



Cherokee Chapter Constitution and Bylaws

(As Approved by the Membership on September 13, 2005)

ARTICLE I - NAME

The name of this organization shall be Cherokee Chapter, Georgia Society, Sons of the American Revolution, hereinafter referred to as the Chapter.

ARTICLE II – OBJECTS

The objects of this Chapter 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 those descendants 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 – MEMBERS

Section 1 – Eligibility

Any male shall be eligible to membership in this **Society** who, being of age of eighteen years or over, and a citizen of good repute in the community, is the lineal descendant of an ancestor who was at all times unflinching 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 any one of 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 Provincials or Colonial Congress of Legislature; 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 who has advocated, or is now advocating the overthrow of the Government of the United States by use of force or violence shall be eligible for membership in the Chapter.



Cherokee Chapter Constitution and Bylaws

(As Approved by the Membership on September 13, 2005)

Section 2 – Classes of Members

Membership shall be of three classes: Regular Members, Dual Members and Applicants.

- A. REGULAR MEMBERS of the Cherokee Chapter are members with National and Georgia State Numbers who have paid their current year's dues and have declared their primary membership to be with the Cherokee Chapter
- B. DUAL MEMBERS, having paid current year chapter dues to the Cherokee Chapter, have an active "Regular" or "Primary" membership in another chapter. Dual Members have the right to vote at all regular Cherokee Chapter meetings and participate in all Cherokee Chapter activities and committees. Dual Members cannot hold Cherokee Chapter office or be counted as a Regular Member on the Chapter Roster since those privileges belong with their primary chapter.
- C. APPLICANTS, having submitted their application for membership through the Cherokee Chapter and having paid all current dues or fees associated with the application shall have the right to vote and temporarily hold office for a maximum of 6 months awaiting membership approval. Applicants are not Regular Members until approval of their application results in a national and state number.

Section 3 – Application

- A. Application for Regular Membership shall be filed with the Chapter's Registrar accompanied by dues for the current year unless otherwise directed. Upon approval of such application by the National Society as forwarded through the Georgia Society, the applicant shall become a member of this Chapter.
- B. Application for Dual Membership in the Chapter shall be made with the Secretary, Georgia Society requesting dual membership with the Chapter indicating his preference for primary or secondary status. Upon verification from the Georgia Society of SAR membership, the Secretary, Georgia Society will take such action as to transfer the applicant's full membership to the primary/dual membership Chapter. In such cases where the applicant is from other than the Georgia Society and seeking primary/dual membership to this Chapter, the Secretary upon verification from the National Society will assign the applicant a Georgia Society membership number prior to the transfer action.



Cherokee Chapter Constitution and Bylaws

(As Approved by the Membership on September 13, 2005)

ARTICLE IV – MANAGEMENT AND OFFICERS

Section 1 – Board of Managers (BOM)

- A. The Board of Managers (BOM), consisting of the current elected or appointed Chapter Officers and the immediate Past President, govern the affairs of the chapter. Upon installation of the new Chapter Officers at the Biennial Meeting, the outgoing President becomes the immediate Past President.
- B. The Board shall meet at least quarterly in regular meetings.
- C. An officer position that is vacant may be filled by a regular member with a majority vote of the BOM. The term of office will be until the next regular election.
- D. The Officers serving as members of the BOM during their terms of office shall be subjected to the authorities of the BOM.

Section 2 – Executive and Nominating Committees

- A. The **Executive Committee** shall be composed of the President, Vice President, Secretary, and the immediate Past President of the Chapter. The President shall serve as Chairman. The Executive Committee shall have the power to conduct its business by mail, email, or telephone in lieu of convening a formal session. Each member of the Committee shall confirm, by letter to the Secretary, each vote he has given through this conduct of business. Such letter shall be retained as a permanent record of the Chapter by the Secretary. A report shall be made to the Chairman at each meeting of the BOM detailing all actions taken by the Executive Committee since its last report to the Board. During intervals between meetings of the BOM, the members of the Committee shall have the duty to meet on call of the Chairman and to act on any matter that the Chairman deems to be of such urgency and importance that action must be taken before the next regularly scheduled meeting of the BOM. The Committee shall also serve as council to advise the President on planning and operational matters about which he deems the council of the Committee to be needed or helpful.
- B. A **Nominating Committee** of five Regular Members in good standing shall be appointed by the President with the advice and consent of the BOM. The Committee shall convene and elect its own Chairman. The Committee shall be appointed at the BOM held three months prior to election of officers. The nominating Committee shall solicit the membership of the Chapter for all persons interested in becoming Officers of the Chapter. The Committee shall announce the names of the interested candidates, after confirming with each candidate that they are committed to serve in the capacity for which they are being nominated, one month prior to election at a regularly held meeting. The election shall be held at the January Chapter meeting, 2007, and every odd year thereafter. Nominations will be accepted from the floor. The election may be made by voice vote upon a motion to elect by acclamation or by written ballot. If the election is conducted by written ballot, the votes will be counted and the results announced at this meeting before adjournment. Installation of elected Officers shall be held at the Biennial meeting in February 2007, and every odd year thereafter.



Cherokee Chapter Constitution and Bylaws

(As Approved by the Membership on September 13, 2005)

Section 3 – Officers

A. The Officers of the Chapter who shall administer its affairs and carry on its business shall be:

- President
- Vice President
- Secretary
- Treasurer
- Registrar
- Chancellor
- Chaplain
- Historian
- Sergeant-at-Arms
- Editor
- Webmaster

B. All Officers shall serve for a period of two years or until their successors are elected. The period of two years is defined as the time of installation at the Biennial Dinner in February of each odd year, until the Chapter's Biennial Dinner, 24 months later when again newly elected Officers are installed. The appointed Nominating Committee may nominate any regular member to any officer position who has affirmed his commitment to serve if elected. The Nominating Committee may nominate any applicant to serve temporarily, while waiting for approval of application, for a period of 6 months to the position of Secretary, Treasurer, Chancellor, Chaplain, Historian, Sergeant-at-Arms, Editor, or Webmaster. Upon approval of application, the elected applicant's position as an officer becomes permanent until the next election cycle. If at the end of 6 months in office the applicant's regular membership is still pending, his position as an officer may be extended for another 6 months by the unanimous approval of the BOM.

Section 4 – Officers' Duties

- A. **General:** The duties of the Officers shall be such as usually appertain to their offices and they shall have such other duties as are hereinafter imposed and/or delegated to them by the *BOM*.
- B. **Vacancy:** A vacancy in the office of the President shall be filled by the Vice President for the un-expired term. A vacancy in any other office shall be filled for the un-expired term by appointment of a qualified-Regular Member by the President and confirmed by a majority of the BOM.
- C. The **President** shall be the Chief Executive Officer of the Chapter. He shall preside at meetings of the Chapter and of the BOM. He shall also perform such other duties as ordinarily pertain to that office, including, without limitations, the submission of timely and pertinent information respecting the affairs of the Chapter to the membership thereof in whatever manner and at whatever intervals he shall deem appropriate. He shall serve as Publisher of the Chapter's newsletter and/or website and ensure the Membership Directory is available and current to the membership at all times through the website.



Cherokee Chapter Constitution and Bylaws

(As Approved by the Membership on September 13, 2005)

- D. The **Vice President** shall perform such duties as they are assigned, and shall promote the interests and activities of the Society and of the Chapter while maintaining close liaison with the President to ensure the desires of the BOM are fulfilled and in keeping the President informed of ongoing matters. The Vice President shall assist and preside at all meetings in the absence of the President and is responsible for securing suitable programs for the Regular Meetings. He shall send copies of dispatches of resolutions or news releases to the media, public officials, and other outside person or agencies furthering the objects of the Chapter. He shall ensure the coordinated efforts between the Committees in the fulfillment of their duties.
- E. The **Secretary** shall conduct the general correspondence of the Chapter, shall notify members of their election to membership and other matters as the BOM may direct. Under the direction of the BOM, he shall give notice of the time and place of all Regular or Special Meetings. He shall keep all general correspondence and turn over such material of completed business to the Chapter Historian. He shall maintain an official "Chapter Minute Book" which shall contain minutes of all Regular, Special and BOM meetings as well as reports of the Treasurer. He shall furnish to the President on or before the February Regular Meeting of each year a complete list of paid Chapter membership and such Honorary Life members that are on roll ensuring the list reflects those memberships held by the Georgia Society Secretary. Such lists shall include a list of present and former elected officers, members of the BOM, members of Committees, and recipients of medals and awards.
- F. The **Treasurer** shall receive and have charge of all funds and other assets in the name of the Chapter and shall make disbursements for the benefit of the Chapter. He is the principal financial officer of the Chapter. He shall keep a true record of his receipts and disbursements that will be inspected by an Audit Committee as approved by the BOM before each February meeting and upon approval will be submitted to the membership at the February meeting. When the Treasurer's Report has been approved at the February meeting, it shall become part of the permanent record and so be recorded in the Minute Book. He shall reimburse Officers and members upon submission of vouchers for APPROVED expenses incurred as a consequence of requested or special duties in consonance with the BOM.
- G. The **Registrar** shall promptly verify all applications and proofs of eligibility for membership, make report to the BOM as necessary, and forward such approved applications to the Georgia Society Registrar for acceptance and transmittal to the National Society for final approval. He shall maintain a running account as a tracking vehicle of all membership transactions in consonance with the Chapter Secretary and Treasurer.
- H. The **Chancellor** shall be the Legal Advisor to the Officers and BOM on matters affecting or pertaining to the Chapter and serve as Parliamentarian for interpretation of Robert's Rules of order and the Constitution and Bylaws.
- I. The **Historian** shall keep the records of the historical and commemorative meetings and events of the Chapter and shall compile the Chapter's Annual Scrap Book of which he shall be the custodian for its safekeeping. In consonance with the Editor and Secretary, he will ensure a complete portrayal of the Chapter's activities from Annual Meeting to Annual Meeting, in text and photographs, and that such coverage is presented in an orderly fashion in the Scrap Book.
- J. The **Chaplain** shall open and close the meetings of the Chapter with religious services usual and proper to such occasions. He shall perform religious services when so directed by the President to include but not limited to such activities as Revolutionary Grave Site Dedications. The Chaplain shall send cards and/or floral arrangements to the sick, or to families of the deceased Chapter members, to members who experience life altering events, and others within the Georgia Society when deemed appropriate.



Cherokee Chapter Constitution and Bylaws

(As Approved by the Membership on September 13, 2005)

- K. The **Sergeant-at-Arms** shall assist in preserving order as the President may direct. He shall handle the physical arrangements within the meeting hall, including seeing that the furnishings, sound, lighting, flags, decorations, regalia, and the like, are present, adequate, and in proper order. He shall maintain custody of the Chapter Colors and Flag and other paraphernalia belonging to the Chapter other than office equipment and supplies used by the Secretary, and shall maintain them in a proper state of repair, deliver them to, and install them in the meeting place as necessary for the conduct of meeting of the Chapter and BOM.
- L. The **Editor** serves to publicize the activities of the Chapter by preparing, in consonance with the President, the Chapter newsletter. The schedule of publications shall be as directed by the BOM. His directed objectives are to inform the members of recent happenings and present planned activities and programs of the Chapter, Georgia and National Societies, of Chapters and of members. He shall disseminate official information and provide a vehicle for Officers of the Chapter to share and exchange views and information with the membership. The Editor shall determine the format and content of the newsletter for a joint review with the Publisher prior to going to print for dispatch and shall arrange for its printing and distribution. Articles contained shall be of interest to the membership in consonance with the objects of the Society. The Editor reports anticipated costs associated with maintaining the newsletter to the BOM. The BOM may choose to approve a monthly, quarterly, or annual budget for the newsletter.
- M. The **Webmaster** serves to manage and maintain the chapter website. The chapter website has three main purposes:
- To be a Gateway to the public-at-large, soliciting new members and letting everyone know who we are and what we do.
 - To be a Connecting Point to our other compatriots across the state and across the country, letting them know what is going on with our little chapter, and stimulating some positive, mutually beneficial, creative, participation with other chapters.
 - To be a Resource for Chapter Members, providing ready access to the latest chapter information, By-Laws, Activities, member profiles, contact information, etc.

The Webmaster, in consonance with the chapter President and other officers of the chapter, is responsible for all content. Anticipated annual costs associated with maintaining the website are reported by the webmaster to the BOM and approved by the BOM prior to any reimbursements.



Cherokee Chapter Constitution and Bylaws

(As Approved by the Membership on September 13, 2005)

ARTICLE V - MEETINGS

The American Flag shall be displayed and honored at all meetings of the Board and Chapter. Rules of procedure as set out in "Robert's Rules of Order" (latest edition) shall be used in Board and Chapter meetings. A Parliamentarian may be appointed by the President who shall interpret such procedures for all meetings. There are three types of meetings held:

Section 1 – Biennial Meeting

- A. The Biennial Meeting of the Chapter is held for the purpose of installing Officers elected during the Chapter's January meeting of each odd year, receiving reports of Officers and Committees, and for any other business that may arise. The meeting shall be held during the month of February of each odd year. The date and place of the meeting is selected by the President of the Chapter with the advice and consent of the BOM.
- B. Any rule, regulation or resolution of a permanent nature, adopted at any Biennial Meeting of the Chapter, shall continue in force until it is rescinded by majority vote of the voting members who are duly notified and are present or have provided proxy at any Biennial, Annual, Regular, or Special meeting of the Chapter.
- C. A quorum for the Biennial Meeting shall consist of those regular members present in person or by proxy at said meeting representing at least 50% of the regular membership.

Section 2 –Board of Managers' (BOM) Meetings

- A. The date, time and place of each BOM meeting shall be selected by the President who shall cause to have the Board Members so notified by mail, email, or telephone at least ten days prior to the meeting.
- B. A Special Meeting of the BOM can be called by 50% or more Board Members provided that all Board Members are advised of the date, time and place of the Special Meeting with notice given to all Board Members at least five days prior to the Special Meeting
- C. The quorum for all meetings of the BOM shall be 50% or 4, whichever is a greater number of elected chapter officers in person or by proxy.
- D. Chapter members who are not members of the BOM, in good standing and upon invitation of the President, may attend the BOM meetings and participate in debate but may not vote.



Cherokee Chapter Constitution and Bylaws

(As Approved by the Membership on September 13, 2005)

- E. The functions of the BOM are:
1. to exercise Management and control over the affairs of the Chapter.
 2. to create and staff additional Chapter offices and committees as needed.
 3. to create and present an Annual Budget that will be voted on at the December Regular Meeting. The BOM may, from time to time, recommend adjustments in the annual budget that will be presented at any regular meeting for approval.
 4. to fix Chapter dues and fees to be collected from applicants and members.
 5. to fill vacancies in office until the next Biennial Meeting. If the President is not able to complete his term of office, the Vice-President automatically assumes the responsibilities and title of President.
 6. to adopt and enforce rules and procedures which are consistent with the provisions of the Georgia and National Societies of the SAR.

Section 3 – Regular and Special Meetings

- A. Unless otherwise ordered by the BOM, Regular Meetings of the Chapter shall be held the second Tuesday of each month, except July and August.
- B. A Special Meeting of the membership may be called by the BOM or by two-thirds of the Regular Membership upon written request to the Board. Due notice by mail or email shall be given to every Regular Member no later than ten days preceding the Special Meeting, accompanied by a statement outlining the purpose of the meeting.
- C. Regular Meetings will normally include a brief, 30 minutes fellowship mixer with refreshments before the formal “Call to Order”.
- D. Regular Meetings will follow an “Agenda” in consonance *with that of the Georgia Society with copies provided the Vice President, Secretary, Treasurer, and Editor* prior to the start of the meeting.
- E. The Chapter meeting will entertain a 20 minute “Guest Speaker Program” on topics related to the American Revolutionary War for Independence or on areas of common interest to the membership.
- F. Normal duration of the Regular Meetings shall be two hours to include the mixer.
- G. Wives are encouraged to attend Regular Meetings but may not vote.
- H. The Treasurer will maintain a Chapter “Muster Roll” for membership sign in and record of payment for the fellowship mixer.
- I. A quorum for all Regular or Special Meetings of the Chapter shall consist of those regular members present in person or by proxy at said meeting representing at least 50% of the regular membership.



Cherokee Chapter Constitution and Bylaws

(As Approved by the Membership on September 13, 2005)

ARTICLE VI – DUES

Section 1 – Payment

In addition to those dues levied from time to time by the Georgia and National Societies, the Annual Dues of this Chapter shall be prescribed by the BOM. Such dues, together with the Georgia and National Society dues, shall be payable to the Chapter Treasurer so as to allow such payment to be forwarded to the Georgia Society Secretary before the last day of December each year. There is no “grace period.”

Section 2 – Loss of Membership

Dues not paid by the designated date will cause the member to be dropped from membership by the Georgia Society Secretary.

Section 3 – Reinstatement

A member of the Chapter who has been dropped from the membership for non-payment of dues may be reinstated upon application and payment of current annual dues.

ARTICLE VII – COMMITTEES

Section 1 – Appointments

Upon the election of a new President of the Chapter, the incoming President shall make appointments or reappointments of Committee Chairmen to all standing Committees. The incoming President, with recommendations from Committee Chairmen, appoints members to each committee. A member may be appointed to more than one Committee and serve as a member or chairman on more than one Committee.

Section 2 – Special Committees

The Executive and Nominating Committee appointments are described in Article IV. The Awards Committee is comprised of current and past chapter presidents. The immediate Past President shall serve as Chairman of the Awards Committee. All suggestions for awards shall be referred to the Committee for review and recommendation to the Board in accordance with the Medals and Awards Manual adopted by the Chapter.



Cherokee Chapter Constitution and Bylaws

(As Approved by the Membership on September 13, 2005)

Section 3 – Duration

The duration of service as Chairman or member of a standing Committee is normally from Biennial Meeting to Biennial Meeting. Due to the start of the School Year, about six months prior to the Biennial Meeting, with many of the Committees having school activities, the current President shall inquire as to the desires of interested members to continue to serve in their positions for another year and shall so inform the BOM. This allows the incoming President some flexibility at the time of his appointments prior to the Annual Meeting.

Section 3 – Committee Descriptions and Duties

The President or BOM may appoint such standing Committees which, in their discretion, will advance and promote the objectives of this Chapter. Each Committee responsibility, the Chairman, and Committee Members shall be available on the Cherokee Chapter website. Committee descriptions shall be approved by the BOM.

ARTICLE VIII – INTERPRETATION

The interpretation of this Combined Constitution and Bylaws shall rest with the BOM with the advice and council of the Chancellor as Parliamentarian. Rules and Regulations for the Chapter operations and activities not herein before covered shall be proposed by the BOM and shall be subject to a vote of the Chapter.

ARTICLE IX – AMENDMENTS

This Combined Constitution and Bylaws may be amended by a two-thirds majority vote of the Regular Members present or by proxy and voting at any regular meeting. The President shall cause notice of any proposed amendment to be mailed or emailed to all Chapter Members at least thirty days prior to the time of vote. The BOM shall make its report recommending approval or disapproval of the proposed amendment(s) at the time of proposal to the regular membership.