

**FOURTH AMENDED AND RESTATED BY LAWS
OF THE SAN ANTONIO CHAPTER, NUMBER 4,
TEXAS SOCIETY, SONS OF THE AMERICAN REVOLUTION, INC.**

ARTICLE I - MEETINGS

Section 1. The conduct of Chapter General Membership Meetings and of Chapter Election proceedings shall be governed by Robert's Rules Of Order, as amended.

Section 2. New members shall be presented their membership certificates, NSSAR Rosette and the TXSSAR Membership Kit at a regular Chapter meeting. The induction ceremony shall be conducted by the President or a designated representative.

Section 3. Motions from the floor or other proposals involving unapproved expenditures of Chapter funds shall be referred to the Executive Committee for consideration. Their decision on the subject will be reported to the Chapter membership at the next scheduled Chapter meeting, in which, in the event of an objection being heard, a final decision on any such subject will be voted upon by the membership present at the Chapter meeting.

ARTICLE II - INSIGNIA

Section 1. The newly elected President shall be presented with the NSSAR Membership Badge and Neck Ribbon by the Chapt. Upon completion of his term of Office, he will be presented by the Chapter with the Past President's Pin.

Section 2. Chapter members entitled to wear any of the various NSSAR medals are encouraged to wear them in accordance with applicable Society directives at all Chapter and other Society functions. The Rosette may be worn by all members, at their discretion, on the left lapel of their suit or jacket sport coat, left shirt pocket or collar. No other insignia should be worn with the Rosette, i.e., SAR badges, neck ribbon, blazer patch and medals.

ARTICLE III - ELECTED AND APPOINTIVE CHAPTER OFFICES

Section 1. Conduct of the business affairs of this Chapter will be accomplished by Chapter Officers (the elected group filling permanent Chapter Offices) and by Appointive Position holders (whose office is personal to the appointee and continues for a term as determined by the appointing authority). In addition, the Chapter may, upon recommendation of the Executive Committee, elect an Honorary Chapter President who, upon election, shall be awarded the Presidential Neck Ribbon by the Chapter.

a. The elected, permanent Chapter Officers:

(1) THE PRESIDENT shall maintain general supervision over the business affairs of the Chapter. And unless he is absent or directs otherwise, he will chair Chapter and Executive Committee meetings. He is a member ex-officio of all permanent and ad-hoc Committees.

(2) THE PRESIDENT-ELECT shall assume the duties of the President in the President's absence or disability and will carry out those duties and responsibilities assigned to him by the President. This Office may be combined with that of Vice President.

(3) THE VICE PRESIDENT shall be responsible for programming and execution, including proper meeting facilities and the menu selection, whenever food is to be served to Chapter members and guests. He shall perform the duties and responsibilities assigned to him by the President and will assist the President-Elect in the performance of his duties. He shall assume the duties of President in the event that both the President and the President-Elect are absent or unable to perform their duties. In addition he will perform duties and responsibilities for other Chapter Officers in their absence.

(4) THE RECORDING SECRETARY shall be responsible for:

- a. Maintaining the official records of the Chapter.
- b. Notifying the Corresponding Secretary, TXSSAR, of the election of Chapter Officers.
- c. Filing, in the name of the Chapter, required State and Federal tax reports and returns.
- d. Notifying the Chaplain of death or illness of Chapter members and/or their spouses.
- e. Maintaining a current Chapter membership roster. He shall report changes of address, deaths, and registrations to the TXSSAR Secretary in a timely manner.
- f. The duties of the Recording Secretary and the Corresponding Secretary may be combined.

(5) THE CORRESPONDING SECRETARY shall be responsible for:

- a. Providing written notice to Chapter members of meetings, using the monthly Chapter Newsletter when appropriate, or as may otherwise be required for such meetings or for special or short-notice meetings.
- b. Preparation and mailout of the Chapter Newsletter.
- c. Assisting the Recording Secretary in maintaining a current membership roster.
- d. Initiating and handling official Chapter correspondence.

(6) THE TREASURER is responsible for:

- a. Receiving, collecting, depositing and disbursing funds of the Chapter.
- b. Receiving meal funds at meetings and paying and accounting for the cost of the meals provided at such meetings and at other Chapter functions.
- c. Preparing and presenting to the Chapter membership an annual financial report. A current financial statement shall be presented at each Chapter Executive Committee meeting.
- d. Procure approved, necessary property and services for the conduct of Chapter business and objectives.
- e. Under directions of the President, prepare for Executive Committee approval an annual Chapter financial budget.

(7) THE REGISTRAR is responsible for:

- a. Assisting current Chapter members with the proper submission of applications and supplement applications.
- b. Maintaining close cooperation with the Chapter Genealogist and the Recording Secretary for all applications for membership.
- c. This Office may be combined with either that of Genealogist or of Recording Secretary.

(8) THE GENEALOGIST is responsible for:
a. Assisting prospective members in establishing their eligibility for membership.
b. Reviewing application worksheets and supporting data submitted by prospective members prior to issuing to them the formal application for membership. Applications shall be reviewed by the Genealogist prior to submission to TXSSAR.
c. Maintaining a record of applications and the progress thereof.
d. This Office may be combined with that of Registrar.

(9) THE HISTORIAN is responsible for:
a. The collection and preservation of historical and genealogical material relating to the Chapter and its members.
b. Collecting and recording information on historical data in the Chapter area.
c. Conducting liaison with the TXSSAR Historian.

(10) THE CHAPLAIN has the responsibility for the spiritual life of the Chapter. He gives the opening Invocations and the closing Benedictions at Chapter meetings and keeps in touch with members who are ill or otherwise incapacitated. He reports the death of members to the TXSSAR Chaplain.

(11) THE SERGEANT AT ARMS is responsible for the custody and display of Chapter property, i.e., colors, stands, plaques, awards and etc. He will perform other duties of keeping order at meetings and as may be directed or requested by the President or the Meeting Chair.

b. The Appointive Positions or Offices:

(1) Appointed by the Executive Committee:

- i. THE CHAPTER CHANCELLOR
- II. An ASSISTANT VICE PRESIDENT FOR CHAPTER PUBLICITY
- iii. A CHAPTER HONORARY PRESIDENT

(2) The purpose, qualifications and responsibilities of the Office of Chapter Chancellor are: He shall be a Chapter Senior member, preferably versed in the law and knowledgeable in the rules and By Laws affecting Chapter business and functions, and who is familiar with Chapter history and the interests and purposes of the Chapter. He monitors the Chapter Constitution and By Laws, considering and recommending appropriate changes which, if resulting in Chapter approval, he incorporates into or re-drafts the document concerned. He may serve as Chapter Inspector General in which capacity he may conduct the Chapter's annual financial audit and may serve as a member of the Chapter's Internal Audit Committee. In addition he serves as Chapter Parliamentarian.

(3) Appointed by the Chapter President or by Committee Chairmen: With the the Appointee's consent and with their commitment to serve if appointed, all Chapter members are eligible for appointments to conduct or engage in performance of Committee work, other Ad-Hoc Chapter tasks or other duties which contribute to the accomplishment of Chapter undertakings and purposes.

(4) Should the Chapter desire to appoint and award a member with the title and position of Honorary Chapter President, the Executive Committee will consider and make the appointment. Such appointment will be based upon the mem-

ber's continuous, special, outstanding and unique service to the Chapter. Upon an appointment being made, the Chapter President will announce the appointment at the next General Membership Meeting and present the recipient with the NSSAR Neck Ribbon.

ARTICLE IV
Resignation, Death, Incapacity, Or Removal For Cause
Of Elected Chapter Officers

1. Resignation or Death:

Upon either the death or resignation from office or also from State or National Societies of the S.A.R. of or by an elected Chapter Officer, the Chapter Executive Committee may, by its two-thirds majority vote of Committee members present at the next convened meeting of the Committee (and as illustratively applied herein to the office of Chapter President), advance the President-Elect/Vice President to the Titular or Acting and functional Office of President for the partial or entire balance of the term for which the deceasing or resigning Officer was elected to serve, and may by its simple majority vote, make such consequential appointments and take such other actions as to the Committee are deemed to be appropriate and best suited to Chapter requirements. Committee actions taken under this Sub-section may be further adjusted from time to time by the Committee and whether or not so adjusted shall continue in effect until the next succeeding election and installation of Chapter Elected Officers, or until further adjusted by vote of the General Membership. The foregoing sentence shall also apply to proceedings taking place under paragraphs 2. and 3. next below.

2. Disability Or Refusal To Serve:

Should the Executive Committee, by its two-thirds majority vote of Committee members present at a regularly or specially-called Committee meeting, determine that an elected Chapter Officer has become so physically or mentally disabled as to not be able to carry out the duties of his office, or has refused or does presently refuse to serve in his office, the Committee may declare the office vacant and may, by its simple majority vote appoint and install a successor to the office.

3. Malfeasance Committed:

In the event that the Executive Committee by its two-thirds majority vote of Committee members present, taken at a regularly or specially-called Committee meeting, finds that an elected Chapter Officer has, by intentional action taken by him, or by his intentional failure or refusal to act when required to take action under specific obligations of his Office, committed malfeasance in Office or has been charged with or convicted of a criminal violation under either State or Federal law, may declare the office vacant and may by its simple majority vote appoint and install a successor to the Office.

4. Notice And Hearing:

The Executive Committee, in conducting proceedings under Sub-sections 2. and 3. next above, will deliver to the Chapter Officer, the subject of the proceeding, a written NOTICE giving the Officer a minimum of ten days advance notice of the date, time and place of the Executive Committee meeting involved. In the NOTICE the subject Officer will be invited to attend the meeting, be heard, be represented by Counsel and be allowed to present witnesses and other evidence

in his own behalf. The NOTICE shall specify the charge or complaint to be brought before the Committee for hearing and determination and will inform the Officer that during the hearing the Committee may present evidence available to it which substantiates or tends to substantiate the charge or complaint stated in the NOTICE.

5. Standard Of Proof Required:

The relative great weight and persuasiveness of the sum total of evidence presented at the hearing whether to sustain or deny a charge brought against an Officer under this Article, is the required degree of proof upon which the vote of individual Committee members to sustain or deny a charge should be made. To the extent feasible, minutes of the hearing are advised.

6. Hearing Procedure Rules:

All rules of procedure during the hearing and any preparation of a record of the proceedings (including those under Sub-section 1. above) will be as determined by the Chairman of the Committee hearing.

ARTICLE V - COMMITTEES

Section 1. There shall be a Chapter Executive Committee to serve as a standing Committee to advise and consult with the President. Membership shall consist of the President (the Committee Chairman), past Chapter Presidents, the present and past NSSAR, TXSSAR Presidents and other State and National Officers who are Members of the Chapter, together with current Chapter Officers and current Committee Chairs.

Section 2. A quorum to conduct Executive Committee business shall consist of five Committee members or any lesser number as may be approved of record by the President at the meeting concerned.

Section 3. The President, or the Chapter Officer substituting for him, in his absence, may appoint such standing, special or Ad-Hoc Committees as he determines to be necessary or useful for the conduct of Chapter business.

Section 4. A Nominating Committee will be appointed by the President not later than early in the month of October preceding the next election of Chapter Officers to occur in the following December. The primary duty of this Committee shall be to develop and propose to the Executive Committee in November a slate of candidates for election in the following December of the several Chapter Officers. The Executive Committee will then communicate the slate, as it may approve the same or modify it, to the General Membership later in November, publishing it in the Chapter Newsletter for the December meeting, when the election of candidates will occur. The slate published by the Executive Committee shall be nominated from the floor. Thereafter the floor shall be open for any further nominations. In the event of contesting nominations for a particular Office, a simple majority vote of Chapter members present will determine the election for that Office. Installation of elected Officers will occur in the following month of January.

Section 5. Every nomination of a candidate's name, made from the floor, will carry with it the previously obtained commitment of the nominee to accept, if elected, the Office for which nominated and to carry out the duties and responsibilities of that Office as provided in these By Laws.

ARTICLE VI - AWARDS AND MEDALS

Section 1. In general the various NSSAR Awards and Medals and the criteria for awarding them are outlined in the NSSAR Handbook and supplemented by the Texas Chapter Manual and the State Society Awards Committee Chairman.

Section 2. The ROTC Medal: The medals are of two types: (a) the Silver Medal which is presented only to students in a University ROTC Unit, and (b) the Bronze Medal which is presented to students in the Secondary School Units. The recipients of these Medals shall be selected for a high degree of merit appertaining to qualities of leadership, military bearing and excellence of performance and who best portray the ideal of the "Citizen-Soldier".

Section 3. The Chapter President will appoint an ROTC Committee Chairman for the purpose of coordinating the medal award program with the various local area ROTC Units participating in the program. The number of medals to be awarded by the Chapter shall be determined by the Executive Committee and the number passed on to the ROTC Committee.

Section 4. The selection of the respective ROTC Cadets to be medal awardees shall be the responsibility of the Commanding Officer of the Unit in accordance with the criteria stated in Section 2. above.

Section 5. The George S. and Stella M. Knight Contest: An Essay Contest Chairman may be appointed by the Chapter President to act as the focal point for this project. The Chairman will be responsible for insuring that guidelines and policies established by the NSSAR and TXSSAR are fully complied with. The Chairman shall select and appoint a Committee of Chapter members to assist him with the project and the selection of the Chapter's contest winner.

Section 6. The Elementary School Poster Contest: The President may appoint a Poster Contest Chairman and Committee to coordinate contest activities. The Central theme will be established annually by the TXSSAR Americanism Committee. The staff and participating students at each participating school will determine the first three, place winners. The Poster Chairman shall determine the Chapter's First Place selection which will be displayed at the TXSSAR annual State Convention.

Section 7. Other Contests/Committees^{and} Award Projects:

a. The Executive Committee shall determine the extent of Chapter participation regarding any other contest or award program or undertaking.

b. Concerning the authority for creation of any Committee or individual appointment for undertakings for accomplishment of Chapter business, reference is made to Article V, Section 3. of these By Laws.

ARTICLE VII - AMENDMENTS

Without requirement for other prior notice, these By Laws may be changed, altered, amended, substituted-for or repealed at any General Mambership meeting by the affirmative vote of two-thirds of the membership present at the meeting.

ARTICLE VIII - EFFECTIVE DATE

These By Laws and any change, alteration, amendment, substitution therefore or repealing thereof shall be in full force and effective immediately upon the

date of their adoption and the meeting at which adoption occurs shall thenceforth be governed thereby.

ARTICLE IX - AUTHENTICATION

These By Laws were approved and adopted by a two-thirds majority vote of the members of this Chapter at the regular General Mambership Meeting held on the _____ day of _____, 200__.

Chapter President

Chapter Recording Secretary