President for each of the Districts within the State. A National Trustee and an Alternate National Trustee shall be nominated by a majority vote of the delegates present and voting at the Annual Meeting of the House of Delegates. These two officers are elected by the National Society at the Annual Congress and shall hold office for one year to the next Congress.

*Section 2.* The officers of this Society shall be elected for one two-year term of office, but may be re-elected to successive terms of office with no limit, with the exception of the President who shall not serve a successive term.

### Article V - Meetings

*Section 1.* There shall be three regular meetings of the House of Delegates each year. The meetings shall normally be held during the months of April, July and October. It is required that thirty days' notice be given specifying the date, time and place of the meeting.

- a.* The Annual Meeting of the House of Delegates shall be held during the month of April, at a time and site determined by the President. Business to be conducted during the Annual Meeting shall include, but not be limited to, the election of Society Officers, the nomination of the National Trustee and Alternate National Trustee, and consideration of proposed changes to the Society's Constitution and/or By-Laws.
- b.* Other regular meetings of the House of Delegates and Executive Committee shall be held at times and sites determined by the President.
- c.* In the event of a weather or other emergency, any regular meeting may be, after consultation with at least two other officers, postponed or cancelled by the President, who will then notify each Chapter by telephone or electronic communications.

*Section 2.* A quorum for transaction of business at any meeting of the House of Delegates shall be a minimum of twenty delegates, representing at least half of the Districts as established in the Bylaws of the Society. A lesser number cannot transact any business except to adjourn.

*Section 3.* The Executive Committee is composed of the President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Registrar, the District Vice Presidents, and the Chancellor as a non-voting member and it shall meet on call of the President or any five officers of the Society. The Assistant Secretary and Assistant Treasurer may only vote in the absence of the respective Secretary or Treasurer.

*Section 4.* Special meetings of the House of Delegates may be called by the President, by any five officers of this Society, or by any ten members from three Chapters not of the same District of this Society. As with regular meetings, it is required that thirty days' notice be given specifying the date, time and place of the meeting, and the general nature of the matters to be discussed.

*Section 5.* Any member of the Society may attend meetings of the House of Delegates and the Executive Committee.

*Section 6.* There may be one District Meeting each year between the months of November and March held at times and sites determined by the District Vice President. It is required that thirty days' notice be given specifying the date, time and place of the meeting. Each District shall coordinate their Meetings with each other and with the State President so that he may be able to attend them.

- a.* The District Meeting is for the purpose of the District Chapters to discuss ideas of benefit to the Chapters, for social fellowship, and for portions of the meeting devoted to patriotic and educational presentations, historical information relating to the Revolutionary War, visits to historic sites, and other activities, which promote patriotism, historical knowledge, and fellowship among members and their families.

## Article VI - Amendments

*Section 1.* This Constitution may be superseded by a new Constitution, amended, or in any manner changed, at the Annual Meeting of the House of Delegates. However, no action may be taken on any proposed change unless it shall have been presented to the House of Delegates for information and discussion at a meeting prior to the Annual Meeting, and occurring after the previous Annual Meeting.

*Section 2.* A two-thirds affirmative vote of the delegates present, if a quorum, shall be required for adoption.

*Section 3.* Unless otherwise stated in the amendment, revisions to this Constitution, or any amendments thereto, shall be in full force immediately upon adoption, and the remainder of the meeting at which they are adopted shall be governed thereby.

## BYLAWS

### Bylaw 1 - Scope and Definition

*Section 1.* These Bylaws are adopted by the Indiana Society of the Sons of the American Revolution under the authority of the Constitution and Bylaws of the National Society of the Sons of the American Revolution and of the Constitution of the Indiana Society.

### Bylaw 2 – Membership

*Section 1.* Membership in this Society shall be as described in Article III of the Constitution of the Indiana Society.

*Section 2.* Application for membership in this Society shall be made on forms approved by the National Society. Two copies of the application, at least one of which shall be on official Sons of the American Revolution watermarked paper, along with one copy of all supporting documents and the required fees and dues, shall be forwarded to the State Registrar.

*Section 3.* Each application shall be endorsed by two members.

*Section 4.* Each new member shall be entitled to receive a Certificate of Membership from the National Society, signed by the President General and Secretary General of the National Society and the President and Secretary of the Indiana Society.

*Section 5.* Any member of the Indiana Society may have dual membership in more than one State Society, but he must designate one State Society as his Home Society. The Home Society will be responsible for the collection of National Society dues and for reporting membership in Annual Reports.

*Section 6.* Any Indiana Society member may have membership in more than one Chapter of the Indiana Society; however, the member must designate one Chapter as his Home Chapter, which shall be responsible for collection of State and National dues. The member shall be responsible for payment of Chapter dues to each Chapter. The member shall be eligible to hold office in either or both his Home Chapter and his Dual Chapter and to serve on Indiana Society committees and as an Indiana Society officer. He may also serve as a delegate to the House of Delegates from his Home Chapter or his Dual Chapter, but not both concurrently. He shall be counted in membership reports only for the Home Chapter.

*Section 7.* The official designation of a member of this Society shall be Compatriot.

### **Bylaw 3 - Chapters**

*Section 1.* Members of the Indiana Society shall belong to a Chapter. A Chapter may be organized and a Charter granted when ten or more members apply and sign a Charter Application. This Chapter shall be their home chapter upon its formation.

*Section 2.* Two or more Chapters may merge upon approval by a majority vote of the involved chapters and the House of Delegates.

*Section 3.* A Chapter's charter may be revoked by the House of Delegates under the following criteria:



- a. Chapter membership has fallen below ten members for two successive years;  
or
- b. The Chapter has had no representative present at the Annual Meeting in two successive years; or
- c. The Chapter is delinquent in dues, fees, or other obligations including providing reports and communication in a timely manner to the State or National Societies, or has failed to comply with the Constitution and Bylaws of the National Society and/or the Indiana Society.

*Section 4.* The process of Chapter charter revocation shall be:

- a. The State Society Executive Committee should report at any House of Delegates Meeting any issues with a Chapter.
- b. Immediately after that House of Delegates meeting the State Society Secretary shall notify each Chapter Officer in writing via Certified mail the reasons their charter is in danger, and give them until the next House of Delegates Meeting to rectify the problem(s).
- c. If NOT rectified the State Society Executive Committee shall report at the next House of Delegates Meeting and makes a motion to put the Chapter on Probation.
- d. The State Society Secretary shall send each chapter member in writing via certified mail the reasons their chapter charter is on probation, and give them until the next House of Delegates Meeting to rectify the problem(s).
- e. If NOT rectified the State Society Executive Committee shall report at the next House of Delegates Meeting and makes a motion to revoke the Chapter's charter.

*Section 5.* A Chapter shall hold a minimum of one regular chapter meeting per year.

- a. A schedule of all regular chapter meetings shall be provided in writing to the INSSAR Secretary and shall be posted on the chapter website or, if the Chapter has no website, on the INSSAR events calendar.
- b. Regular chapter meetings shall be open to all SAR members and the general public. However, the Chapter shall NOT be responsible for any costs associated with the attendance of non-chapter SAR members or members of the public.
- c. In the event the Chapter must take up matters of a sensitive nature, the Chapter may hold a closed-door meeting open only to registered chapter

members. Non-chapter members may attend if specifically invited in writing. Matters of a sensitive nature which may be discussed at any closed-door meeting so called may include, but not be limited to: (i) the performance or non-performance of duties by an officer of the Chapter; (ii) the qualifications of, or the proposed appointment of, any officer or delegate to serve at the Chapter level; (iii) the status of financial accounts and reporting at the Chapter level; (iv) strategies concerning member recruitment and retention; (v) the proposed revocation of a Chapter's charter under Section 3 of these Bylaws above if instigated by the State organization; (vi) the job performance evaluation of employees, if any, hired at the Chapter level; (vii) and the proposed award of any citation, certificate or medal to any non-chapter member or business organization. A notice of why the closed-door meeting was held shall be submitted to the INSSAR President, the INSSAR Secretary, and the District Vice President within 10 days of the meeting. A closed-door executive session shall be held in addition to, but not in place of, a regular meeting.

*Section 6.* If any chapter in the Indiana SAR is dissolved, any and all assets shall be transferred to and become the property of INSSAR, Indiana Society Sons of the American Revolution. If the INSSAR refuses or is unable to accept the assets, another charitable organization specified by the officers of the dissolving Indiana SAR Chapter, but in no event shall any asset be distributed to any person other than a charitable organization under section 501 (C) (3) of the Internal Revenue Code.

#### **Bylaw 4 - Officers and Duties**

*Section 1.* The officers of this Society shall be those prescribed in Article IV of the Constitution.

*Section 2.* The officers shall perform the duties normally associated with the office held and in accordance with the Constitution and Bylaws of the National and State Societies.

*Section 3.* Officers, with the exception of the National Trustee and Alternate National Trustee, shall be elected and installed at the Annual Meeting of the House of Delegates and they shall assume responsibility for their respective offices at the conclusion of the meeting.

## **Bylaw 5 - President**

*Section 1.* The President shall maintain general supervision over the business affairs and programs of the Society. He shall preside at all meetings of the House of Delegates and the Executive Committee.

## **Bylaw 6 - Vice President**

*Section 1.* The Vice President shall assist the President in carrying out his duties. In the absence of the President, he shall preside at meetings of the House of Delegates and the Executive Committee.

*Section 2.* The Vice President shall fulfill the duties of the office of President in the event of his absence, incapacity, death or resignation.

*Section 3.* The Vice President shall be responsible for the publication of the newsletter, *The Hoosier Patriot*, including selection of the Editor.

## **Bylaw 7 - Secretary and Assistant Secretary**

*Section 1.* The Secretary will be principal contact with National Headquarters. The Secretary shall notify all officers of the Indiana Society, and Chapter Presidents, of the time and place of all meetings of the House of Delegates at least thirty (30) days before each meeting, and for Executive Committee meetings at least ten (10) days before each meeting. Timely publishing of the notices in *The Hoosier Patriot* and or electronic communication shall satisfy this requirement.

*Section 2.* The Secretary shall verify the permanent records of the Society, including a current listing of all members of the Society with name and address, Chapter affiliation, National Society and Indiana Society member's numbers and current dues status. The Secretary shall assign State numbers in sequence for all members.

The Secretary shall notify the National Society of any and all changes in offices.

*Section 3.* The Secretary shall keep a detailed record of proceedings at all meetings. This duty may be assigned to the Assistant Secretary.

*Section 4.* The Secretary prepares the credentials for members attending the Annual Congress as delegates.

*Section 5.* The Secretary shall maintain the official copy of the Society Constitution, By-Laws and Standing Rules and shall ensure that a current version of both is available to all Officers and Chapters.

*Section 6.* The Assistant Secretary shall assist the Secretary in his duties as directed. The Assistant Secretary shall fulfill the duties of the office of the Secretary in the event of his absence, incapacity, death or resignation.

#### **Bylaw 8 - Treasurer and Assistant Treasurer**

*Section 1.* The Treasurer shall receive all funds for the Society, and he shall disburse all funds by check, upon receipt of a Request/Authorization Form from the President or Secretary. Expenses approved as part of the annual budget can be paid directly by the Treasurer without any additional authorization. Expenses exceeding the budget require Approval by the President and an Authorization Form provided.

*Section 2.* The Treasurer shall keep a detailed account of all receipts and disbursements, and he shall present a financial report at each meeting of the House of Delegates.

*Section 3.* The Operating Fund of the Society, as indicated by an approved Budget, shall be under the direct control of the Treasurer.

*Section 4.* The Treasurer, as Chairman of the Budget Committee, shall oversee preparation of the Annual Budget for the Society, to be presented for approval at the Annual Meeting of the House of Delegates.

*Section 5.* The Treasurer shall be required to post a bond in such an amount and with such a financial or insurance agency as shall be determined by the House of Delegates or its designee. The cost of providing such a bond on a continuing basis shall be paid by the Indiana Society of the Sons of the American Revolution upon receipt of a billing statement in proper form. The Treasurer shall not be the sole person to select the bond issuer.

*Section 6.* The Assistant Treasurer shall assist the Treasurer in his duties as directed. The Assistant Treasurer shall fulfill the duties of the office of the Treasurer in the event of his absence, incapacity, death or resignation. He shall have signatory responsibilities on the Operating Fund of the Society and shall be bonded per Bylaw 8, Section 5.

### **Bylaw 9 - District Vice Presidents**

*Section 1.* The District Vice President shall serve in a liaison capacity between the Indiana Society and the Chapters, seeking in every manner to promote the interests and activities of the National and Indiana Societies. He shall meet annually at least once with each Chapter in his district. He shall encourage the formation of new Chapters and the enrollment of new members.

### **Bylaw 10 - Registrar**

*Section 1.* The Registrar shall receive all membership and supplemental applications with fees and dues attached. He shall process the applications and, when approved, transmit them together with the fees and dues to the Secretary.

*Section 2.* The Registrar shall maintain a current listing of all members and reconcile such membership status with each chapter and with national. He shall initiate the dues collection process.

*Section 3.* The Registrar shall have care and custody of the file of approved applications for members of the State Society.

### **Bylaw 11 - Historian/Archivist**

*Section 1.* The Historian/Archivist shall from time to time make recommendations to the House of Delegates and/or the Executive Committee for the collection and preservation of historical and genealogical materials. He shall cooperate with the various Chapters in collecting and recording information about historical sites and other related matters. He shall update the history of this Society annually.

*Section 2.* The Historian/Archivist, together with the President, Secretary, and Treasurer, shall develop policies and procedures governing retention and discarding of the Society's records and artifacts, including plans for storage in a depository of those records and artifacts which should be retained permanently.

### **Bylaw 12 - Genealogist**

*Section 1.* The Genealogist shall examine all applications for membership. He shall work with the Registrar, Secretary, and the Chapters to assure complete and accurate membership applications.

*Section 2.* The Genealogist shall provide assistance as required by applicants in preparation of new member applications and supplemental applications.

### **Bylaw 13 - Chancellor**

*Section 1.* The Chancellor should be an Attorney at Law, and it shall be his duty to give his opinion on legal matters affecting this Society when such questions are referred to him by its Officers, Executive Committee, or House of Delegates.

*Section 2.* The Chancellor shall review all proposed changes to the Constitution and Bylaws of this Society, and he shall provide his opinion, from a legal standpoint, as to whether any of the proposed changes are in conflict with the NSSAR Constitution and Bylaws, or the Indiana Society Constitution and Bylaws, before these changes are voted on by the House of Delegates.

*Section 3.* The Chancellor shall be the Parliamentarian at all meetings of the Society. In the absence of the Chancellor, the President shall appoint a Parliamentarian pro-tem.

## **Bylaw 14 - Chaplain**

*Section 1.* Whenever possible, the Chaplain shall be a Clergyman. He shall open and close meetings of this Society with services usual and proper for such occasions

*Section 2.* The Chaplain shall conduct a Memorial Service at the Annual Meeting to memorialize those Compatriots who died since the last Annual Meeting.

## **Bylaw 15 - National Trustee and Alternate**

*Section 1.* The National Trustee and the Alternate National Trustee shall be nominated by the House of Delegates of the Indiana Society at the Annual Meeting for election at the next Annual Congress of the National Society.

*Section 2.* The National Trustee for the Indiana Society shall perform all duties that are prescribed in the Constitution and Bylaws of the National Society and such other duties as may be assigned by the President or House of Delegates of the Indiana Society.

*Section 3.* In the absence or incapacity of the National Trustee, the Alternate National Trustee shall exercise the affairs of the National Trustee with all the duties, rights, and privileges of that office.

*Section 4.* The outgoing President of this Society shall be nominated as National Trustee if he is willing or able to serve. If not, a previous Officer of this Society shall be nominated as National Trustee at the Annual Meeting of the House of Delegates.

*Section 5.* The incoming President of this Society shall be nominated as Alternate National Trustee if he is willing or able to serve. If not, a previous Officer of this Society shall be nominated at the Annual Meeting of the House of Delegates to serve as Alternate National Trustee.

## **Bylaw 16 - House of Delegates**

*Section 1.* The House of Delegates shall be composed of the following: current General Officers of the National Society who are members of the Indiana Society, all Former Presidents of this Society, and current Officers of this Society. These

shall be Delegates-at-Large. In addition, there shall be one Delegate for each ten members or major fraction of five or more thereof from each Chapter as of the date of the meeting.

*Section 2.* The House of Delegates shall meet three or more times each year as stated in the Constitution of the Indiana Society, Article V – Meetings, to consider the business of the Society, including matters referred to it by the Executive Committee or any member of the Indiana Society. Portions of the meeting may also be devoted to patriotic and educational presentations, historical information relating to the Revolutionary War, visits to historic sites, and other activities, which promote patriotism, historical knowledge, and fellowship among members and their families.

*Section 3.* Delegates and Delegates-at-Large attending a meeting of the House of Delegates shall have one vote each. There shall be no votes by proxy, mail or electronic transmission.

### **Bylaw 17 - Executive Committee**

*Section 1.* Between meetings of the House of Delegates, the affairs of the Indiana Society which require attention before the next meeting of the House of Delegates shall be administered by the Executive Committee. Special meetings may be conducted, and votes may be taken and recorded, via teleconference or other electronic means that permits contemporaneous discussion. Notifications for Executive Committee meetings shall be at least ten (10) days before each meeting. Electronic communication shall satisfy this requirement.

*Section 2.* The Executive Committee shall perform such other duties as shall be committed to it by the House of Delegates.

*Section 3.* Actions of the Executive Committee shall be reported to the House of Delegates at its next meeting. Actions of the Executive Committee shall be recorded in minutes, which shall be made available to Indiana Society Officers and the President and Secretary of each chapter within thirty days after each meeting.



## Bylaw 18 - Committees

*Section 1.* The President shall appoint the Standing Committees and such Special Committees as he deems necessary to carry on the work of the Indiana Society during his term of office, subject to confirmation by the House of Delegates. All Committees shall be encouraged to present a written report of activities at each meeting of the House of Delegates. Special meetings may be conducted, and votes may be taken and recorded, via teleconference or other electronic means that permits contemporaneous discussion.

*Section 2.* The Standing Committees of this Society shall be: Audit, Budget, Nominating, Membership and Chapter Development, Medals and Awards, Finance and Color Guard. Special Committees of this Society shall include such other committees as the President determines.

*Section 3.* The Audit committee shall consist of at least three (3) members, one of whom shall be chairman, preferably with financial and /or accounting experience. They shall perform an audit of all accounts of the Society at least once each year and submit a report to the House of Delegates at the July meeting.

*Section 4.* The Budget Committee, with the Treasurer as Chairman, shall submit a proposed budget of income and expenses for the coming fiscal year at the October meeting of the House of Delegates for review before it is submitted for action at the Annual Meeting the following April. An updated report of the budget shall be submitted at each meeting of the Executive Committee and of the House of Delegates.

*Section 5.* The Nominating Committee shall consist of a minimum of three (3) Former Presidents of the Society, and it shall be chaired by the Immediate Former President of the Society. The Committee shall report the name and Chapter of each nominee at the meeting prior to the Biennial Meeting in odd years in which elections take place. Before making the nomination, the Nominating Committee will secure the agreement from each nominee that he will serve in the office for which he is nominated, if elected.

*Section 6.* The Membership and Chapter Development Committee shall promote within the Society the recruitment of new members, retention of current members,

reinstatement of former members, and development of new Chapters. The Committee shall work through the District Vice Presidents, and with Chapters, to give support, advice, and encouragement to all members regarding the increase of membership in the Society.

*Section 7.* The Chairman of the Medals and Awards Committee shall be the Vice President of the Society. This Committee shall recommend to the President the proposed recipients of individual awards of medals and certificates by the Society. Awards will normally be presented at the Annual Meeting of the House of Delegates but they may be presented at other times as circumstances dictate. This Committee may also advise and cooperate with the various Chapters in the presentation of awards being made at the Chapter level.

*Section 8.* The Finance Committee shall propose policy concerning all permanent funds of this Society to be known as the "Endowment Trust Fund of the Indiana Society."

- a.* The Committee shall consist of three members appointed by the President, plus the current Treasurer. When first established the members will be appointed, respectively, for one-year, two-year, and three-year terms. The President shall designate a Chairman. Thereafter, one member shall be appointed each year for a three-year term. The Treasurer shall be a voting member of this committee. A finance background would be desirable for all members of the Committee.
- b.* The Committee shall oversee the investment of all the funds to maximize earnings and at the same time provide security for the funds. Annual audits of the funds shall be made and reported by the Audit Committee at the first October meeting of the House of Delegates following the Annual Meeting. Minutes of this Committee shall be recorded and distributed to the Officers of the Society as defined in Article IV, Section 1, of the Constitution, within thirty days after each meeting.
- c.* The Committee shall make available the earnings from the Cyril L. Johnson Scholarship Fund each year to award one or more scholarships to the Indiana Society, Children of the American Revolution which will name a recipient from among its members and present the award on behalf of the Indiana Society.
- d.* The income from the Endowment Trust Fund shall be distributed by the Committee each year as follows:

1. Not exceeding one-half to the Operating Fund of the Society, if needed.
  2. The remainder, after distribution of (1) above, will remain in the Fund.
- 
- e. Principal of any Named or Endowment Trust Fund can be expended on a Society Project only upon a two-thirds favorable vote of authorized voters at a meeting of the House of Delegates. Notice of at least thirty days shall be sent to all Chapters and Indiana Society Officers before a vote is taken. However, the fund must maintain a minimum balance of \$25,000.00 at all times.
  - f. The Finance Committee will prepare guidelines, including investment procedures, control of funds, and operating procedures. These shall be reviewed on an annual basis by the Finance Committee and then be submitted for action by the House of Delegates.

*Section 9.* The Color Guard Committee will administer and coordinate all functions, procedures and protocols of the Indiana Society, Sons of the American Revolution Color Guard (hereafter referred to as Color Guard) in accordance with the overall guidance of the Indiana Society House of Delegates.

The Color Guard Committee shall consist of the State Color Guard Commander, who shall serve as the committee chairman, the Area Color Guard Commanders, and the incumbent Indiana Society Vice President, who shall have voting privileges only in the event of a tie vote among the members of the committee. The Indiana Society President shall appoint the State Commander. The State Commander shall appoint Area Commanders.

The Indiana Color Guard shall employ the Events method for Color Guard awards as outlined in the National SAR Handbook.

### **Bylaw 19 - Elections**

*Section 1.* The election of Society officers, except National Trustee and Alternate National Trustee, shall be held by the House of Delegates at the Biennial Meeting in odd years in which elections take place. The nomination of the National Trustee and the Alternate National Trustee, for election at the Annual Congress of the National Society, shall also be held by the House of Delegates at the Biennial Meeting in odd years in which elections take place.

*Section 2.* A list of nominees for all offices shall be presented by the Nominating Committee at the Annual Meeting of the House of Delegates. Additional nominations for any office can be made from the Floor, if prior consent to serve has been obtained from the proposed nominee(s). If there is more than one nominee for an office, the President shall appoint a Committee of Tellers, and the election shall be conducted by secret ballot. Officers shall be elected by a majority vote of authorized delegates registered at the meeting.

### **Bylaw 20 - Vacancy in Office**

*Section 1.* In the event a vacancy occurs for any cause in any Society office, except President and National Trustee, the Executive Committee shall appoint a member to serve the remainder of the term, pending approval of the House of Delegates at its next meeting.

*Section 2.* In the event of a vacancy in the office of President, the Vice President shall immediately assume the office for the remainder of the term.

*Section 3.* In the event of a vacancy in the office of Secretary, the Assistant Secretary shall immediately assume the office for the remainder of the term.

*Section 4.* In the event of a vacancy in the office of Treasurer, the Assistant Treasurer shall

Immediately assume the office for the remainder of the term.

*Section 5.* In the event of a vacancy in the office of National Trustee, the Alternate National Trustee shall immediately assume the duties and obligations of the office.

*Section 6.* All appointments and changes in the offices shall be reported by the Secretary to the Chapters of the Society and to the National Society where appropriate.

## **Bylaw 21 - Participation**

*Section 1.* It shall be the privilege of any SAR member to attend any meeting of the Indiana Society or any Committee session thereof and to participate in any discussion of the matters before the group, but voting shall be limited to delegates.

*Section 2.* Guests of members of the Sons of the American Revolution may be invited to any meeting, but they will not be allowed to participate in discussion of any matter of business unless requested.

## **Bylaw 22 - Budgets and Disbursements**

*Section 1.* The annual budget for the fiscal year shall be presented for action to the House of Delegates by the Budget Committee at the Annual Meeting of the Society. When officially adopted by the House of Delegates, expenditures for the fiscal year shall be limited to the total amount thereof, except that with distribution of notice of the proposed change at least thirty days' notice prior to the House of Delegates meeting at which action is to be taken, the House of Delegates may act to approve modification of the budget.

*Section 2.* The Fiscal Year for the Indiana Society is from April 1 through March 31.

*Section 3.* All disbursements shall be made by check. The date of payment and check number will be posted to each voucher at time of payment.

## **Bylaw 23 - Procedure at Meetings**

*Section 1.* The parliamentary rules contained in Roberts' Rules of Order, Revised, shall govern the Indiana Society and the Chapters in all cases where applicable and not inconsistent with the Constitution and Bylaws of the National Society, the Indiana Society, or local Chapters, as applicable.

## **Bylaw 24 - Fees and Dues**

*Section 1.* Annually at the first meeting of the House of Delegates following the Annual Congress, the Secretary shall provide a list of current National Society and Indiana Society fees and dues to all Chapters and State Officers.

*Section 2.* The membership admission fee shall be the sum of such fees duly established by the National Society, the State Society, and the Chapter.

*Section 3.* The supplemental line membership application fee shall be the sum of the National Society fee and a State Society handling fee which will remain with the Indiana Society.

*Section 4.* The annual dues of members of the Indiana Society shall be equal to the sum of (1) National Society dues as duly established by the National Society; (2) Indiana Society dues as duly established by the House of Delegates; and (3) Chapter dues as duly established by each Chapter. For reinstatements approved by the National Society in November and December of a calendar year, the National and State dues shall cover National and State membership through the following calendar year. Chapters may follow the same policy. For new member applications approved by the National Society after September 1 of the current year, the State dues shall cover State membership through the following calendar year. Chapters may follow the same policy.

*Section 5.* No refund of application fees of the National and Indiana Societies shall be made if the applications are not approved.

*Section 6.* By October 1 of each calendar year, the Indiana Society Secretary shall furnish to all Chapters, without charge, a sufficient number of the combination membership card/dues statement forms authorized by the National Society.

*Section 7.* A former member who desires to be reinstated may do so by paying Chapter, Indiana Society, and National Society dues for the current year. State and National dues shall be transmitted to the State Secretary from the member's Chapter.

*Section 8.* The Secretary may demit the State dues of any member because of age, infirmity, or inability to pay, on receipt of a documented request from a local Chapter; however, National dues must be received from the Chapter. In accordance

with National Society policies, an Indiana Society member who has paid National dues for 50 or more years shall automatically be exempt from further payment of National and Indiana Society annual dues.

*Section 9.* The admission fee for a Memorial Membership shall be the sum of fees applicable to this class of membership duly established by the National Society and fees duly established by the Indiana Society.

### **Bylaw 25 - Removal from Office**

*Section 1.* The Indiana Society may remove any member from his office for neglect of duty, malfeasance, or any other cause deemed just, at any meeting of the House of Delegates after due notice has been given to all parties concerned at least fifteen days in advance. Removal shall be by the majority vote of the delegates present.

### **Bylaw 26 - Liability Insurance**

*Section 1.* The Indiana Society shall contract for liability insurance coverage for the Society and its officers and for members while engaged in sanctioned activities of the respective echelon. Chapters of the Society are encouraged to contract for liability insurance for their officers and members while engaged in sanctioned activities of the respective echelon.

### **Bylaw 27 - Ladies Auxiliary**

*Section 1.* The Ladies Auxiliary has total authority to develop its own Constitution & Bylaws, within the constraints established by the National Society Ladies Auxiliary, Sons of the American Revolution, and to maintain its own treasury with only yearly financial reports given at the INSSAR Annual Meeting.

### **Bylaw 28 – Creation of Policies**

*Section 1.* The Indiana Society of the Sons of the American Revolution may, from time to time, adopt policies that supplement these Bylaws. Policies shall only be used in order to: comply with National Society directives, comply with applicable state and federal laws, further effectuate the stated purpose of the Society, or provide for the Society where amending these Bylaws is otherwise impractical.

*Section 2:* Any policies so adopted, shall have the force and effect as Bylaws, but may be terminated by a two-thirds (2/3) vote at any meeting of the House of Delegates.

*Section 3.* Policies can be adopted by two (2) means:

- a. By normal adoption, whereby a policy may be placed into consideration by the Executive committee, or from the floor at a meeting of the House of Delegates. A policy so placed into consideration may be ratified by the House of Delegates in the same manner as any resolution, and shall be effective and binding upon passage.
- b. By emergency adoption, at any meeting of the Executive Committee where it is deemed that an emergency exists, and a policy is necessary to address the emergency. Then in the sole judgement of the president of the Indiana Society of the Sons of the American Revolution, an emergency policy may be adopted. Any policy adopted by emergency adoption shall cease upon the next regular meeting of the House of Delegates; however, the House of Delegates can ratify an emergency policy by the above described normal adoption vote.

### **Bylaw 29 - Amendments**

*Section 1.* These Bylaws may be superseded by new bylaws, may be amended, or in any manner changed only at an Annual Meeting of the House of Delegates, if the proposed change or amendment shall first have been presented for information and discussion at a prior meeting of the House of Delegates since the last Annual Meeting. A two-thirds vote of the delegates present at the Annual Meeting shall be required for adoption of changes or amendments.

*Section 2.* Revised Bylaws or any amendments to the Bylaws shall be in full force immediately upon adoption, unless otherwise stated in the amendment, and the remainder of the meeting at which it is adopted shall be governed thereby.



## STANDING RULES

### SR 1 - Scope and Definition

(Adopted 18 April 2009)

*Section 1.* Standing Rules are created to carry out the operations and business of the Indiana Society of the Sons of the American Revolution. The following process shall be used to amend the Indiana Society Standing Rules:

- a.* Changes to Standing Rules may be presented to the membership and discussed during any meeting of the House of Delegates.
- b.* Changes to Standing Rules may be adopted by a two-thirds majority vote at any meeting of the House of Delegates.
- c.* Standing Rules may be rescinded by a two-thirds majority vote at any meeting of the House of Delegates.
- d.* No Standing Rule is in order that conflicts with the Constitution or Bylaws.

### SR 2 - Districts

(Adopted 18 April 2009, Revised 30 July 2011)

*Section 1.* There shall be four (4) Districts within the Indiana Society with numbering starting in the North side of the state and progressing South. Chapters shall be assigned to Districts by the Executive Committee.

### SR 3 - Meeting Order of Business

(Adopted 18 April 2009)

*Section 1.* The following shall be the minimum order of business at meetings of the House of Delegates of this Society:

- a.* Call to Order
- b.* Invocation
- c.* Post Colors
- d.* Pledge to U. S. Flag
- e.* Pledge to SAR
- f.* Appointment of Parliamentarian if Chancellor is not present

- g.* Approval of Agenda
- h.* Chapter Roll Call and Certification of Delegates
- i.* Minutes
- j.* Reports of Officers and Committees
- k.* Old or Unfinished Business
- l.* New Business (includes election and nominations when applicable)
- m.* Retiring Colors
- n.* Benediction
- o.* Adjournment

#### **SR 4 - Delegates to Congress** (Adopted 18 April 2009)

*Section 1.* The number of Delegates from this Society to the Annual Congress, as established by National Society Bylaws, is based on Indiana Society total membership on December 31, except that any General Officer who is a member of the Indiana Society, the National Trustee (or Alternate National Trustee if the National Trustee does not attend), the State President (or Vice President if the State President does not attend), and one Delegate-at-Large, do not count against the portion of the Indiana Society quota based on membership. The National Trustee and State President shall be delegates by virtue of office. The Immediate Former President shall serve as Delegate-at-Large if he attends the Annual Congress; if he does not attend, a senior Former President who attends shall be designated by the State President as Delegate-at-Large. The President shall serve as Delegation Chairman or, if not present, the Delegates may choose their Chairman prior to the opening sessions of the Congress.

*Section 2.* Each Chapter shall report in writing to the State Secretary by the date of the Annual Meeting of the House of Delegates the names and addresses of all members who plan to attend the upcoming Annual Congress. Delegates shall be elected at the Annual Meeting, and all members reported by Chapters shall be Delegates if the total number reported to the Secretary does not exceed the number of Delegates to which the Society is entitled.

*Section 3.* Whenever the total number of members reported from the Chapters exceeds the number to which the Society is entitled (excluding Trustee, State President, Delegate-at-Large, any member serving as a general officer of NSSAR), the following provisions shall apply to the election of delegates:

- a.* No Chapter may nominate members as Delegates unless it shall have been represented by at least one delegate at two State Meetings in each of the two preceding years. The Chapter must be in compliance with Bylaw 3 of this Society.
- b.* Each Chapter, having complied with the above subsection, shall be entitled to nominate one Delegate and one additional Delegate for each fifty members or major fraction thereof beyond the first fifty members. Those members holding offices of Trustee, State President, or Immediate Former President, shall not be counted against their respective Chapter's entitlement; nor shall a senior Former President who serves as Delegate-at-Large in place of the Immediate Former President, nor any member serving as a general office of NSSAR.
- c.* All members nominated by a qualifying Chapter in excess of those elected as Delegates, all members reported by non-qualifying Chapters, and At-Large Members planning to attend who are identified by the time of the Annual Meeting, shall be elected as Alternate Delegates.

*Section 4.* Whenever the total number of Delegates elected at the Annual Meeting and present at the Annual Congress is less than the number to which the Society is entitled, the President may appoint additional Delegates.

### **SR 5 - Meeting Locations** (Adopted 18 April 2009)

*Section 1.* As determined by the Society President, all House of Delegates meetings shall be held in a convenient geographic location, preferably within Central Indiana and close to Interstate highways.

### **SR 6 - Duties of Officers** (Adopted 19 April 2014)

*Section 1.* The District Vice-President shall assist Compatriots in the formation of new Chapters and the enrollment of new members.