

BY-LAWS  
REDLANDS CHAPTER  
SONS OF THE AMERICAN REVOLUTION

ARTICLE I  
Name and Location

1. The Redlands Chapter is chartered by the California Society, Sons of the American Revolution and shall maintain its principal location in the County of San Bernardino, State of California
2. The official address of the Chapter shall be designated at the address of the elected Secretary

ARTICLE II  
Membership and Dues

1. Members of the Redlands Chapter, SAR, are direct lineal descendants of patriots who participated in establishing American Independence, as determined by the California and National Societies of SAR.
2. Membership in the Chapter shall continue as long as annual dues (National, State, and local) are paid in full.
3. Annual dues are due and payable to the Chapter Treasurer on January 1 of each year, and are delinquent after March 31. The dues shall be as currently stipulated by the National and State Societies, and the Redlands Chapter.
4. Application for membership may be made to any officer of the Chapter, and all required questionnaires or other forms shall be completed. A request for transfer to the Chapter shall be made in writing to the Chapter.
5. The privileges of holding office and voting shall belong to all Chapter members in good standing. Each member shall be entitled to one vote which may be exercised in person by the member. There shall be no proxy or cumulative voting.

ARTICLE III  
Chapter Meetings

1. The Chapter shall meet bi-monthly, except July and August, at a time, day and place to be arranged by the Executive Committee.
2. Chapter business shall be conducted under Roberts' Rules of Order, Newly Revised. Seven members shall constitute a quorum at all meetings of the membership.
3. The Chapter shall hold its annual meeting for the election of officers and annual reports on the day of the January meeting each year. The installation of incoming officers shall be made at the next meeting.
4. Order of Business:
  - Call to order
  - Invocation
  - Pledge of Allegiance to the Flag
  - SAR Pledge
  - Reading and approval of minutes
  - Officers' reports
  - Committee reports
  - Introduction of new members and guests
  - Unfinished business
  - New business and correspondence
  - Introduction of program or speaker
  - Recessional
  - Adjournment

ARTICLE IV  
Officers

1. The officers of the Chapter shall be a President, First Vice-President, Second Vice-President, Secretary, Treasurer, Registrar, and such other officers as the Chapter may wish to determine. The officers shall be elected from the Chapter membership and shall server for one year, but may be re-elected for additional years, as determined by the Chapter.
2. The Executive Committee may appoint a Chaplain, Historian, Auditor, and such other officers as they deem necessary.

ARTICLE V  
Duties of Officers

1. The President shall preside over all meetings of the membership and the Executive Committee. He shall appoint all general and special committees necessary to carry out the work and Programs of the Chapter during his term, with the concurrence of the Executive Committee.
2. The First Vice-President shall function in the absence of the President, and shall perform such duties as may be specifically assigned to him. He shall be responsible for programs, and for obtaining guest speakers.
3. The Second Vice-President shall function in the absence of both the President and First Vice President. He shall be responsible for the Chapter public relations, including news items for the publication of the newsletter. He shall be an ex-officio member of the Awards Committee.
4. The Secretary shall keep and maintain a complete record of the proceedings of the Executive Committee and of the Chapter meetings. He shall prepare such papers, records, instruments and reports as may be required for the Chapter, State, or National Societies. He shall provide notification of Executive Committee meetings and of dues payments.
5. The Treasurer shall receive all dues, and shall deposit all funds in a bank selected by the Executive Committee. He shall keep accurate records of all financial transactions by the Chapter.
6. The Registrar shall review and approve the preparation and submittal to the California Society, SAR of applications by candidates for membership in SAR.
7. The Chaplain may be asked by the President to offer an invocation or benediction in connection with any regular or special meeting of the membership. He shall respond to notifications of illness or death in an appropriate manner and report at the membership meetings.
8. The Historian shall keep such historic records of materials, such as photos and news articles, as will promote the general purpose of the Chapter and the SAR.
9. The Auditor shall review the financial records of the Chapter at the end of the year.

ARTICLE VI  
Executive Committee

1. An Executive Committee shall be vested with the powers of the Chapter when it is not in session. The Executive Committee shall be composed of the Chapter President, the two Vice-Presidents, Secretary, Treasurer and the Registrar.
2. Three members of the Executive Committee shall constitute a quorum for the transaction of business.
3. The Executive Committee shall meet as scheduled, or upon call of the President. A Special meeting may be called by any officer in writing, and it shall take place if agreed upon by a total of three officers. Such call shall be filed with the Secretary.

ARTICLE VII  
General and Special Committees

1. The General Committees are: Membership, Finance, Awards and Patriotism/Americanism. The Chairmen are appointed by the Executive Committee.
2. The Membership committee shall be concerned with all phases of increase and retention of membership in this Chapter.
3. The Finance Committee shall plan for the financial undertakings of the Chapter.
4. The Awards Committee shall plan for awards and presentations at appropriate times to: Good Citizenship, Boy Scouts, Law Enforcement, War Service, Meritorious Service and Orations.
5. The Patriotism/Americanism Committee shall be responsible for membership awareness and conduct of programs and services of a patriotic nature.