

**DUNELAND CHAPTER INCORPORATED (DCI)
THE INDIANA SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION (INSSAR)
THE NATIONAL SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION
(NSSAR)**

BYLAWS

BYLAW 01 – MEMBERSHIP

Section 1

Applicants for membership in this Chapter must adequately prove that they meet the qualification for membership as set forth in Article III of the Constitution of the Duneland Chapter Incorporated.

Section 2

Applications for membership shall be printed on blank forms prescribed by the NSSAR. The Chapter Registrar shall forward one original copy of the application and each piece of supporting documentation to the State Registrar (with a copy of the application). The State Secretary shall forward the application and supporting documents to the NSSAR. A copy of the application only shall be retained by the DCI Registrar.

Section 3

Supplemental applications shall be made in exactly the same manner on the approved NSSAR supplemental application form, but they may be submitted directly by NSSAR members. Signatures of Sponsors and Co-sponsors are not required on Supplemental Applications and proof documents that are on file need not be resubmitted with supplemental applications for membership. Copies of supplemental applications are not retained by the Chapter Registrar.

Section 4

Members shall be designated as Compatriots.

Section 5

Compatriots who are members of other Chapters of the INSSAR may apply for dual Chapter membership in the DCI by presenting a letter requesting same to the Secretary of the DCI. The dual member shall be responsible for the payment of annual Chapter dues but shall only pay NSSAR and INSSAR dues through his home Chapter. Dual members shall be entitled to all the rights and privileges of membership in this Chapter that regular members enjoy including the right to hold office and serve on committees. Dual members must provide a copy of their original membership application or record copy to the Registrar for the Chapter's file.

BYLAW 02 – OFFICES AND DUTIES

Section 1

The officers shall perform the usual duties incident to their respective offices and in harmony with the National, State and Chapter Constitutions and Bylaws.

Section 2

The officers shall be elected at the annual meeting held in December and installed at the February meeting. Their terms shall be for one year beginning with their installation and ending with their successor's installation.

BYLAW 03 – PRESIDENT

Section 1

The President, in addition to his general duties, shall maintain a general supervision over the business and affairs of the Chapter. At all times the President shall act in accordance with the wishes of the DCI.

Section 2

The President shall preside at all regular and special meetings of the Chapter. He shall be an ex-officio member of all committees.

Section 3

No person who has been elected president for two full successive terms shall again be eligible to hold that office until one full term has intervened, except in exceptional circumstances as determined by vote of the membership.

BYLAW 04 – VICE PRESIDENT

Section 1

The Vice President shall preside at all meetings of the Chapter in the absence of the President.

Section 2

The Vice President shall be responsible for the program at each meeting.

Section 3

Fulfill duties assigned by the President.

BYLAW 05 – SECRETARY

Section 1

The Secretary shall perform all duties of the Secretary. He shall keep a record of all proceedings of the Chapter and shall furnish a copy to each member of the Chapter and the Secretary of the INSSAR.

Section 2

The Secretary shall be responsible for all Chapter communication unless otherwise noted.

Section 3

The Secretary shall be responsible for completing quarterly reports and forwarding them to the designated INSSAR officer.

BYLAW 06 – TREASURER

Section 1

The Treasurer shall perform all duties of the Treasurer. He shall keep a detailed account of all receipts and disbursements.

Section 2

The Treasurer shall keep accurate records, render detailed reports at each meeting and be subject to annual audit.

BYLAW 07 – REGISTRAR

Section 1

The Registrar shall examine all completed applications for membership. Upon review and determination that the applicant qualifies for membership he shall forward (2) copies of the application, the applicant's documentation packet, and checks made payable to NSSAR and INSSAR to the INSSAR Registrar.

Section 2

The Registrar shall have care and custody of the file of approved applications.

Section 3

The Registrar shall keep a register of the names, dates of birth, dates of admission, resignations, and deaths of all Chapter members.

BYLAW 08 – GENEALOGIST

Section 1

The Genealogist shall assist applicants in locating documents to prove their bloodline to their patriot ancestor including those that prove dates and places of the birth, marriage and death of individuals listed on the application.

Section 2

The Genealogist shall assist applicants in locating proof of Revolutionary War service for their patriot ancestor.

Section 3

The Genealogist shall maintain an understanding of all NSSAR Genealogical Policy standards and their revisions.

BYLAW 09 – CHAPLAIN

Section 1

The Chaplain shall open and close meetings of this Chapter with service usual and proper for such occasions.

BYLAW 10 – HISTORIAN

The Historian shall maintain a yearly record of all Chapter activities including news articles and photographs.

BYLAW 11 – COMMITTEES

Section 1

Upon his election the President shall establish the following standing committees; Budget and Finance Committee, with the Treasurer as chairman; Auditing Committee, with the President as chairman; Membership Committee, with the Registrar as chairman; DAR Relations Committee, Americanism and Youth Program Committee and the Nominations Committee. The President may appoint other special committees as necessary carry on the work of the Chapter.

Section 2

Budget and Finance Committee: The committee shall prepare an annual budget and submit each budget to the Chapter membership for their review and approval at the February regular meeting. When officially adopted the budget shall restrict expenditures to the total amount confirmed. The Treasurer will advise the Chapter when any action proposed may result in an expenditure in excess of the total confirmed budget and no such action may be approved unless the budget is revised or receipts are in excess of budgeted anticipated receipts, or other resources are provided to meet proposed additional expenditure of expenditures.

Section 3

Auditing Committee: The committee shall conduct an annual audit of all financial transactions conducted by the Treasurer. Such audit shall be performed prior to the annual meeting and shall include all receipts and disbursements to be included in the Treasurer's report at the annual meeting. The Auditing Committee report shall be presented in writing at the annual meeting.

Section 4

Membership Committee: The committee shall examine applications referred to it by the Registrar when a question exists and will make a decision thereon. The committee shall be charged with seeking new members, retention of current members and reinstatement of previous members.

Section 5

DAR Relations Committee: The committee shall establish and maintain communications with local DAR Chapters and make efforts to plan and conduct joint activities with these organizations to promote the goals and activities of the SAR and DAR.

Section 6

Americanism and Youth Programs Committee:

The committee shall strive to publicize the activities of the NSSAR and the Chapter by promoting the objects of NSSAR. The committee shall promote youth programs and contests of the NSSAR.

Section 7

Nominations Committee. The committee shall be composed of five (5) Chapter members in good standing named by the President who shall also select one of the five to be chairman of the committee. A majority shall be required to nominate. The committee shall report the name of each nominee and office to the membership not later than twenty (20) days prior to the December regular meeting. The committee shall have previously secured the acceptance of each member nominated. In case of the refusal of any nominee the Chairman shall make a new nomination.

BYLAW 12 – ELECTIONS

Section 1

The officers shall be elected at the annual meeting held in December.

Section 2

After the slate of officers has been presented by the Nominations Committee, the President shall call for nominations from the floor three times. A single vote shall be taken for all of the uncontested positions on the slate, by voice at an in-person meeting or by equivalent means at an electronic meeting. A separate vote shall be taken for each contested office. Elections for contested offices shall be by paper ballots or, in the case of electronic meetings, by anonymous polling.

Section 3

A majority vote of those members in attendance and voting shall be necessary to elect the officers. Should no nominee receive a majority of the votes cast for a contested office the nominee receiving the fewest votes will be eliminated in each successive round of balloting until a nominee receives a clear majority.

BYLAW 13 – VACANCY IN OFFICE

Section 1

In the event of a vacancy in an office for any cause, the President shall appoint a member to serve the unexpired term, pending approval of the Chapter at its next session.

Section 2

In the event of a vacancy in the office of President, the Vice President shall immediately assume the office for the remainder of the unexpired term. The vacancy created in the office of Vice President shall be filled according to Section 1 of this Bylaw.

BYLAW 14 – REMOVAL FROM OFFICE

The DCI may remove any officer or committee chairman from his office for neglect of duty, malfeasance or any other cause deemed just at any meeting of the Chapter, after due notice has been given all parties concerned by at least twenty (20) days in advance. Removal shall be by majority vote of the potential votes present.

BYLAW 15 – NOTICE OF MEETINGS

All meetings of this Chapter shall be preceded by at least twenty (20) days' notice to all members by email, together with a statement of the agenda to be considered, if the latter is feasible. Said notice shall be documented by the date on the email.

BYLAW 16 – PROCEDURE AT MEETINGS

Robert's Revised Rules of Order shall govern all actions and procedural questions not covered by this Constitution and Bylaws.

BYLAW 17 – PARTICIPATION

Section 1

It shall be the privilege of any member in good standing to attend any meeting and to participate in the discussion of any matter before the group.

Section 2

Wives and guests of the members of the DCI may be invited to any meeting. Voting on issues before the Chapter may only be done by members.

BYLAW 18 – QUORUM

A quorum for this Chapter for the transaction of business at any meeting shall be the members present at said meeting.

BYLAW 19 – FEES, DUES AND ASSETS

Section 1

The chapter shall establish dues and fees annually for the following year and communicate to the INSSAR Secretary to update the state dues and fees schedule.

Section 2

Dues payments to DCI shall follow the same rules and schedules as NSSAR and INSSAR dues payments.

Section 3

Notice of annual dues for the following year shall be sent by USPS to members prior to November 1. Members are expected to remit their dues payments to the chapter treasurer by November 15 unless they make arrangements with the chapter treasurer. Members who fail to remit their dues payments in a timely manner will be dropped from membership rolls at the end of the calendar year.

Section 4

All Chapter, State and National dues shall be remitted to the Chapter Treasurer not later than November 15th of each year. The Chapter Treasurer shall remit State and National dues not later than December 1st to the State Registrar INSSAR.

Section 5

If this corporation (Duneland Chapter Incorporated) is dissolved, any and all assets shall be transferred to and become the property of THE INDIANA SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION. If THE INDIANA SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION refuses or is unable to accept said assets, they may be transferred to another charitable organization specified by the officers of the DUNELAND CHAPTER INCORPORATED, but in no event shall any asset be distributed to any person other than a charitable organization under section 501 (c) (3) of the Internal Revenue Code.

BYLAW 20 – AMENDMENTS

These Bylaws may be altered or amended only by majority vote of the members present at any Chapter meeting; providing that notice of the meeting and copies of the proposed amendments shall have been sent by USPS mail or email to all Chapter members in good standing at least twenty (20) days prior to said meeting. Said notice shall be deposited in the USPS mail or email and the notice period provided herein shall be computed from the date of such mailing.

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