

CONSTITUTION AND BY-LAWS

CONSTITUTION

ARTICLE I

NAME

The name of this chapter shall be **SARATOGA BATTLE CHAPTER, EMPIRE STATE SOCIETY, SONS OF THE AMERICAN REVOLUTION.**

ARTICLE II

OBJECTS AND PURPOSES

The objects of this chapter are the same as those described in the Constitution of the National Society Sons of the American Revolution, namely:

“The objects of this Society are declared to be patriotic, historic 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 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

ELIGIBILITY FOR MEMBERSHIP

Any male shall be eligible for membership in the Chapter who:

1. Is a citizen, aged eighteen years or older, of good repute in the community;
2. Is a lineal descendant 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 those of any one 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 any 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 this Chapter. Descendants of females who rendered any of the above services are eligible for membership in this Chapter upon presentation of suitable proofs of such descent and patriotic service.

ARTICLE IV **CHAPTER OFFICERS**

The officers of this Chapter shall be a President, a Vice President, a Secretary, a Treasurer, a Registrar, a Genealogist, an Historian and a Chaplain. These officers shall be elected by the membership as described in the By-Laws. From time to time, certain offices may be occupied by one individual on a combined basis, for example, Vice President/Treasurer or Registrar/Genealogist and from time to time additional officers may be elected such as additional Vice Presidents or a Board of Managers as interest arises. However, in no instance may the same individual occupy the office of President and Treasurer. The President may at request of any officer appoint a consenting fellow member to act as an assistant to that officer. Assistant officers must be informed of the rights and duties of the office that they are appointed to. Chapter policy for reimbursement for expenditures made on behalf of the chapter require prior approval by resolution or by majority vote of elected officers, exemption of NYS Sales Tax where possible and presentation of a receipt to the treasurer.

ARTICLE V **FUNDS AND FINANCIAL MANAGEMENT**

All monies of the chapter shall be under the direct supervision of the Treasurer, who shall operate in consultation with the President and/or the Executive Committee in the collecting, expending and investing of said monies. Some or all of the Chapter's funds may, from time to time, be invested in interest-bearing accounts or securities as deemed prudent by the responsible parties.

ARTICLE VI **AMENDMENTS**

This Constitution may be amended by a two-thirds vote of those voting in person or by mail at an Annual Meeting or at a special meeting of the Chapter called for that purpose; provided that such amendment shall have been proposed at a regular or special meeting of the Chapter at least thirty days prior thereto.

ARTICLE VII
MEETINGS

There shall be a minimum of one meeting of the membership annually, which shall be the Annual Meeting. The Annual Meeting shall be held in February on a date as close as is practicable to the birthday of President General George Washington on February 22.

ARTICLE VIII
CONFORMITY WITH GOVERNING BODIES

It is intended that all Articles of this Constitution and all Sections of the By-Laws shall be in conformity with the Constitution and By-Laws both of the National Society Sons of the American Revolution and the Empire State Society Sons of the American Revolution. Any such Article or Section that is not in conformity with the Constitution and By-Laws of those bodies shall be null and void.

ARTICLE IX
ADOPTION OF CONSTITUTION

This Constitution shall become effective immediately upon its adoption by the membership of this chapter. Upon adoption, this Constitution shall supersede in the entirety any and all previous Constitutions of this chapter.

BY-LAWS

SECTION I **ADMISSION OF MEMBERS**

- 1. An applicant for admission must be sponsored by two members and must make his application in duplicate upon forms provided by the Chapter; application fees and first year's National dues shall be due at the time of application.**
- 2. The application shall be completed in accordance with the requirements of the National Society and shall include all genealogical proofs for events in the direct bloodline descent from the patriot ancestor to the applicant. The applicant shall furnish any additional information or documentation requested to substantiate the application. The Chapter Genealogist, if there be one, or the Chapter Registrar, shall render such advice and/or assistance to the applicant as is practicable in order to assist the applicant in completing his application.**
- 3. The Chapter Registrar shall examine the application before submitting it to the Empire State Society Registrar for processing.**
- 4. In cases where the applicant is a lineal descendant of a present or former member of the National Society Sons of the American Revolution, it shall only be necessary for the applicant to document his descent from such member and to furnish the membership number of such member; provided that genealogical proofs and proof of ancestral service furnished by such original member are in the files of the Registrar General and remain satisfactory under current standards of genealogical documentation. Applicant must in any case prepare an application depicting the line of descent from the patriot ancestor to himself and, on the reverse of the application, make reference to the application of the present or former member from whom he is descended.**
- 5. In cases where the applicant is a lineal descendant of a present or former member either of the National Society Daughters of the American Revolution or of the Sons of the Revolution, record copies of such present or former member's application shall be obtained from the relevant organization and shall be submitted as part of the genealogical proofs. Should such record copy applications appear deficient in the light of current standards of genealogical documentation, the applicant may be asked to obtain verification of all or a part of the line of descent from the patriot ancestor. Applicant must in any case prepare an application depicting the line of descent from the patriot ancestor to himself and, on the reverse of the application, make reference to the application of the present or former member from whom he is descended.**

SECTION II **FEES AND DUES**

Fees for new and supplemental applications shall be set from time to time by the Executive Committee of this chapter. Annual chapter dues shall be set from time to time by the Executive Committee of this chapter. Dues for dual/auxiliary members of this chapter shall be set from time to time by the Executive Committee of this chapter.

The dues of any member belonging to any uniformed service of the United States of America shall, upon request of the member, be forgiven for any year in which that member is engaged in active military service of the United States of America.

Any member who has belonged to this chapter for twenty-five years or more may, in the case of financial inability to continue to pay chapter dues, apply to the chapter Executive Committee for relief from paying said dues.

SECTION III **MEETINGS**

The time and place for chapter meetings may be fixed by the President, a Program Chairman or any other individual charged with the responsibility of arranging such meetings, provided that the Annual Meeting shall be held in February on a date as close as is practicable to the birthday of President General George Washington, namely, February 22.

A Special Meeting of the chapter shall be called by the President or the Executive Committee upon written request of at least ten per cent of the members, stating the purpose thereof; such request shall be addressed either to the President or to the Executive Committee and delivered to the Secretary. The Secretary shall give at least fifteen days' written notice of such meeting to each member of the chapter, stating the purpose for such meeting; no business other than that stated in such notice shall be transacted at such meeting.

SECTION IV **QUORUMS**

Ten members shall constitute a quorum for purposes of voting at any Regular, Special or Annual Meeting of this chapter. A simple majority shall constitute a quorum for meetings of the Executive Committee.

SECTION V
DUANE BOOTH EXTRAORDINARY SERVICE AWARD

The chapter's highest award in recognition of extraordinary service to the chapter shall be the Duane Booth Minuteman Award. The award consists of a Minuteman statuette, with attached placard and an accompanying certificate. Any member may nominate another member by written notice to the Executive Committee. The notice of nomination shall include the member's name and an explanation of the service rendered to the chapter. Only service to the chapter will be considered.

SECTION VI
STANDING COMMITTEES

The following committees shall constitute the Standing Committees of this chapter, the members of which shall be appointed by the President at the Annual Meeting or as soon thereafter as is practicable:

Medals and Awards Programs Publicity Executive Membership

Additional committees may be appointed by the President at any time as dictated by the needs of the chapter. The President shall serve as an *ex-officio* member of all such committees.

The Nominating Committee shall be appointed by the President before January 1 of each year in which an Annual Election of Officers is to be held. The President may serve as an *ex-officio* member of this committee.

SECTION VII
MEDALS & AWARDS COMMITTEE

The Medals & Awards Committee shall seek out worthy members of the chapter for such NSSAR awards as it deems suitable for such members, considering the guidelines outlined in the *NSSAR Official Handbook*. This committee shall also seek out non-members worthy of such NSSAR medals and awards that may be presented to non-members including, but not limited to, members of the DAR, Boy Scouts of America and members of ROTC units at the secondary and college levels.

SECTION VIII
PROGRAMS COMMITTEE

The Programs Committee shall have the duty of seeking out topics, speakers, performers, etc. for the purpose of making presentations to the chapter at its meetings and/or special events.

SECTION IX
PUBLICITY COMMITTEE

It shall be the duty of the Publicity Committee to disseminate reports of the activities of the chapter to those individuals and entities most likely to have an interest in such reports including, but not limited to, newspapers, television stations, public libraries and historical societies and other lineage societies.

SECTION X
EXECUTIVE COMMITTEE

The Executive Committee shall consist of the officers of the chapter. Its function shall be to assist and advise the President on such chapter business as must be dealt with between meetings of the chapter. This committee shall report on its deliberations at the next meeting of the chapter, except in those instances in which it has not held a meeting since the prior chapter meeting.

The Executive Committee shall accept, evaluate and vote on nominations for the Duane Booth Minuteman Award. In considering a nominee for the award the committee shall review the material submitted and may add to it. A simple majority of the committee is needed to make the award.

SECTION XI
MEMBERSHIP COMMITTEE

Recognizing that membership recruitment is the lifeblood of any voluntary organization such as the SARATOGA BATTLE CHAPTER, the Membership Committee shall actively seek to maintain and increase the chapter's membership base. Activities to this end may include, but shall not be limited to, participating in genealogical workshops or gatherings, arranging for chapter members to address organizations likely to be a source of new members, and working with the Publicity Committee to disseminate information about this chapter and its objects and purposes.

SECTION XII
NOMINATING COMMITTEE

This committee shall be appointed by the President before January 1 of any year in which an Annual Election is to take place. When at all practicable, such committee should include at least one Past President of this chapter. The committee shall present a slate of officers for the consideration of the membership, such slate to be voted upon at the Annual Meeting.

SECTION XIII
OFFICERS' TERMS OF OFFICE

The Officers of the chapter shall be elected by a majority of members voting at the Annual Meeting. Their term of office shall be two years, said term to commence immediately upon their swearing-in at the Annual Meeting. The elected officers may be re-elected for a succeeding term or terms. In the event of any officer being unable to complete his term of office, the President may appoint an individual of his choice to fill the unexpired term of office of such officer.

SECTION XIV
DUTIES OF OFFICERS

PRESIDENT.

The President shall preside at all meetings of the Chapter and of the Executive Committee. The President is the executive head of the chapter; he shall be an *ex-officio* member of all committees except for the Nominating Committee, of which he may be an *ex-officio* member.

VICE PRESIDENT.

If at any time the President is unable to discharge his duties, through absence, illness, incapacity, or any other reason, the highest ranking Vice President available shall act in the capacity of President until the President resumes his duties, or until the office of President is filled by way of election.

SECRETARY.

The Secretary shall keep the minutes and records of the chapter and shall reply to all correspondence addressed to the chapter as a whole. He shall issue notices for all meetings, and shall notify all members and officers of their election. The Secretary shall maintain a current roster of all active members.

TREASURER.

The Treasurer shall have custody of the funds of the chapter. He shall be responsible for the collection and transmittal of chapter, state and national dues. He shall receive any fees payable to the chapter for new and supplemental applications. The Treasurer shall maintain a record of the payment status of all members' dues.

REGISTRAR.

The Registrar shall examine the worksheets and documentation of prospective members prior to preparing their applications in duplicate for transmittal to the ESSAR Registrar. He shall collect any required application fees and dues prepayments from prospective members and transmit them to the ESSAR Registrar along with the prospective member's signed application and documentation. To the extent of his available time and expertise, he shall consult with and advise prospective members with respect to deficiencies in genealogical documentation, or any other matters that may affect the timely approval of the applicant's papers. At those times when the chapter may have another individual filling the office of Genealogist, the Registrar may seek the advice of the Genealogist when such advice is deemed to be necessary to expedite an application. The Registrar shall maintain a file for each member containing, at a minimum, a copy of the member's application and any correspondence related to the processing of the member's application.

GENEALOGIST.

The Genealogist shall make himself available to advise prospective members and/or the chapter Registrar in the event that an application is deemed lacking in satisfactory genealogical documentation or proof of ancestor service. While the ultimate responsibility for obtaining documentation rests with the applicant, the Genealogist will do all that is practicable to assist in the completion of an application that will merit approval at the state and national level.

HISTORIAN.

The Historian shall maintain custody of the *Saratoga Battle Chapter History and Highlights* binder(s). He shall periodically add to and update this record so as to maintain an ongoing chronicle of the activities of this chapter.

CHAPLAIN.

The chaplain shall pronounce the Invocation and Benediction at chapter meetings and ceremonies. He shall participate in services for deceased compatriots, if so requested by the next-of-kin. The Chaplain may, but need not, be an ordained priest/minister of a Christian denomination. The *SAR Prayer Book* shall be consulted by the Chaplain for guidance as to appropriate language in carrying out his duties.

SECTION XV
ADOPTION OF BY-LAWS

These By-Laws shall become effective immediately upon their adoption by the membership of this chapter. Upon adoption, these By-Laws shall supersede in the entirety any and all previous By-Laws of this chapter.

SECTION XVI
AMENDMENTS

These By-Laws may be amended by a two-thirds vote of those voting at an Annual Meeting, or at a Special Meeting of the chapter called for that purpose; provided, that such amendment shall have been proposed at a Regular or Special Meeting of the chapter called at least thirty days prior thereto.

SECTION XVII
PARLIAMENTARY RULES

Robert's Rules of Order, Newly Revised shall be the authority in all questions of parliamentary law and procedure not otherwise covered by the chapter Constitution and By-Laws.

Last revised: February 23, 2013