

**BYLAWS ATHENS CHAPTER OF THE GEORGIA SOCIETY
SONS OF THE AMERICAN REVOLUTION, INCORPORATED**

ARTICLE I. THE CHAPTER

Section 1. Name: The name of this Chapter shall be “ATHENS CHAPTER SONS OF THE AMERICAN REVOLUTION”.

Section 2. Objects: Athens Chapter Sons of the American Revolution, hereinafter referred to as the chapter, is a chartered entity associated with the Georgia Society, hereinafter referred to as the Society, and the National Society Sons of the American Revolution, hereinafter referred to as the National Society.

The purposes and objects of this Chapter are declared to be patriotic, historical and educational, and shall include those intended or designed to perpetuate the memory of the men 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 Revolution by appropriate memorials; to celebrate the anniversaries of the prominent events of the war; to foster true patriotism; to maintain and extend the institutions of American freedom and to carry out the purposes expressed in the Preamble to the Constitution of our country and the injunctions of Washington in his farewell address to the American people.

Section 3. Chapter: Athens Chapter has been issued a charter that assigns to it local jurisdiction over a designated general territory. The boundaries of this area of operation may be changed from time to time as designed by the State Society and approved by the Board of Managers of the State Society.

Section 4. Members: Any man shall be eligible for membership in the Society who, being of the 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 unfailing in his 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 of any 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 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 the Society.

The Georgia Society is made up of Regular and Life members in good standing of the National Society each of whom shall have been admitted to membership in the Georgia Society and each of whom is a member in good standing in the Georgia Society. Members or former members of

other State Societies are eligible to be admitted to membership in the Georgia Society and into Athens Chapter.

Any Georgia Society member who is granted an abatement or exception from the payment of annual dues by the National Society, Sons of the American Revolution, under National Society Bylaw 19, Section 8, shall likewise have the same relief, and on the same terms, by the Georgia Society and by Athens Chapter.

Section 5. Annual Meeting: Athens Chapter shall hold an Annual Meeting each year on a date normally in the month of February to be designated by the President, and at a place to be designated by the President and approved by the Executive Committee. A quorum for the Annual Meeting shall consist of six (6) members in good standing.

Section 6. Regular Meetings: The Regular Meetings of Athens Chapter shall be held on a date and location determined by the Executive Committee and approved by the Members by a majority of those present and voting. Meetings are normally held Monthly with the exception of June, July, and August. A quorum at any Regular meeting of the Chapter shall consist of six (6) members in good standing.

Section 7. Special Meeting: A special meeting of the Chapter shall be called by the President upon not less than 14 days prior notice to all members of the Chapter upon request in writing of at least three-fourths of the membership of the Executive Committee. A quorum for a special meeting of the Chapter shall consist of six (6) members of good standing.

Section 8. Year: The dues paying year of the Athens Chapter shall at all times coincide with the dues paying year of the State Society and of the National Society which at present begins on January 1st and ends on December 31st of each year.

The administrative year of Athens Chapter shall begin upon installation of officers at the Annual Meeting.

The respective officers shall be elected at the January Meeting of Athens Chapter, shall take office upon installation at the Annual Meeting, and shall serve for a term of approximately twelve (12) months ending on the succeeding election and installation.

ARTICLE II. THE EXECUTIVE COMMITTEE

Section 1. Membership: The membership of the Executive Committee (EXCOM) shall include only persons who are members in good standing of the Athens Chapter and who hold the offices as follows:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Registrar

f. Past Presidents of the Chapter

Duties and organization of this committee shall be in accordance of Article V, Section 3 of these Bylaws.

Members of the Chapter who are not members of the Executive Committee may attend and participate in debate, but may not vote.

Visiting dignitaries, especially those from other State Societies or from the National Society, may attend and may be invited to address the meeting but may not participate in debate or vote.

Section 2. Powers: The Executive Committee shall have the following powers and duties:

- a. To exercise management and control over the affairs of the Chapter.
- b. To create and staff additional offices and committees as needed.
- c. To approve and authorize adjustments in the Chapter budget.
- d. To fix Chapter dues and fees to be collected from applicants and members.
- e. To fill a vacancy which may occur in any office of the Chapter until the next ensuing Annual Meeting of the Chapter except as otherwise provided in ARTICLE IV, Section 2, of these Bylaws.
- f. To make contracts for the purchase of services and materials, and to establish policies and procedures regarding reimbursement for expenses incurred in carrying on the business of Athens Chapter.
- g. To adopt and enforce rules and procedures which shall not be inconsistent with any provision of the Articles of Incorporation of the State Society, of these Bylaws, or the Constitution and Bylaws of the National Society.

Section 3. Meetings: The EXCOM shall hold at least two (2) regular meetings each year as follows:

- a. A meeting in October or November to be known as the Fall EXCOM Meeting.
- b. A meeting in either March or April to be known as the Spring EXCOM Meeting.
- c. A meeting may also be held immediately after the adjournment of the Annual Meeting if so announced by the President Elect. The President may also call special meetings of the EXCOM. Notice of all meetings of the EXCOM, except that which may follow the Annual Meeting, shall be made to all members of the EXCOM at least fourteen (14) days prior to the date set for such meeting. The President shall

designate the date and the place of meeting for all meetings of the Executive Committee.

Section 4. Quorum: The attendance of at least four (4) members of the EXCOM shall constitute a quorum for the transaction of business and a majority vote of those in attendance at any meeting will be required for the EXCOM to take action, except as herein otherwise provided in ARTICLE VIII, Section 3, of these Bylaws.

ARTICLE III. OFFICERS

Section 1. Titles: The Officers of Athens Chapter, who shall be members in good standing, who shall be elected at the Fall Meeting, and who shall serve upon their installation and until their successors assume office, shall be President, Vice-President, Secretary, Treasurer, Registrar, Chaplain, and Sergeant-at-Arms.

Section 2. Nominations and Election of Officers:

a. Nominations.

(1) Nominating Committee Selection. The Nominating Committee shall consist of the Past Presidents of the Chapter who are members in good standing, not to exceed six members. The Chair of the Committee shall be the most recent Past President.

The Committee may canvass the membership to solicit suggestions as to the members who are qualified and willing to serve in, and shall name at least one candidate for, each office that is to be filled by election by the Chapter at the January Meeting. The Chairman, or other committee member designated by him, shall announce, not later than the December Meeting, the names of persons chosen by the committee to be the nominees for the respective offices. At the January Meeting of the Chapter the Chairman or other committee member designated by him, shall place in nomination the names of the respective candidates proposed by the committee to be officers of the Chapter for the following year, and shall thereupon deliver a copy of the Committee report to the Secretary.

(2) Nominations from the floor. Any member of the Chapter in good standing is entitled to nominate from the floor of the January Meeting, any other member in good standing of the Chapter for any office of the Chapter that is to be filled by election. Nominations from the floor may be made at the January Meeting if the nomination is submitted to the Executive Committee in writing or by electronic correspondence at least thirty (30) days prior to the date of the January Meeting. If a previously announced nominee's name has been removed from consideration or the Nominating Committee was unable to name a person to such office at the December Meeting, then a nomination from the floor may be made at the January Meeting without prior notice.

- b. Nominees – The nominating committee, or Chapter member, making a nomination for an elective office of the Chapter shall ascertain before making the nomination that the nominee is a member in good standing and is willing to serve in that office. For the office of Vice-President, the nominee should agree to serve the following year as President, if nominated.
- c. Elections – Election to an office for which only one person has been nominated shall be by voice vote upon a motion to elect by acclamation. Election to an office for which there are two or more candidates, shall be by secret ballot by members in good standing attending the January Meeting, supervised by Tellers appointed by the President. Election shall be by a majority vote of those present and voting. If after one balloting no candidate has a majority, all candidates but the two who received the greatest plurality shall be dropped and a vote taken for the two remaining candidates, with the candidate receiving a majority being declared the winner. If there is a tie vote, balloting shall continue until a winner is determined. The results of each balloting shall be communicated by the Tellers to the President who shall announce the vote count and the name of the winner when one is obtained.
- d. Filling Vacancies – In the event that an elected office other than those of the President and Vice-President is vacated by reason of death or resignation, or if the person holding office is incapacitated to the extent that he may no longer perform the duties of office by his own declaration or as determined by the EXCOM, the President with the approval of the EXCOM will appoint a member in good standing to fill the remainder of the term of the vacated office. If the position of Vice-President is likewise vacated or the person is incapacitated or succeeds to the position of President, the position of Vice-President will be filled by election with nominations from the floor at the next regularly scheduled Chapter meeting, except that the position will remain vacant until the regularly scheduled annual election if the vacancy occurs during or after the Fall Meeting of the EXCOM.

Section 3. Holding Multiple Offices: Any member except the President may be elected to, and concurrently hold, more than one office, but not more than two.

ARTICLE IV. DUTIES OF OFFICERS

Section 1. President: The President shall preside at meetings of the Chapter and the Executive Committee. 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.

Section 2. Vice-President: The Vice-President, in the absence of the President, shall preside at meetings of the Chapter and of the EXCOM. He shall succeed to the Office of President in case of the resignation, death, or disability of the President, and he shall perform such other duties as ordinarily pertain to that office and as are assigned to him by the President.

Section 3. Secretary: The Secretary shall conduct membership and correspondence functions as listed herein, and shall perform such other duties as ordinarily pertain to the office of Secretary. The Secretary shall:

- a. Prepare and send all reports required by the State Society and the National Society, including the annual reports together with the annual dues when due.
- b. Maintain files of annual chapter reports of membership; and maintain lists of present and former elected officers, members of the EXCOM, members of committees, and recipients of medals and awards.
- c. Maintain records of membership including mailing addresses, telephone numbers and e-mail addresses on a current basis, and prepare, or cause to be prepared, a mailing list, e-mail list or address labels as needed for dispatch of correspondence, minutes of meetings, notices, and newsletters.
- d. Prepare and dispatch meeting notices, newsletters and reports to members; compose and dispatch special correspondence for the Chapter and/or the EXCOM and send copies of resolutions or news releases to the media, public officials, or other outside persons or agencies.
- e. Maintain a file of prospective members. Send notices to them.
- f. Order and maintain stocks of stationery and other consumables; purchase stamps and arrange bulk mailing permits for correspondence, chapter publications, and newsletters; and submit vouchers for payment of expenses incurred thereby.
- g. Sign documents for official certification; arrange for bonding of officers as directed by the EXCOM and maintain the archives of original records of the Chapter, including all corporate resolutions that are currently valid.
- h. Shall record, or cause to be recorded, and shall preserve, the minutes of the Meetings of the Chapter. He shall send copies of minutes of the meetings to the members of the Chapter and shall record the additions and corrections made and the dates of their approval and shall file the corrected and approved originals of such minutes for preservation in the archives of the Chapter and for the preparation and dissemination of copies to the membership.

Section 4. Treasurer: The Treasurer shall serve as the principal financial officer of the Chapter. He shall:

- a. Establish procedures to assure that expenditures conform to approved budget allocations, that they are vouchered, and they are proper expenses of the Chapter and shall receive, maintain custody of, disburse, maintain the books of, account for and report periodically on the status and trends of all funds of the Chapter.

- b. Reimburse officers and members upon submission of vouchers for travel or other expense incurred as a consequence of requested or special duties as approved or directed by the EXCOM or as required by these Bylaws.
- c. Disburse funds as vouchered by the Secretary for services or materials received by the Chapter under contract as authorized by these Bylaws.
- d. Prepare tax exemption forms or other forms, returns and reports required by Federal, State or local laws. File IRS 990-N in a timely manner.
- e. Maintain current signature cards for depositories as necessary.
- f. Establish and monitor procedures for annual reporting of the inventories, sales and replenishment of stocks of medals, jewelry, insignia and other non-consumable items purchase from the National Society for resale to chapter members.
- g. Maintain a record of the name, location and custodian of, and custody receipts for, items of furniture, office equipment, flags, amplifying and/or recording equipment and other such property items owned by the Chapter including inventory of library books and documents.
- h. Provide quarterly reports to the Chapter.
- i. The Chapter may provide for an Assistant Treasurer to be appointed by the President. The Assistant Treasurer may act in the absence of the Treasurer. Said Assistant Treasurer shall be a signatory on all checking accounts of the Chapter and he is subject to all other requirements and duties of the Treasurer.

Section 5. Registrar: The Registrar shall:

- a. Review all applications and proofs of eligibility for applications submitted through the Chapter membership.
- b. Shall forward such applications to the State Society Registrar for acceptance and approval by the Georgia Society with proper transmittal form to be submitted to the National Society for final approval.
- c. Maintain a file of copies of all applications.

Section 6. Historian: The Historian shall maintain a running history of the Chapter and do such historical research as may be assigned to him from time to time by the President or by the EXCOM.

Section 7. Chancellor: The Chancellor shall be the legal advisor to the officers and EXCOM on matters affecting or pertaining to the Chapter.

Section 8. Chaplain: The Chaplain shall:

- a. Open and close meetings of the Chapter with the usual and proper services for such occasions.
- b. Conduct Memorial Service as needed for the Chapter.

Section 9. Sergeant-at-Arms: 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 amplifier, lighting, flags, decorations, regalia, and the like, are present, adequate, and in proper order. He shall maintain custody of the 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 meetings of the Chapter or of the EXCOM.

ARTICLE V. COMMITTEES

Section 1. Committee Membership: Every committee of the Chapter shall have at least three (3) members in addition to any ex-officio members that may be mandated, or as otherwise outlined in these Bylaws. Committee chairmen will be assigned by the Chapter President except as otherwise provided in the Bylaws. Other committee members will be determined by the committee chairman with the approval of the Chapter President, or as otherwise provided in the Bylaws.

Section 2. President/Ex-officio: The President shall be an ex-officio member of all committees except the Nominating Committee.

Section 3. Executive Committee: There shall be an Executive Committee (EXCOM) which shall consist of the following members:

- a. The President of the Chapter, who shall serve as Chairman.
- b. The Vice-President of the Chapter, who shall serve as Vice-Chairman.
- c. The Secretary of the Chapter, who shall serve as Secretary of the Committee.
- d. The Treasurer of the Chapter.
- e. The Registrar of the Chapter.
- f. Past Presidents of the Chapter.

Four members shall constitute a quorum. The Executive Committee shall have the power to conduct its business by U.S. mail, electronic mail or by telephone in lieu of convening in formal session; provided, however, that each member of the Committee shall confirm, by letter to the Secretary, each vote he has given by telephone. A report shall be made by the Chairman at each meeting of the Chapter detailing all action taken by the Executive Committee since its last report to the Members. During intervals between meetings of the EXCOM, 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 EXCOM. 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.

Section 4. Standing Committees: A standing committee shall be established by and in the Bylaws by name, to perform continuing functions as stated, to remain in existence permanently, and whose members are to have terms of office that are concurrent with the officers who appoint them or other duration as stated in the Bylaws. Other standing committees not listed in these Bylaws may be necessary or useful, or the need to modify the duties of, or eliminate, an existing standing committee may arise. In such case, the desired change shall be proposed for consideration by the existing standing committee must include a proposed draft of a new or revised charter that states the name, duties, structure, authority, method of appointment and term of office of its members.

The name, method of selecting members (if different than outlined in Article V, Section 1) and function of the standing committees of the Chapter are given in the following descriptions. Detailed information on the management, operation and duties of the standing committees shall be outlined in the Georgia Society's *Source Book*.

Americanism Committee – This committee shall promote an understanding of and an appreciation for the history of the United States of America. It will compile the annual Americanism and President General Award contests submissions for the State-level entry to the National Society.

Audit Committee – The President shall appoint an Audit Committee of not less than three (3), nor more than five (5) members of the Chapter, which Committee shall conduct, or cause to be conducted, an annual audit of the financial books and records of the Chapter. The report of such audit shall be presented to the EXCOM for approval at its meeting which is to be held on the day of the Annual Meeting of the Chapter.

Bylaws Committee – This committee shall review the Chapter Bylaws on a regular basis to recognize needed revisions and prepare any recommended changes to the Bylaws by the membership for review by the EXCOM and submission to the Members for approval. The committee will provide assistance to members seeking guidance on making revisions to the Bylaws by offering suggested rewording or alternative means to accomplish the desired action.

Children of the American Revolution Liaison Committee – This committee shall coordinate activity between the Chapter and the Children of the American Revolution. It shall take efforts to identify and address potential scheduling conflicts for major events sponsored by the two societies, identify to the Chapter chairman the major contact points for similar program areas in the C.A.R. leadership in the Chapter's area of responsibility, make recommendations to the Medals and Awards Committee for recognition of deserving C.A.R. members, provide information to SAR members as requested on C.A.R. policies and procedures, monitor changes in C.A.R. policies that might relate to SAR activity, and make recommendations to the President for attendance at C.A.R. functions. The committee shall encourage sponsorship by the Chapter

of local C.A.R. societies and determine winners of Chapter contests for C.A.R. participation. The committee shall make a recommendation and provide justification for Chapter financial support of the C.A.R. State President's project.

Color Guard Committee – The chairman of this committee shall be the Color Guard Commander. Other members comprising the committee shall be chosen by the chairman from active members of the Georgia Society Color Guard. This committee will promote the active involvement of the Chapter Color Guard in local, State, regional, and national events, programs, and celebrations to promote the ideals of the Chapter and of the Georgia Society. The committee shall monitor the activity of the Georgia Society Color Guard and take appropriate action to recognize its members and their spouses with medals and awards at the Chapter Annual Meeting.

Commemorative Events Committee – The responsibility of this committee shall be to research and identify the various manners in which patriotic events and observances that are consistent with the patriotic, educational and historical goals of the NSSAR might be commemorated and then educate the membership of the Chapter and encourage participation in those activities. Examples of such events include but are not limited to Patriots Day (April 19), Armed Forces Day, Flag Day, Constitution Day, Yorktown Day, Veterans Day, and Bill of Rights Day.

Contest Oversight Committee – This committee shall seek means of increasing and improving (1) Chapter participation in national society competitions, (2) Chapter participation in state society competitions, and (3) member participation in state and national competitions. The committee will maintain and regularly report through the Executive Committee a compiled quick reference timeline of all known national and state competitions listing such information as formal and informal name of competitions, deadlines, published sources for detailed information, and contact information to reach contest managers. The committee will annually assess the participation in existing chapter, state society and national competitions and identify those with limited participation and consult with those that might participate in such competitions and those managing such competitions to recommend needed changes or discontinuation of the competitions to the EXCOM. Committee chairmen, officers, and program managers wishing to establish new competitions or to change existing competitions (increase awards, change deadlines, revise rules, etc.) shall submit such changes to the EXCOM through the Contest Oversight Committee for comments before presentation to the EXCOM for implementation. The Vice-President will serve as Chair of the Committee.

Daughters of the American Revolution Liaison Committee – This committee shall coordinate between the Chapter and the Daughters of the American Revolution. It shall take efforts to identify and address potential scheduling conflicts for major events sponsored by the two societies, identify to the Chapter chairmen the major contact points for similar program areas in the DAR leadership in the Chapter area of responsibility, make recommendations to the Medals and Awards Committee for recognition of deserving DAR members, monitor the level of documented assistance from DAR members in SAR membership applications, provide information to SAR members as requested on DAR policies and procedures, monitor changes in DAR policies that might relate to SAR activity, and make recommendations to the President for attendance at DAR functions.

Eagle Scout Committee – This committee shall work to acknowledge each Boy Scout who earned his Eagle Scout rank between July 1st of one year and June 30th of the following year by sending him a Certificate of Recognition. It will review chapter's selections for the annual Eagle Scout Scholarship Award and select a Chapter winner to be entered at the State Society. The committee shall make recommendations for recognition of Chapter members as appropriate for State and National awards.

Education Committee – This committee shall (1) promote the teaching of United States history and government in schools, colleges and universities; (2) develop programs and materials at the chapter level that will effectively supplement the social studies curricula being taught in schools; (3) assist in the development of classroom presentations; (4) promote and administer the Americanism Poster Contest; (5) recognize teachers for excellence in teaching American history and government; (6) recognize students of excellence in the study of the American Revolution; (7) distribute educational materials that will provide educators with additional tools to promote the ideals of the Society; and, (8) establish and maintaining partnerships with state educational agencies, social studies related teacher organizations, and local schools in order to generate an awareness of the instructional resources available through the Sons of the American Revolution.

Finance Committee – This committee shall consist of at least three members in good standing; a chairman appointed by the President and a maximum of two other members appointed by the chairman with the approval of the Executive Committee. The Treasurer serves as an ex-officio member of the committee, but without vote. The committee shall provide oversight over financial management of the Chapter finances. It will review any regular quarterly reports of the Treasurer and the Audit Committee and use reported data to assess compliance with budget restrictions; ensure restricted funds are managed, transferred, and/or collected as required; assess the investment of the excess unreserved fund balance; evaluate the method and cost of Internal Revenue Service reporting; maintain guidelines found in the State Society Source Book for financial management; assist in budget preparation; and evaluate the appropriateness of the annual membership fee. The committee will make status reports on areas reviewed, make recommendations to the Executive Committee and Chapter Members in regard to any improvements deemed necessary, and report follow-up on prior recommendations of the Finance Committee and the Audit Committee.

Flag Respect Committee – This committee shall encourage chapter promotion of programs related to all manner of United States Flag history and protocol. It will encourage the chapter presentation of National Society Flag Certificates and observance of Flag Day on June 14. It will monitor the Chapter's participation in the competition for the National Society's Admiral Furlong Memorial Award.

Fund Raising Committee – This committee shall seek ways of providing additional funding to the Chapter for purposes of addressing special or unique programs that may fall outside the normal budgeting process. The committee shall also provide advice to members on methods of raising funds at the chapter level. Upon approval of the Executive Committee it may establish special sub-committees for the purpose of sponsoring specific fund raising events.

Historic Sites & Celebrations Committee – This committee shall research, develop and recommend to the Chapter the Revolutionary War battles and other related historic sites within Georgia and persons associated with Georgia history that would merit recognition by the Chapter as worthy of celebration by Georgia and surrounding state societies. The committee shall plan and arrange within budgeted costs the appropriate type and level of participation for approved celebrations in coordination with local, state and federal officials and organizations, and promote these activities to the Georgia Society, other regional members of the Sons of the American Revolution, the National Society leadership, other interested lineage and history organizations and the general public. The committee will coordinate Chapter participation in events outside of Georgia and will apprise the Georgia Society Color Guard of the schedule of planned State, regional, and national celebrations.

Tom and Betty Lawrence American History Teacher Award Committee – This committee shall promote and provide guidance for those teachers interested in pursuing this award. Guidelines for this contest are found on the National Society web site under “Education/CAAH” tab. The Education Committee chair shall serve as an ex-officio member of this committee.

Knight Essay Committee – This committee shall promote and provide guidance on the George S. & Stella M. Knight Essay Contest. The committee will select and submit a Chapter entrant to the State Society contest from among entries. Guidelines for this contest are found on the National Society web site under “Education/CAAH” tab. The Education Committee chair shall serve as an ex-officio member of this committee.

Medals and Awards Committee – A Past President shall be appointed as Chairman of this committee by the President. The members shall be the Vice-President and Past Presidents, not to exceed three (3) in this category. This committee shall recommend awards requiring Chapter approval and those generally made at the Chapter level for approval by the Executive Committee except as otherwise outlined in the Bylaws. The committee may originate nominations as well as receive nominations from any member and shall ensure that justifications for all awards meet National and State requirements. The committee shall provide instruction on the proper wearing of medals and insignia, coordinate the presentation of awards for the annual meeting, encourage submission of nominations for National awards, and monitor and encourage award programs at the chapter level.

Nominating Committee – See Article III, Section 2, Paragraph a.1.

Public Safety Committee – This committee shall promote the presentation of public safety awards by the chapter to police, fire, and emergency services personnel within their community and ensure that recipients are recorded in State and National records so that they are recognized at ceremonies of the National Congress.

Publicity Committee – This committee shall coordinate chapter news reported to the *Hornet's Nest*, maintain a scrapbook of published news media stories related to SAR activity within the region, publicize stories not otherwise pertinent to a specific committee, provide tips for improving the chapter's publicity program and serve as a source for editing news releases prior to submitting them to the media.

Revolutionary War Graves Committee – This committee assists in locating, recording, publicizing, and marking Revolutionary War Soldiers’ graves and the graves of Compatriot members of the Chapter or of the Georgia Society.

ROTC Committee – This committee shall encourage the chapter to sponsor the presentation of the Georgia Society’s Silver ROTC Medal and Certificate at all ceremonies conducted by the Senior ROTC Departments of Georgia’s colleges and universities and to sponsor the presentation of the Chapter’s Bronze JROTC Medal and Certificate at all ceremonies conducted by the JROTC Units of Georgia’s high schools in the Chapter’s area of responsibility. The committee also oversees the Enhanced JROTC Program by encouraging JROTC units to submit entries for judging, and submits the Chapter entry to the State Society competition. It shall assist in deciding the jurisdictional boundaries of the chapter’s program coverage should any disputes occur between chapters.

Veterans Committee – This committee shall encourage local and State participation in events, celebrations, and programs that provide services or pay respect to veterans of American’s wars and to active and reserve members of the American Armed Forces. It shall promote networking and volunteer activities with the Department of Veterans Affairs; veterans organizations such as the American Legion, Veterans of Foreign Wars, Disabled American Veterans and Paralyzed Veterans of America and other groups and businesses that pay homage to servicemen and servicewomen. The committee shall assist in the Stark Award program and submit a Chapter entry to the State contest.

Rumbaugh Orations Committee – *Duties* –The Rumbaugh Orations Committee shall promote and provide guidance on the Rumbaugh Orations Contest. The committee will select a Chapter winner from among the chapter entries. It will submit the Chapter winner as an entrant to the State contest.

Specific Responsibilities – The committee will generally be responsible for the following.

- Providing instruction and guidance on the annual contest to the membership by means of classroom training, chapter lectures, e-mail correspondence, Board of Managers reports, and *Hornet’s Nest* articles.
- Providing to the *Hornet’s Nest* for publication a copy of the annual winning speech.
- Maintaining a historical listing of the annual winners.
- Monitoring the budget for the committee and recommending increases and/or decreases in its budget line items as needed to the Finance Committee.
- Submitting a quarterly report to the President about 2 weeks prior to the end of each quarter using the general format prescribed for committee chairmen.

Section 5. Special Committees: – A special committee is one that is to be created by action of the Executive Committee, by name, to perform a task or tasks specified in that action, and whose members are to serve until the authority, and method of appointment of its chairman and members. If the need arises to modify the duties of, or eliminate a special committee prior to the

completion of some or all of its tasks, the desired change shall be proposed for consideration by the Executive Committee. A special committee shall be discharged upon submission of its final report which shall be annotated as such to the Executive Committee. A listing of current special committees will be maintained by the Secretary.

ARTICLE VI. FINANCIAL MATTERS

Section 1. Reimbursements: No officer shall receive any compensation from the Chapter solely by virtue of his office. The EXCOM shall have the authority to approve, either by general resolution or by specific action, this payment of expenses reasonably incurred by any officer or member in the performance of requested or special duties. Reimbursements may include, without limitations, such items as postage, stationery, automobile or other travel expenses, meals, lodging, and telephone calls. Any such reimbursement shall be only on the basis of a proper voucher or expense account itemizing such expenses.

Section 2. Expenses of the Secretary: The Secretary may be granted an allowance, in and amount approved by the Executive Committee to cover the expenses of his office, including, but not limited to, the following:

- a. Postage, stationery, and other consumables.
- b. Clerical or professional services as may be required from time to time to handle the office details in order that the affairs of the Chapter may be conducted in an efficient manner. Such services shall be approved by the EXCOM in advance, with a grant of authority to the Secretary to act as the agent of the Chapter.

Section 3. Budget: The Finance Committee shall prepare an Annual Budget for the next calendar year of the Chapter in which are listed the categories and amounts of anticipated income and expense of the Chapter, and shall submit it to the EXCOM for its consideration, comments or recommendations. It shall then be submitted to the Members for approval and adoption at the Fall Meeting. The Finance Committee may make transfers between or adjustments to line items but not exceeding 10 percent of the amount originally approved for said line item. The EXCOM may approve such adjustments of more than 10 percent but not exceeding 25 percent. They may make any changes to a budget.

ARTICLE VII. CHAPTER

Section 1. Status: The Chapter is the principal subordinate element of the Georgia Society. It constitutes and shall serve as the primary link between the individual members of the Chapter and the State and National Society.

Section 2. Purpose: The Chapter shall endeavor to promote the purposes of the Society, growth of its membership, and public awareness of and support for its objectives, and shall do so in a manner that will reflect credit on it.

Section 3. Operation: The Chapter shall adopt its own Bylaws, elect its own officers, and regulate its own procedures and activities, subject to such rules and regulations as may be issued from time to time by the National and/or the State Society and shall conform to the Constitution and Bylaws of the National Society and the Articles of Incorporation and Bylaws of the Georgia Society.

ARTICLE VIII. MISCELLANEOUS

Section 1. Resolutions: No resolution purporting to commit the Chapter to a position, cause or course of action may be adopted at any meeting of the Chapter unless such matters shall have been considered and approved by the Executive Committee prior to the presentation thereof at an Annual Meeting.

Section 2. Representation: No member of the chapter shall have the authority to speak for or represent the Chapter in any matter unless specifically authorized in advance either by action or the Chapter at a regular Meeting or by the EXCOM. This provision shall not prohibit, nor shall it ever be construed in a manner that would prohibit, hamper, impair or interfere with the performance of official duties by any duly elected officer of the chapter.

Section 3. Amendments: These Bylaws may be amended by a two-thirds vote of the members present and voting at any Annual Meeting of the membership, or at any Regular or Special Meeting of the EXCOM of the Chapter, subject to the following:

- a. The text of the proposed amendment shall have been previously submitted to the EXCOM for its consideration, comments, and recommendations.
- b. Notice that a motion to amend the Bylaws is to be introduced shall be made in writing and may be delivered by hand, U.S. Mail, electronic mail, FAX, or any other form of written communication to all Chapter Members and Chapter Secretary at least thirty (30) days prior to the meeting at which the motion to amend is to be made. The notice shall meet the following requirements:
 - 1) Incorporate an abstract in which the principal features of the proposed amendment are summarized in a manner that will fairly inform the members of the scope and purport of the changes contemplated, and
 - 2) Inform the members of the comments and/or recommendations of the EXCOM about the proposed changes.
- c. The text of the proposed amendment may be modified by a majority vote of the members present and voting without giving previous notice, provided however, that such modification(s) does not increase the scope or purport of, or introduce additional changes beyond those changes for which previous notice was given.

Section 4. Check Signatures: All checks for the Chapter shall be signed by the Treasurer, the Assistant Treasurer, or the President.

Section 5. Rules of Order: At all meetings of members of the Chapter, the EXCOM or any committee of either, any questions not covered by the Articles of Incorporation, or these Bylaws, and which pertain to organization, procedure or conduct of such meetings shall be resolved by reference to the current edition of *Robert's Rules of Order*.

Section 6. Member Transfers: Any Chapter member in good standing thereof may be transferred to any Chapter within the Georgia Society, without paying any additional dues for the year of his transfer. Likewise, any member in good standing of any other Chapter of the State Society may transfer to the Athens Chapter.

Section 7. Member Standing: A member of the Chapter shall cease being in good standing by failing to pay all dues and assessments when due or by failing to abide by the Constitution and Bylaws of the National Society, the Georgia Society, or a Chapter thereof.

Section 8. Dual Members: The Chapter may accept members in good standing from other Chapters of the Georgia Society or from other State Societies as Dual Members. Said Dual Members may not hold office and not vote on matters of the Chapter. Dual Members are subject to the payment of dues of the Chapter currently in effect.

End. Nothing follows.