

THE CLARENCE A. COOK CHAPTER
of
THE SONS OF THE AMERICAN REVOLUTION

CONSTITUTION

ARTICLE I - Name

- Section 1. The name of this organization shall be the CLARENCE A. COOK CHAPTER of the SONS OF THE AMERICAN REVOLUTION.
- Section 2. The CLARENCE A. COOK CHAPTER is affiliated with the INDIANA SOCIETY of the SONS OF THE AMERICAN REVOLUTION and the NATIONAL SOCIETY of the SONS OF THE AMERICAN REVOLUTION.

ARTICLE II - Object

The objective of this organization shall be: to promote the aims of the INDIANA SOCIETY and the NATIONAL SOCIETY of the SONS OF THE AMERICAN REVOLUTION; to enroll eligible members; to foster patriotic and educational programs and projects beneficial to our community, state and national interests.

ARTICLE III - Eligibility for Membership

Any male, who is a citizen of good repute in his community and a lineal descendant of an ancestor who was loyal to and rendered service in the cause of American Independence as prescribed by the NATIONAL SOCIETY of the SONS OF THE AMERICAN REVOLUTION.

ARTICLE IV - Officers

- Section 1. The officers of this Chapter shall be: President, Vice President, Secretary, Treasurer, Registrar, Historian, Genealogist, Chancellor and Chaplain. Being duly elected, any member may hold more than one office except for the office of President.
- Section 2. The tenure of office shall be one year. Only the office of the President shall be restricted to two successive terms. All officers shall serve until their successors are elected and installed.
- Section 3. The elected officers, with the three immediate former Presidents, shall constitute the Executive Committee.

ARTICLE V - Meetings

- Section 1. There shall be a minimum of FOUR quarterly meetings each calendar year. The meeting days and times will be established by the newly elected President and the Executive Committee and shall be published to the membership prior to the second meeting.
- Section 2. A quorum for transaction of business at any Chapter meeting shall be a minimum of ten members whose home chapter is Clarence A. Cook. A lesser number cannot transact any business except to adjourn.

- Section 3. The fourth quarter meeting shall be the Annual Meeting.
- Section 4. In the event of inclement weather or other unforeseen circumstance, a meeting may be postponed or cancelled by the President, after consultation with at least two other officers.
- Section 5. Special meetings may be called by the President, by any three Chapter officers, or by any ten Chapter members, provided 30 days notice is given specifying the time and place and general nature of the matters to be discussed.

ARTICLE VI - Amendments

This Constitution may be amended at any regular meeting by a 2/3 vote of those members in good standing present, providing that the amendment has been presented at a previous regular meeting.

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BYLAWS

BYLAW I - Membership

- Section 1. Membership in this Chapter shall be in keeping with Article III of the CONSTITUTION of the CLARENCE A. COOK CHAPTER of the SONS OF THE AMERICAN REVOLUTION.
- Section 2. Applications for membership shall be made on the forms approved by the NATIONAL SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION.

BYLAW II - Election of Officers

- Section 1. A Nominating Committee chaired by the Immediate Past President, shall nominate officers. This committee shall be named at the third quarter regular meeting of the Chapter. This committee will report to the membership the names and addresses of the nominated officers who have previously accepted the nomination to an office. Nominations may be made from the floor at the Annual Meeting. In the event of any contested vote for any office the committee shall be required to provide materials for a written ballot. Three members in good standing will tally all contested votes by ballot.
- Section 2. The officers shall be installed during the Annual Meeting or the next meeting attended by the elected officer.

BYLAW III - Duties of Officers

- Section 1. President:
 - a. Shall maintain general supervision over the business affairs and programs of the Chapter.
 - b. Shall preside at regular meetings of the Chapter.
 - c. Shall appoint necessary committees to aid in functions of the Chapter.
 - e. Shall serve as ex-officio member of all committees, except the Nominating Committee.
 - f. Shall sign checks in absence or disability of Treasurer.
- Section 2. Vice President:

- a. Shall assist the President in carrying out his duties and preside in his absence.
- b. Shall succeed to the office of President, in the event of the death, disability or resignation of the President.
- c. Shall serve as a Program Chairman.

Section 3. Secretary.

- a. Shall record and report minutes of regular meetings and Executive Committee meetings.
- b. Shall prepare correspondence, etc. as directed by the President.
- c. Shall sign checks in absence or disability of Treasurer.
- d. Shall maintain the official copy of the Chapter Constitution, By-Laws and Standing Rules and shall ensure that a current version is available to all Officers and Compatriots.

Section 4. Treasurer:

- a. Shall accept membership fees and dues, giving his receipt for the same.
- b. Shall keep a detailed account of all receipts and disbursements, and present a financial report at each quarterly meeting.
- c. Shall pay all expenses authorized by the Executive Committee.
- d. Shall present the Chapter's books for an annual audit.
- e. Shall issue membership cards to paid members.
- f. Shall sign checks for the Chapter.
- g. Shall maintain an inventory of Chapter property.
- h. Shall maintain separate funds for various committees as approved by the Executive Committee.

Section 5. Registrar:

- a. Shall receive all membership applications, fees and dues.
- b. Shall remit the fees and dues to the Chapter treasurer.
- c. Shall process applications and send them to the State Registrar.

Section 6. Historian:

- a. Shall find suggestions for his duties in Bylaw Eleven (11) of the Indiana Society.

Section 7. Genealogist:

- a. Shall find suggestions for his duties in Bylaw Twelve (12) of the Indiana Society.

Section 8. Chancellor:

- a. Shall when possible be an attorney, and he will find suggestions for his duties in Bylaw Thirteen (13) of the Indiana Society.

Section 9. Chaplain:

- a. Shall when possible be a clergyman and his duties are defined in Bylaw Fourteen (14) of the Indiana Society.

BYLAW IV - Special Committees

Section 1. Nominating Committee:

- a. Shall be appointed by the President at the third quarter meeting.
- b. Shall secure a slate of officers; President, Vice President, Secretary, Treasurer, Registrar, Historian, Chaplain, Genealogist and Chancellor and ensure they will be willing to serve during the ensuing year.
- c. Shall submit report of said nominations at the Annual Meeting.

Section 2. Auditing Committee:

- a. Shall be appointed by the President at the third quarter meeting.
- b. Shall audit Secretary record(s) and/or Treasurer book(s) and report on accuracy of same at the Annual Meeting.

BYLAW V - Executive Committee

Section 1. Shall advise the President on the matters pertaining to the good of the Society.

Section 2. Shall have emergency powers in the absence or disability of the President and Vice President to administer Society affairs between regular meetings, and shall report to the members at the next regular meeting.

BYLAW VI – Finance Committee

Section 1. The Finance Committee shall propose policy concerning all permanent funds of this Chapter to be known as the "Endowment Fund."

Section 2. The Committee shall consist of two members appointed by the President, plus the current Treasurer. The Treasurer shall be a voting member of this committee. The committee shall designate a Chairman, other than the Treasurer.

Section 3. The Committee shall oversee the investment of all the funds to maximize earnings and at the same time provide security for the funds. Annual audits of the funds shall be made and reported at the first quarterly chapter meeting following the Annual Meeting.

Section 4. The income from the Endowment Fund shall be distributed by the Committee each year as follows:

- a. Not exceeding one-half to the Operating Budget of the Chapter, if needed.
- b. The remainder, after distribution of (a) above, will remain in the Fund.

Section 5. Principal of the Endowment Fund can be expended on a Chapter Project only upon a two-thirds favorable vote of authorized voters at a quarterly Chapter meeting. The Fund must maintain a minimum aggregate balance of \$50,000 at all times.

Section 6. The Finance Committee will prepare guidelines, including investment procedures, control of funds, and operating procedures, subject to review on an annual basis.

BY-LAW VII - Budgets and Disbursements

Section 1. The annual Operating Budget for the fiscal year shall be presented for action to the membership at the Annual Meeting of the Chapter. When officially adopted by the membership, expenditures for the fiscal year shall be limited to the total amount thereof, except as provided for below.

Section 2. All non-budgeted expenditures must be approved at a quarterly Chapter meeting.

Section 3. All non-budgeted expenditures over \$100 must be presented to the Executive Committee at least 30 days prior to being presented to the membership for approval.

Section 4. The Fiscal Year for the Cook Chapter is from January 1 through December 31.

BYLAW VIII - Dues and Fees

- Section 1. The Executive Committee, with the approval of the membership, shall establish the Chapter dues.
- Section 2. The annual dues of the Chapter shall be equal to the sum of dues and fees for the Chapter, State and National Society.
- Section 3. New members accepted after 1 November of any year shall be considered to have their dues paid for that part year and the next full year.
- Section 4. Notice of annual dues shall be mailed to each member prior to the Annual Meeting.
- Section 5. Membership dues shall be collected on the calendar year basis.
- Section 6. A member can upon payment of current dues, and submitting a reinstatement form, be reinstated into the society.
- Section 7. A membership card will be provided to each paid member.

BYLAW IX - Guests

- Section 1. Prospective members and guests may be invited to any meeting.

BYLAW X - Rules of Order

- Section 1. The rules contained in Robert's Rules of Order, Revised, shall govern this Chapter in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.

BYLAW XI - Adoption and Amendments

- Section 1. These Bylaws shall become effective immediately upon adoption unless otherwise specified.
- Section 2. These Bylaws may be amended at any regular meeting by a 2/3 vote of those members in good standing present, providing that the amendment has been presented at a previous regular meeting.

Approved by the general Membership on 13 November 2013.

STANDING RULES

SR 1 - Scope and Definition

(Adopted November 2013)

Section 1. Standing Rules are created to carry out the operations and business of the Clarence A. Cook Chapter of the Sons of the American Revolution. The following process shall be used to amend the Cook Chapter Standing Rules:

- a. Changes to Standing Rules may be presented to the membership and discussed during any quarterly Chapter meeting.
- b. Changes to Standing Rules may be adopted by a two-thirds majority vote at any quarterly Chapter meeting.
- c. Standing Rules may be rescinded by a two-thirds majority vote at any quarterly Chapter meeting.
- d. No Standing Rule is in order that conflicts with the Chapter Constitution or Bylaws.