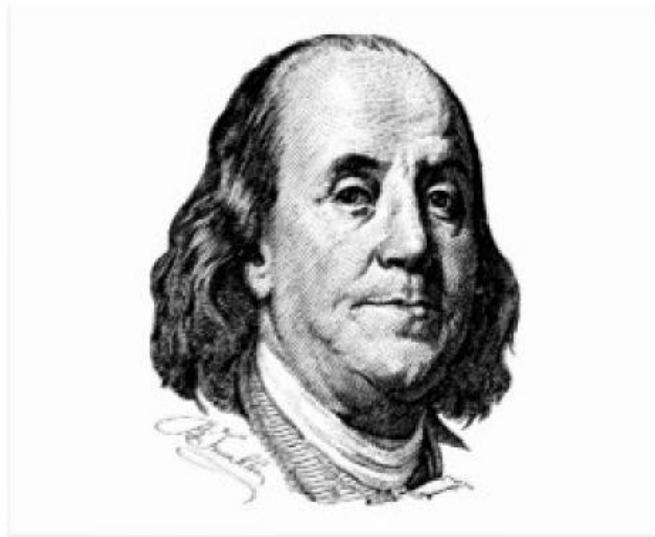


# **THE SONS OF THE AMERICAN REVOLUTION**

**The Benjamin Franklin SAR Chapter  
Pennsylvania SAR District 11  
Franklin, Venango County, PA**



## **CONSTITUTION AND BYLAWS**



# CONSTITUTION AND BYLAWS

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## PREFACE

### WHAT IS THE SONS OF THE AMERICAN REVOLUTION?

The Sons of the American Revolution (“SAR”) was incorporated on 17 January 1890 in Connecticut and later chartered by the United States Congress on 9 June 1906. Prior to this date, a number of state societies were formed in the 1880’s. These were led by the Sons of Revolutionary Sires, organized 4 July 1876 in San Francisco. The first Congress of the National Society was held in Louisville, Kentucky on 30 April 1890, which was the 100th anniversary of George Washington taking the oath of office as President of the United States. The National Society of the Sons of the American Revolution (“National SAR” or “NSSAR”) celebrated its centennial and the bicentennial of Washington becoming President on 30 April 1990.

The purposes of the SAR are patriotic, historical, and educational and are shown in the Constitution at Article II.

The Benjamin Franklin SAR Chapter is subject to the Constitutions and Bylaws of the National SAR and the Pennsylvania Society of the Sons of the American Revolution (“Pennsylvania SAR” or “PASSAR.”)

The National SAR—Atlantic Middle States Association comprises two districts – The Mid-Atlantic and North Atlantic Districts. Together they represent seven of the original thirteen colonies. The Atlantic Middle States Association includes the State Societies of Delaware, District of Columbia, Empire State, Maryland, New Jersey, Pennsylvania, and Virginia. Currently, there are Annual Meetings on the second weekend of August at a selected member State Society location of the Atlantic Middle States Association.

Currently, there are Annual Meetings on the second weekend of August in the member States of the National SR—Atlantic Middle States Association.

The National SAR’s *SAR Handbook* contains the official policies, procedures, and protocol for the National SAR. It provides official guidance for SAR operations and programs. These *SAR Handbooks* currently contain seven volumes that are available for SAR Members to review online at the National SAR website ([www.sar.org](http://www.sar.org)), or they may be purchased from the National SAR Headquarters. The *SAR Handbook* contains the following volumes:

- Volume I – Governing Documents – Constitution and Bylaws
- Volume II – Organization
- Volume III – Membership. Compliance and other Policies
- Volume IV – Insignia, Protocol, Ceremonies, and Rituals
- Volume V – Individual Medals and Awards
- Volume VI – Youth Programs, State Society, and Chapter Awards
- Volume VII – Summary of the History of the Sons of the American Revolution

The Pennsylvania SAR has established Chapter Liability Insurance that has an annual premium based on the number of Chapter members. This is payment allotted to the Pennsylvania SAR.

## **PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

**I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.**

## **PLEDGE TO THE SAR.**

**We descendants of the heroes of the American Revolution, who by their sacrifices established the United States of America, reaffirm our faith in the principles of liberty and our Constitutional Republic, and solemnly pledge ourselves to defend them against every foe.**

## **RECESSIONAL**

**Until we meet again, let us remember our obligations to our forefathers, who gave us our Constitution, the Bill of Rights, an independent Supreme Court, and a Nation of Free Men.**

## **SUGGESTED MEETING AGENDA**

1. Call to order by the President
2. Invocation
3. Presentation or Display of U.S. Flag and Pledge of Allegiance
4. Singing of National Anthem (Optional if desired)
5. SAR Pledge
6. Introduction of guests, prospective members and recognition of new Members
7. Secretary's Minutes: Reading and Approval of previous meeting
8. Treasurer's Financial Report: Request a motion to accept report
9. Registrar's Report
10. Reports of Standing Committees
11. District Deputy's 11 Report
12. Old (Unfinished) Business
13. New Business & Correspondence
14. Suggestions for the good of the SAR
15. SAR Recessional
16. Benediction
17. Adjournment

# CONSTITUTION

## ARTICLE I NAME AND VENUE

Section 1. **Name:** The name of this organization shall be “The Benjamin Franklin SAR Chapter of the Pennsylvania Society of the Sons of the American Revolution.”

Section 2. **Venue:** The activities and events of the Chapter shall take place in Franklin, Venango County, Pennsylvania and other surrounding areas. The offices of the Chapter shall be in a location designated from time to time by the Chapter. The Chapter is in District 11 of the Western Region of the Pennsylvania Society of the Sons of the American Revolution, which includes seven counties, *to wit*. Crawford, Elk, Erie, Forest, Mercer, Warren, and Venango.

## ARTICLE II GOVERNMENT, OBJECTIVES AND PURPOSES

Section 1. **Compliance with PASSAR:** The Constitution of the Chapter, objectives, purposes and the government of the Chapter are hereby declared to be patriotic, historical and educational and shall conform to and be governed by the Constitution of the Pennsylvania Society of the Sons of the American Revolution (“Pennsylvania SAR” or “PASSAR”).

Section 2. **Goals and Objectives:** The objectives of this organization are declared to be as follows:

- (a) To perpetuate the memory of the men and women who, by their service and sacrifices during the War of the American Revolution, achieved the independence of the American people and the rights and freedoms defined in the Constitution of the United States.
- (b) To inspire, unite and promote fellowship among the descendants of those men and women.
- (c) To inspire the community at large with a more profound reverence for the principles of the government founded by our forefathers.
- (d) To encourage historical research in relation to the American Revolution.
- (e) To acquire and preserve the records of the individual services of the patriots of that war as well as documents, relics and landmarks.
- (f) To mark the scenes of the Revolution by appropriate memorials.
- (g) To celebrate the anniversaries of the events of the Revolutionary War and the founding of our Nation.
- (h) To foster true American patriotism.
- (i) To maintain and extend the institutions of American freedom.

- (j) To carry out the purposes expressed in the preamble of the Constitution of the United States of America and the injunctions of George Washington in his Farewell Address to the American people.

### ARTICLE III ELIGIBILITY FOR AND CLASSES OF MEMBERSHIP

Section 1. **Membership:** Any man shall be eligible for membership in the Society who is a citizen of good repute in the community, is the lineal descendent 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, militiaman or minuteman in the armed forces of the Continental Congress, or one of those of the several Colonies or States, or as a signer of the Declaration of Independence, or as a member of a Committee of Safety or Correspondence, or as a member of a Continental, Provincial or Colonial Congress or Legislature, or as a foreign national of, but not limited to, France, Poland, Spain, Sweden, Switzerland or Germany who came to North America and rendered service in the cause of American Independence, or as a recognized patriot who performed actual service by overt acts of resistance to the authority of Great Britain, provided, however, that no person advocating the overthrow of the Government of the United States by use of force or violence shall be eligible for membership in the Society.

Section 2. **Classes of Memberships:** There shall be the following classes of members.

- (a) **Regular or Regular Life Membership:** A Regular or Regular Life Member shall be any member 18 years of age or older, excepting those members described in subsections (b) through (d) of this Section, who meets all of the requirements for membership as defined in this Constitution and in the Bylaws of the Chapter. A **Dual Member** is one who is a **Regular Member** of another Chapter and who only pays chapter dues to the Benjamin Franklin Chapter. A Regular Member, a Regular Life Member or a Dual Member (collectively hereinafter "Voting Member") shall have the right to vote at any Chapter membership meeting. A Junior Member, a Youth Registrant, or a Youth Life Member (collectively "Non-Voting Members") shall have no voting rights.
- (b) **Youth Registrant:** A Youth Registrant shall be a male under the age of 18 years whose Youth Registrant application has been submitted and approved in accordance with the Bylaws of the National Society.
- (c) **Youth Life Membership:** A Youth Life Member shall be a male under the age of 18 years who has applied for and been admitted to Youth Life Membership.
- (d) **Junior Membership:** A Junior Member shall be a male under the age of 18 years who shall have met the membership requirements of the Sons of the American Revolution. A Junior Member shall not receive the Chapter newsletter until he attains the age of 18 years and becomes a Regular Member.

- (e) **Memorial Membership:** A deceased male for whom a National and Pennsylvania membership number shall have been assigned and for whom the requirements of the Society's Bylaws shall have been met shall be provided with a Memorial Membership in the Society.

Section 3. (a) **SAR Application:** The SAR application for membership shall set forth the name, birth date, address, telephone number(s), and email address (if available) of the applicant, his line of descent, and the name, residence and services of the ancestor or ancestors in the Revolution from whom he claims eligibility. It shall be submitted to the Chapter Registrar who will enter the information upon the SAR application form prescribed by the National Society on watermarked-bonded paper and shall bear the oath or affirmation of the applicant that the statements therein contained are true to the best of his knowledge and belief. A Chapter Registrar copy, and if desired, other copies may be a photocopies. Every application shall be endorsed by at least two members of this Chapter (one being the Sponsor) and be approved by the State Board of Management before the applicant shall be elected to membership.

- (b) **Place to Submit Application:** The SAR application for membership may be made either to this Chapter Registrar or directly to the Pennsylvania SAR Registrar.

Section 4. **Approval of Membership:** Election to membership and approval of transfer of membership shall be by approval of the Pennsylvania SAR.

#### ARTICLE IV ELECTIONS

Section 1. **Annual Elections:** At the annual meeting of the members of this Chapter, there shall be elected the Officers of this Chapter by majority vote of the members present.

Section 2. **Notice of Annual Meeting:** Not less than ten days prior to the Annual Meeting, the Secretary shall inform the membership, by either mail, e-mail, or publication in the Chapter newsletter, of the Report of the Nominating Committee.

#### ARTICLE V OFFICERS

Section 1. **Officers:** The Officers of this Chapter shall be a President, First Vice President, Second Vice President, Secretary, Treasurer, Registrar, Genealogist, Historian, Chaplain, Chancellor, and Surgeon.

Section 2. **Term of Office:** All of the Officers shall hold office for one year or until their successors have been elected and installed.

Section 3. **Limitation on Certain Successive Terms of Office:** The President, First President, and the Second Vice President may not serve in their respective offices more than three consecutive one-year terms.

## ARTICLE VI POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

Section 1. **Composition:** The Executive Committee shall be comprised of the President, First Vice President, Second Vice President, Secretary, Treasurer, Registrar, Genealogist, Chaplain, Chancellor, Historian, Surgeon, Past Presidents of the Chapter, and Presidential Appointees, such as Newsletter Editor, Color Guard Captain, and Aide to the President.

Section 2. **Duties:** The Executive Committee shall have full direction, management, and control of the property and affairs of the Chapter and be responsible for the promotion of its objectives.

Section 3. **Meetings:** The Executive Committee shall hold regular meetings at such time and place as it may determine. Special meetings may be called at any time and place by the President or Chairman of the Executive Committee. All meetings shall be presided over by the President or, in his absence, the Chairman of the Executive Committee.

Section 4. **Business at Meetings:** The order of business at the meeting of the Executive Committee shall be as follows:

- (a) Call to order by the President or the Chairman
- (b) Reading of the minutes of the last meeting
- (c) Reports of Officers
- (d) Committee Reports
- (e) Unfinished Business
- (f) New Business
- (g) Adjournment

Section 5. **Filling Vacancies:** Upon the recommendation of the President, or his substitute, the Executive Committee may appoint a Chapter member to fill any vacant Art. V, Sec. 1. Officer position until the next Annual Meeting.

## ARTICLE VII ANNUAL AND OTHER MEETINGS

Section 1. **Annual Meeting:** The Annual Meeting for the nomination, election, and installation of Officers and the transaction of general business shall be held in January each year, at such time and place as may be designated by the Executive Committee, and the term of the office shall commence at the installation.

Section 2. **Regular Meetings:** There shall be at least three meetings of the membership in addition to the Annual Meeting.



- Section 3. **Special Meetings:** Special meetings may be called at any time by the President and shall be called by him when directed by the Executive Committee or upon the written request of seven members.
- Section 4. **Voting:** The right to vote in any meeting shall be limited to the members in good standing in attendance. Proxy and absentee voting is not be permitted.
- Section 5. **Quorum:** Seven members shall constitute a quorum at any meeting of the Chapter.
- Section 6. **Parliamentary Procedure:** Meetings and procedures not otherwise provided for in this Constitution or in the Bylaws shall be conducted and governed in accordance with the provisions of the current edition of *Robert's Rules of Order*.

#### ARTICLE VIII INITIATION FEES AND DUES

The initiation fee and annual dues shall be determined by the Executive Committee, as prescribed by the Bylaws.

#### ARTICLE IX FISCAL YEAR

The fiscal year of the Chapter shall coincide with the calendar year.

#### ARTICLE X CONSTITUTIONAL AMENDMENTS

Amendments to this Constitution shall be recommended by the Executive Committee and submitted to the Chapter Members for approval and adoption at any Meeting; provided however, the notice of said Meeting shall include a verbatim statement of the proposed Amendment.

# **BYLAWS**

## **ARTICLE I POWERS AND DUTIES OF OFFICERS**

- Section 1. The duties of the Officers shall be those that usually and customarily pertain to their offices.
- Section 2. The President and Treasurer, respectively, shall make a report to the Annual Meeting and at such other times as may be required by the Executive Committee.
- Section 3. Members of the Executive Committee may hold more than one office, but may only have one vote.

## **ARTICLE II PRESIDENT**

- Section 1. The President, or in his absence, the First Vice President, or in his absence, the Second Vice President, or in his absence, a chairman *pro tempore*, shall preside at all meetings of the Chapter and the Executive Committee and shall have a vote.
- Section 2. The President shall:
- (a) Exercise the usual functions of a presiding officer and shall enforce a strict observance of the Constitution and Bylaws and of the Standing Rules of the Pennsylvania SAR.
  - (b) Fulfill the purposes of the Chapter, he shall establish committees and appoint the chairmen of the committees unless otherwise specified in the Constitution and Bylaws.
  - (c) Make Presidential Appointments such as Newsletter Editor, Color Guard Captain, and Aide to the President.
  - (d) Have the responsibility to arrange for the Annual and Quarterly meetings and any special or additional meetings as required and notify the Secretary for dissemination to the membership.
  - (e) Make every effort to attend the Quarterly and Annual meetings of the Pennsylvania Society.

## **ARTICLE III FIRST VICE PRESIDENT**

- Section 1. The First Vice President will fulfill the duties of the President at any Chapter meeting during the absence of the President or if the President is unable to continue in service for any reason.

Section 2. The First Vice-President shall:

- (a) Perform such duties as usually pertain to his office and shall promote the interests and activities of the Society and the Chapter.
- (b) Encourage the enrollment of new members.
- (c) Perform those duties assigned by the President and/or Executive Committee and familiarize himself with the duties of the President.
- (d) Make every effort to attend the Quarterly and Annual meetings of the Pennsylvania SAR Board of Management, and be prepared to represent the Chapter at those meetings.

#### **ARTICLE IV SECOND VICE PRESIDENT**

Section 1. In the absence of the First Vice President at any Chapter Meeting, or his incapacity to continue in service for any reason, the Second Vice President shall assume the duties of the First Vice President temporally, or if needed, until the next Annual Meeting.

#### **ARTICLE V THE SECRETARY**

Section 1. The Secretary shall conduct the general correspondence of the Chapter and, in addition to the following duties, he shall perform such other duties as may be directed by the Executive Committee.

Section 2. The Secretary shall:

- (a) Keep the Bylaws and records of the Chapter, and together with the presiding officer, shall certify all acts of the Chapter.
- (b) Keep fair and accurate records of all the proceedings and orders of the Chapter and shall give due notice to the several officers of all votes, orders, resolves and proceedings of the Society affecting them or pertaining to their respective duties.
- (c) Notify all members of their election and shall, under the direction of the President or Vice President, give due notice of the time and place of all meetings, either by mail, e-mail or publication in the Chapter newsletter, and attend the same.
- (d) Notify properly NSSAR and PASSAR of the election/installation of all Chapter officers.
- (e) Work with the PASSAR Secretary to ensure the NSSAR Membership Database is maintained current.
- (f) Notify, in a timely fashion, the Executive Committee of all new members, supplementals, transfers, changes of address, resignations, drops due to lack of payment and death.
- (g) Notify the PASSAR Secretary of the Chapter delegates who will attend the PASSAR Annual Meeting.
- (h) Maintain an archive of the minutes of past Executive Committee and membership meetings.
- (i) Keep a complete register of names, dates of birth, dates of admission, resignation, or deaths of all members of the Chapter.

- (j) Maintain a list of Standing Rules comprised of motions approved by the Executive Committee that affect the conduct of Chapter business.

## **ARTICLE VI**

### **THE TREASURER**

Section 1. The Treasurer shall collect and keep the funds and securities of the Chapter. The funds of the Chapter shall be deposited in a bank or savings association or trust company, provided that any such institution is insured by the Federal Government or its agencies which are guaranteed by the Federal Government, or in bonds, bills and obligations of the Federal Government or its agencies which are guaranteed by the Federal Government, and shall be placed in the name of or to the credit of the Benjamin Franklin Chapter of the Sons of the American Revolution. The funds shall be drawn by the check of the Treasurer for the purposes of the Chapter.

Section 2. The Treasurer shall:

- (a) Keep a true account of his receipts and payments and at each Annual Meeting render the same to the Chapter. He shall also make such other reports as may be required by the Executive Committee. A committee shall be appointed to audit his accounts.
- (b) Monitor the PASSAR Dues Membership On-line Database and verify that Annual Membership dues are being maintained and up-to-date for the Chapter Members. He shall notify Chapter Members if and Member fails to pay his Annual Dues by the end of the calendar year.
- (c) Assist members with Chapter transfers and reinstatements.
- (d) Prepare and submit the required tax forms to the IRS and report their completion to the PASSAR Treasurer.

## **ARTICLE VII**

### **THE REGISTRAR**

Section 1. The Registrar shall prepare membership applications and submit them to the PASSAR Registrar. Moreover, he shall keep a register of all current members and have possession of all approved applications.

## **ARTICLE VIII**

### **THE GENEALOGIST**

Section 1. The Genealogist shall keep a record of the applicants and their genealogical information and shall assist the applicants in the preparation of their papers.

## **ARTICLE IX**

### **THE CHAPLAIN**

Section 1. When so directed by the President or by the Chairman of the meeting, the Chaplain shall open and close meetings with remarks or prayer usual and proper on such

occasions. He is encouraged to reach out to Compatriots and their family in times of distress to express the sentiments and sympathy of the Chapter.

## **ARTICLE X** **THE CHANCELLOR**

Section 1. The Chancellor shall be either a current member in good standing of the Pennsylvania Bar or a retired member of the Bar who was in good standing at the time of his retirement. The Chancellor shall serve as parliamentarian at all meetings and shall give opinions on all legal matters affecting the Chapter when such requests are referred to him by the proper officers of the Executive Committee.

## **ARTICLE XI** **HISTORIAN**

Section 1. The Historian shall use his best efforts to organize and maintain a file of all printed material and archival items of historical note regarding the Chapter, except for those maintained by the Secretary and Registrar, to include but not limited to, newsletters, programs, newspaper articles, etc. The Flag Award Certificates are to be signed by the Historian, and provided to recognize a business, individuals, local government agencies, or organizations that display the U.S. American Flag in a Patriotic manner. When possible, the Historian should attend these types of Community Award Ceremonies.

## **ARTICLE XII** **SURGEON**

Section 1. The Surgeon shall be a licensed physician whose duties shall be to inform and advise the Chapter about public health matters that may be of concern to the members and to render first aid in case of emergency at Chapter and the Executive Committee meetings that he attends. The position of Surgeon may remain vacant until filled by a licensed physician.

## **ARTICLE XIII** **THE PAST PRESIDENTS OF THE CHAPTER**

Section 1. The Past Presidents of the Chapter shall members of and have a vote on the Executive Committee.

## **ARTICLE XIV** **THE PRESIDENTIAL APPOINTEES**

Section 1. The Presidential Appointees shall have a vote on the Executive Committee.

Section 2. The Presidential Appointees shall submit written reports regarding their activities to the Executive Committee.

(a) **Newsletter Editor** – The Newsletter Editor shall be appointed by the President and he shall publish at least four (4) newsletters per year reporting on the

activities of the Chapter and therein shall announce the time and place of all meetings. The Newsletter Editor will also maintain the Chapter webpage once it is established.

- (b) **Color Guard Captain** – The Color Guard Captain shall direct the activities of the Chapter's Color Guard and be in charge of the storage, maintenance, and use of the Chapter's flags and related equipment.
- (c) **Aide to the President** – The Aide to the President shall assist the President as directed.

## **ARTICLE XV**

### **THE EXECUTIVE COMMITTEE**

Section 1. The Executive Committee shall be composed as provided in the Constitution.

Section 2. The Executive Committee shall perform the following duties:

- (a) Establish annual membership dues and special assessments;
- (b) Conduct the general business of the Chapter between Annual Meetings of the Chapter; provided however, that the Executive Committee shall have no power to amend the Chapter's Constitution or Bylaws, or remove or suspend any elected Officer from office, except for willful misconduct. The Executive Committee may make recommendations to the Chapter Membership to amend the Chapter's Constitution, these Bylaws, or the removal or suspension of an elected Officer from office.
- (c) Oversee the activities of all Chapter committees. Committee chairmen shall submit written reports regarding the activities of their committees to the Executive Committee at its regular meeting.

## **ARTICLE XVI**

### **COMMITTEE CHAIRMEN**

Section 1. Except as otherwise may be provided in these Bylaws, the Chairmen of all Committees shall be appointed by the President and shall have the authority and power to accomplish their mission as directed.

## **ARTICLE XVII**

### **NOMINATING COMMITTEE**

Section 1. The Nominating Committee shall consist of the Immediate Past President and two other Chapter members. The Immediate Past President shall serve as the Committee Chairman.

Section 2. The Chairman shall select a Past President and another member of the Chapter to fill the Committee. The slate of officers selected by the Committee shall be submitted to the Secretary for dissemination to the membership as required.

**ARTICLE XVIII**  
**AMENDMENTS TO BYLAWS**

Section 1. Amendments to these Bylaws shall be recommended by the Executive Committee as set forth in the Constitution and submitted to the Chapter Members for approval and adoption at the Annual Meeting, or at a Special Meeting specifically called for that purpose. The notice of said meeting shall include the proposed Amendment.

Constitution and Bylaws Approved:  
Dated: 28 April 2018

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William E. Harry, Secretary  
Benjamin Franklin SAR Chapter