

BY-LAWS
of
THE NORFOLK CHAPTER
of
THE VIRGINIA SOCIETY
Sons of the American Revolution

Adopted November 6, 1953

ARTICLE I

Membership

Section 1. The office of Registrar and Genealogist shall be the repository of application forms appropriate for making application for membership in this Chapter, in the Virginia Society and in the National Society; and the Registrar and Genealogist shall furnish such forms to anyone desiring to make application thereon.

Section 2. An applicant for membership in this Chapter shall execute the proper application form in duplicate, which shall, in each case, set forth his name, occupation and residence, his line of descent, and the name, residence and services of his ancestor or ancestors in the American Revolution from whom he claims eligibility; and each applicant shall be endorsed for membership on the face of his application by two members of this Chapter in good standing.

Section 3. All applications must be supported by the duly executed and acknowledged affidavit or oath of the applicant to the statements therein contained.

Section 4. Applications for membership in this Chapter, the Virginia Society and the National Society, together with the admission fees, shall be first transmitted to the Registrar and Genealogist, who shall receive the same on behalf of the Committee on Admissions. The Registrar and Genealogist shall transmit such admission fees to the Treasurer, who shall deduct therefrom such portion thereof as may be levied by this Chapter, and deposit the same to the credit of this Chapter; and the Treasurer shall return to the Registrar and Genealogist such portions thereof as are levied by the Virginia and National Societies. In the event admission to membership is refused an applicant, the Treasurer shall make refund to such applicant of such portion of the admission fees as may have been levied by this Chapter.

Section 5. The Committee on Admissions shall consider each application and determine whether each applicant meets the requirements for membership in this Chapter; which process shall include the necessary forwarding of each application with appropriate portions of the admission fees to the Virginia Society, and, through the Virginia, to the National Society, for the purpose of determining at such echelons whether the applicant is eligible for essential concurrent membership in the Virginia and National Societies, according to the Constitutions and By-Laws thereof.

Section 6. Upon the acceptance by the Committee on Admissions of an applicant for membership in this Chapter, the Registrar and Genealogist shall make notification to such applicant

and shall certify his name to the President, the Secretary, and the Treasurer; and such applicant shall thereupon be enrolled as a member of this Chapter.

ARTICLE II

The President

The President shall maintain a general supervision over the business and affairs of the Chapter; he shall appoint Committees, unless otherwise provided for; and, ex-officio, shall be Chairman of the Board of Managers and a member of all appointive committees. He shall preside at all meetings of the Chapter, and shall have a casting vote.

ARTICLE III

The First Vice-President

The First Vice-President shall preside at meetings in the absence of the President; and shall undertake such other duties as may be prescribed by the President. In the event the office of President shall become vacant, he shall succeed to the office of President.

ARTICLE IV

The Second Vice-President

The Second Vice-President shall preside at meetings in the absence of both the President and the First Vice-President; and shall undertake such other duties as may be prescribed by the President. In the event the office of First Vice-President shall become vacant, he shall succeed thereto; and in event the offices of President and

First Vice-President shall both become vacant, he shall succeed to the office of President.

ARTICLE V

The Secretary

The Secretary shall take and maintain the minutes of the proceedings of meetings of this Chapter and of the Board of Managers. He shall maintain a roster of members, together with their addresses, identical to the master roster maintained by the Registrar and Genealogist. He shall give all notices to members and others as may be provided by these By-Laws. He shall transact the normal correspondence of the Chapter incident to his office; and shall perform such other duties as the President may prescribe. He shall be the repository of the Constitution and By-Law; and shall have charge of all records of the Chapter not specifically charged to other officers.

ARTICLE VI

The Treasurer

Section 1. The Treasurer shall collect the admission fees and the dues from members and all general funds due this Chapter, and shall duly safekeep, deposit and account for the same. He shall transmit or cause to be transmitted such portions of fees and dues as are due to the Virginia and National Societies to such bodies. He shall render a financial report at each stated meeting of the Chapter, and an annual report at each Annual Meeting. At least ten days prior to each Annual Meeting he shall submit his annual report and accounts to the Auditing Committee for annual audit.

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Section 2. He shall maintain a replica of the Registrar and Genealogist's roster of members, together with their addresses. He shall cause to be sent statements of dues and other monies due the Chapter to members and others; and shall give notice as prescribed herein to members delinquent in dues. When a member is dropped from the rolls for non-payment of dues, the Treasurer shall so notify such member, and shall certify such circumstance to the President, the Secretary and the Registrar and Genealogist. His records shall at all times reflect the standing of members with respect to dues.

Section 3. It shall be the duty of the Treasurer at least 60 days before the critical date upon which, as disclosed by the records, any member is due to be dropped from membership for delinquency in payment of dues, to notify the President of such status of such member; but failure of the Treasurer to perform this duty shall not prevent the automatic termination of the membership of such member should his delinquency continue through such critical date.

Section 4. The Treasurer shall make such disbursements as may be directed by the Board of Managers or the Chapter; and shall undertake such further duties as the President may prescribe.

Section 5. The fiscal year shall coincide with the calendar year.

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ARTICLE VIII

The Historian

Section 1. The Historian shall keep a detailed record, to be deposited with the Secretary, of all historical and commemorative celebrations of the Chapter; and he shall edit and prepare for publication or preservation such historical addresses, essays, papers, documents and other matters or items of an historical character, other than a roster or register of members, as may appear appropriate for publication or for maintenance by the Secretary.

Section 2. At every Annual Meeting the Historian shall submit an annual report, to include a necrological list, if there be one, with carefully prepared biographies of the deceased members; which necrological lists and biographies will be then filed with the Registrar and Genealogist.

Section 3. The Historian shall from time to time, make recommendations to the Board of Managers and the Chapter for the collection and preservation of historical and genealogical material; and shall cooperate with the Virginia and National Societies and with other proper organizations in collecting and recording information in reference to historical sites and other kindred matters.

Section 4. He shall prepare and maintain a history of this Chapter.

ARTICLE VIII

The Chaplain

The Chaplain shall be of a Christian faith, and shall concern himself with the spiritual welfare of the Chapter. He shall pronounce such invocations, benedictions and other prayers, and shall perform such other religious services, as may be appropriate.

ARTICLE IX

Color Officers

The Color Officers shall be responsible for the care, maintenance and security of the Chapter's Colors, of presenting and retiring the same at meetings of the Chapter, and of providing essential color guards and escorts for the Colors on proper occasions. They shall be the sergeants-at-arms of the Chapter, and shall perform such other duties as the President may direct.

ARTICLE X

Committees

Unless otherwise stated, standing committees shall consist of three members to be appointed by the President to serve for one year or until their successors are appointed. A vacancy in any standing committee shall be filled by appointment of such Committee or of the President.

ARTICLE XI

Auditing Committee

At least ten days prior to each Annual Meeting the Auditing Committee shall receive from the Treasurer his financial accounts for the pre-

ceding year together with his annual report, and shall audit the same, and shall report to the Chapter at its Annual Meeting its findings on such audit. Such committee shall also undertake such other audits or investigations of a financial nature as the President may require.

ARTICLE XIII

Host Committee

The Host Committee shall be responsible for the provision of refreshments at meetings of the Chapter.

ARTICLE XIV

Committee on Patriotic Education

The purpose of the Committee on Patriotic Education is to promote and develop constructive citizenship among the people of Virginia and of the United States through patriotic education, utilizing all available means and media. The Committee will undertake such liaison and coordination with the program of Patriotic Education, Incorporated as may appear appropriate.

ARTICLE XV

Committee on Citizenship Awards

The Committee on Citizenship Awards shall provide for the presentation of the Sons of the American Revolution Good Citizenship Medal to appropriate students or graduates of appropriate institutions of learning in Virginia.

ARTICLE XVI

House Committee

The House Committee shall undertake the project of procuring for this Chapter a permanent headquarters. Thereafter it shall be responsible for the maintenance of such permanent headquarters.

ARTICLE XVII

Committee on Constitution and Americanism

The Committee on the Constitution and Americanism shall study, plan, guide and advise with respect to matters bearing on the support and defense of the Constitution of the United States and the Constitution of Virginia, and on the active maintenance of Americanism in the community, the Commonwealth, and the nation; and shall undertake appropriate projects with respect thereto.

ARTICLE XVIII

Committee on the Children of the American Revolution

The Committee on the Children of the American Revolution shall maintain liaison with the Children of the American Revolution, render them appropriate aid and service, and seek the transfer therefrom to this Chapter of boys reaching the appropriate age for membership herein.

ARTICLE XIX

Program Committee

Section 1. The Program Committee shall consist of three members to be appointed by the

President to serve for one year and through the regular meeting of the Chapter next succeeding the end of such year. It shall be the duty of this Committee to present programs in keeping with the objectives of the Sons of the American Revolution at the meetings of this Chapter.

Section 2. The Committee first appointed hereunder shall plan an outline for a Five-Year Program for the first five years thereafter, in order that integrity and stability may be maintained throughout such period in the types and sequence of program presentations thereunder; and every five years thereafter such Committee will plan an outline for a new Five-Year Program. Each Five-Year Program or portion thereof shall be subject to approval by the Chapter.

Section 3. The Committee shall implement and be responsible for the planning and presentation of that portion of the Five-Year Program which transpires for the year commencing with the second meeting following the Annual Meeting and culminating with the first meeting following the next Annual Meeting; so that for the period commencing with the Annual Meeting and ending with the meeting following it, two separate Program Committees shall subsist, the old and the new.

ARTICLE XX

Order of Business

Section 1. The order of business at meeting of this Chapter shall be as follows:

1. Call to order
2. Opening Prayer

3. Presentation of the Colors
4. Pledge of Allegiance to the Colors
5. The American's Creed
6. Reading of the Minutes of preceding Meeting
7. Report of the Board of Managers
8. Report of the Secretary
9. Report of the Treasurer
10. Report of the Auditing Committee
11. Report of the Committee on Admissions
12. Report of the Registrar and Genealogist
13. Report of the Historian
14. Reports of other officers
15. Memorials
16. Elections
17. Appointments
18. Reports of Standing Committees
19. Reports of Special Committees
20. Old and unfinished business
21. New business
22. Presentation of Program by Program Committee
23. Adjournment

Section 2. The order of business may be changed by a vote of the majority of the members present.

Section 3. A social period, with refreshments, will normally follow the business meeting.

ARTICLE XXI

Dues and Fees

Section 1. Annual dues of this Chapter, exclusive of dues of the Virginia and National Societies, shall be Two Dollars and the Entrance Fee shall be Two Dollars and Fifty Cents.

Section 2. Annual dues shall be payable to the Treasurer on the first day of February in each year for the year commencing and preceding January first.

Section 3. The dues of the new members accepted after July first in any year shall be one-half of the annual dues for the year.

Section 4. When a member is one year delinquent in payment of dues or other charges, the Treasurer shall notify him that unless payment of the arrearage is made by May 31st next following the termination of the year for which such dues or charges are due, he will be dropped from membership in this Chapter. If such delinquent dues are not paid by such May 31st, then such member shall be dropped from membership in this Chapter.

Section 5. Upon the payment or settlement of all dues and charges due, the Board of Managers shall have the right to reinstate a member dropped for the non-payment of dues to full membership in this Chapter.

ARTICLE XXII

General Parliamentary Rules

The Roberts Rules of Order not in conflict with the Constitution or By-Laws of this Chap-

ter, nor of the Virginia Society nor of the National Society, shall govern all meetings of the Chapter, so far as the same are applicable.

ARTICLE XXIII

Resignations

Section 1. Any member may at any time resign from this Chapter. Resignations shall be submitted to the Registrar and Genealogist; and from the date of the receipt thereof the person giving notice shall cease to be a member of this Chapter, but shall remain liable for all dues, fees and charges due and unpaid by him at the date of such resignation.

Section 2. Members who have resigned or whose names have been dropped from the rolls for non-payment of dues, fees or charges, shall not be eligible for re-admission to this Chapter until all such dues, fees or charges in arrears shall have been settled.

Section 3. Upon re-admission of a former member, he shall not be required to pay an admission fee.

ARTICLE XXIV

Amendments

Amendments to these By-Laws may be made at any meeting of the Chapter by a vote of a majority of the members present; *provided*, that a notice of the meeting and a copy of the proposed amendment shall be mailed or delivered to every member at least one week prior to such meeting.