

# **Washington State Society of the Children of the American Revolution**

## **BYLAWS**

### **ARTICLE I - NAME**

The name of this Society shall be THE WASHINGTON STATE SOCIETY OF THE CHILDREN OF THE AMERICAN REVOLUTION, hereinafter referred to as the State Society.

### **ARTICLE II- OBJECTS**

The Object of the State Society shall be to promote the Objects of the National Society of the Children of the American Revolution, hereinafter referred to as the National Society, and to strengthen and increase the influence of the local Societies within the State by mutual cooperation and support.

### **ARTICLE III - MEMBERSHIP**

#### **Section 1**

Any member of any Society of the Children of the American Revolution organized within the boundaries of the State of Washington and recognized as in good standing by the Senior National Board shall be a member of the State Society upon payment of annual dues to the Senior State Treasurer on or before January 1.

#### **Section 2**

Annual dues shall be ~~ten~~ five dollars per year, payable before January 1st.<sup>1</sup> Any life member of the National Society whose State Society dues are also paid through their 22<sup>nd</sup> birthday shall be considered a life member of the State Society exempt from any future state dues increase.

### **ARTICLE IV - OFFICERS**

#### **Section 1**

The State Officers of the State Society shall be a State President, First Vice President, Second Vice President, Chaplain, a Recording Secretary, an Organizing Secretary, a Corresponding Secretary, Treasurer, Registrar, Historian and Librarian-Curator. The State President may not hold any other State Office.

#### **Section 2**

The Senior State Officers shall correspond to the State Officers authorized in Section 1 above.

#### **Section 4**

A member having served as State President may be elected at an annual state Conference as Honorary State President for life with the privilege of voting until membership in the National Society is terminated. The nomination shall be from the floor of an annual State Conference. Election shall be by voice vote and a majority shall elect.

#### **Section 5**

A Senior having served as Senior State President may be elected at the Senior State Board Annual Meeting as Honorary Senior State President. The nomination shall be from the floor of

the Senior State Board Annual Meeting. Election shall be by a voice vote and a majority shall elect.

## **ARTICLE V- NOMINATIONS AND ELECTIONS**

### **Section 1**

Not later than October 1, the State President shall appoint a Nominating Committee composed of three (3) members who are members, or former members, of the State Board and who are members in good standing of the State Society. It shall be the duty of this Committee to prepare and present to the annual State Conference a slate of not more than two candidates for each State Office, provided consent of each nominee has been obtained. The Senior State President and one other Senior appointed by the Senior State President, shall serve as Advisors to the Committee. The slates shall be mailed with the Call to Conference.

### **Section 2**

Election shall be at the annual State Conference by ballot. A majority of qualified C.A.R. voters shall elect.

### **Section 3**

State Officers shall be elected for a one year term to be concurrent with that of the officers of the National Society. A member whose 22nd birthday occurs prior to the end of the term shall not be entitled to hold State Office.

### **Section 4**

The Senior State President shall be appointed in accordance with the National Bylaws.

### **Section 5**

The election of other Senior State Officers shall be conducted at the Annual Meeting of the Senior State Board. They shall be elected for a two year term to be concurrent with that of the Senior State President.

### **Section 6**

Vacancies in State Office shall be filled by appointment by the Senior State President after consultation with the State President, except that of State President to which the State First Vice President succeeds.

### **Section 7**

Vacancies in Senior State Office, except that of Senior State President, shall be appointed by the Senior State President.

## **ARTICLE VI- DUTIES OF STATE OFFICERS**

### **Section 1**

All State Officers are expected to conduct themselves in a respectful, honorable, considerate and conscientious manner at all times. The State Officers, as the leaders of the State Society, are the role models from which the younger members learn. A State Officer must be a positive example for all members to admire and emulate. All State Officers shall perform the duties appropriate to the office, assisted by the respective Senior State Officer and read the joint report, approved by the respective Senior State Officer, at the annual State Conference. Other duties may be assigned by the State President, Senior State President and the respective Senior State Officer.

**Section 2**

The State President shall perform all duties required by the National Society. The President shall preside at all meetings of the State Board, appoint all State Committees and shall perform all duties pertaining to this office. The State President shall be an ex-officio member of all committees except the Nominating Committee. The President shall call meetings of the State Board whenever deemed necessary, with the approval of the Senior State President.

**Section 3**

The State First Vice President shall preside in the absence of the State President and shall perform such other duties as may be required by the State President, Senior State President or Senior State First Vice President.

**Section 4**

The State Second Vice President shall preside in the absence of the State President and the State First Vice President and shall perform such duties as requested by the State President, Senior State President, or Senior State Second Vice President.

**Section 5**

The State Chaplain shall open all meetings of the State Board and the annual State Conference with prayer and shall be assisted by the Senior State Chaplain with planning and conducting any religious services required.

**Section 6**

The State Recording Secretary shall keep accurate minutes of all meetings of the State Board and shall assist the Senior State Recording Secretary with the minutes of the annual State Conference.

**Section 7**

The State Organizing Secretary shall assist the Senior State Organizing Secretary in promoting the organization of new Societies and encouraging activity within those Societies already in existence.

**Section 8**

The State Corresponding Secretary shall send notices of all meetings of the State Board and shall attend to other correspondence as may be required by the State President.

**Section 9**

The State Treasurer shall assist the Senior State Treasurer with the duties of the office.

**Section 10**

The State Registrar shall assist the Senior State Registrar to keep an accurate record of the membership of the State Society.

**Section 11**

The State Historian shall assist the Senior State Historian in compiling the State Historical Scrapbook.

**Section 12**

The State Librarian-Curator shall assist the Senior State Librarian-Curator with soliciting funds for the N.S.C.A.R. Museum.

## **ARTICLE VII - DUTIES OF SENIOR STATE OFFICERS**

### **Section 1**

All Senior State Officers are expected to conduct themselves in a respectful, honorable, considerate and conscientious manner at all times. The Senior State Officers, as the leaders of the State Society, are the role models from which all members learn. A Senior State Officer must be a positive example for members to admire and emulate. All Senior State Officers shall perform the duties appropriate to the office, assist and advise the respective State Officer. Other duties may be assigned by the Senior State President or the Senior State Board. Each Senior State Officer shall have the additional responsibility to attend meetings of the Senior State Board, perform such duties as the Senior State President and the Senior State Board may require, report to the Senior National Board as the office requires, and prepare a written annual report to be incorporated in the report to be presented at the annual State Conference by the corresponding State Officer. All State Officers, and all Senior State Officers shall turn over all records and/or materials pertaining to their office to their successor upon termination of their office.

### **Section 2**

The Senior State President shall have general supervision over the affairs of the State Society and shall perform all of the duties required by the National Society; shall preside at all meetings of the Senior State Board; shall call to order the annual State Conference and present the State President who shall preside. The Senior State President shall appoint all Senior Committees and shall attend all meetings of the State Nominating Committee. The Senior State President shall, subject to confirmation of the Senior National Board of Management, appoint all Senior Society Presidents, Senior Organizing Presidents and State Promoters. The Senior State President may call meetings of the Senior State Board whenever necessary and shall assist the State President.

### **Section 3**

The Senior State First Vice President shall preside at meetings in the absence of the Senior State President and shall assume and discharge all duties of the Senior State President in their absence. The Senior State First Vice President shall perform such other duties as may be assigned by the Senior State President.

### **Section 4**

The Senior State Second Vice President shall preside in the absence of the Senior State President and Senior State First Vice President and shall perform such other duties as may be assigned by the Senior State President.

### **Section 5**

The Senior State Chaplain shall open all meetings of the Senior State Board with prayer and shall assist with the Memorial and Installation Services customarily held at the annual State Conference. The Senior State Chaplain shall keep an accurate record of deceased members and senior leaders of the State Society and write notes of condolence.

### **Section 6**

The Senior State Recording Secretary shall record the minutes of all meetings of the Senior State Board and the annual State Conference. Copies of the minutes shall be sent to the Senior State President within thirty days.

**Section 7**

The Senior State Organizing Secretary shall assist in the organization of new Societies, and shall keep a record of the local Societies, including the names of Societies, the Senior Presidents and dates of organization.

**Section 8**

The Senior State Corresponding Secretary shall give notice of meetings of the Senior State Board and shall attend to such correspondence as may be required by the Senior State President.

**Section 9**

The Senior State Treasurer shall collect and receive all monies due the State Society and shall deposit same in such bank as may be designated by the State Society to the credit of the Washington State Society Children of the American Revolution. Senior State Treasurer shall be custodian of the funds of the State Society and shall disburse such funds upon the order of the Senior State Board and the approval of the Senior State President. The Senior State Treasurer shall give a report at each meeting of the Senior State Board and shall issue all notices of delinquent State dues.

A. The annual report and books of the Senior State Treasurer shall be submitted to an Auditing committee of two Seniors appointed by the Senior State President prior to the Annual Meeting,

B. The Senior State Treasurer shall prepare and file any reports required by State and/or Federal agencies associated with the organization's business and/or tax status to include those required of the Internal Revenue Service.

**Section 10**

The Senior State Registrar shall keep a complete up-to-date card file of the membership of the State Society. These cards shall include the full name, address, date of birth, National Number, date of admittance to the National Society, name of ancestor, name of Society, and notations of transfer, marriage, death, out-on-age, resignation and dropped for nonpayment of dues,

**Section 11**

The Senior State Historian shall have charge of the State Historical Scrapbook and all documents of historical value to the State Society, including the annual reports of the Senior Society Presidents and the Senior State President.

**Section 12**

The Senior State Library-Curator shall have charge of soliciting funds for the N.S.C.A.R. Museum and of soliciting objects for it in accordance with the standards and policies adopted by the Senior National Board of management. The Senior State Librarian-Curator shall have supervision of books and other records of the State Society and of magazines and pamphlets of the National and State Society and shall catalogue and arrange all not provided for elsewhere in these Bylaws. The Senior State Librarian-Curator shall have charge of the flags which are owned by the State Society and of the transportation of such flags when necessary.

**ARTICLE VIII -ANNUAL STATE CONFERENCE****Section 1**

The annual State Conference of the State Society shall be held each year at the time and place determined by the Senior State Board. The conference shall be for the purpose of receiving

reports of State Officers and State Chairmen, for the election of State Officers and for the transaction of any other business that may arise.

### **Section 2**

Only members whose State and National dues were paid on or before January 1st shall be qualified to vote at the annual State Conference. Seven members shall constitute a quorum.

## **ARTICLE IX- STATE BOARD**

### **Section 1**

The State Officers, Honorary State Presidents who retain membership in the National Society, and Society Presidents, or in their absence, the Society Vice President, of each local Society shall constitute the State Board. State Chairmen may attend meetings of the State Board at the invitation of the State President with voice but no vote. The Senior State President or Senior State First Vice President shall attend the meetings of the State Board without privilege of voting. The Parliamentarian shall also attend the meetings of the State Board.

### **Section 2**

Five voting members of the State Board shall constitute a quorum.

### **Section 3**

The State Board shall meet at least once each year and may adopt recommendations for projects, resolutions and other - business of the organization, such recommendations to be presented to the Senior State Board for approval.

### **Section 4**

A special meeting of the State Board may be called at any time by the State President and shall be called upon written request of five members of the State Board. Notice of business to be transacted shall be given in the call for a special meeting. Not less than two weeks notice of special meetings shall be given electronically or by mail.

### **Section 5**

State Board, regular committee and standing committee meetings are authorized to meet by telephone conference or through other electronic communications media.

## **ARTICLE X- SENIOR STATE BOARD**

### **Section 1**

The Senior State Officers, Honorary Senior State Presidents who have served as a Senior State Officer or Senior Society President within the past six years, and Senior Society Presidents shall constitute the Senior State Board.

### **Section 2**

Five (5) voting members of the Senior State Board shall constitute a quorum.

### **Section 3**

The Senior State Board shall have at least two meetings and no more than four regular meetings each year, upon the call of the Senior State President. One of these meetings shall be held prior to the annual State Conference and shall be known as the Annual Meeting of the Senior State Board.

**Section 4**

The duties of the Senior State Board shall be to receive reports of the Senior officers and Senior chairmen, adopt rules and regulations, and transact the business of the State Society. The Senior State Chairmen may attend meetings of the Senior State Board at the invitation of the Senior State President with no vote. The State President attends meetings of the Senior State Board with no vote.

**Section 5**

A special meeting may be called at any time by the Senior State President and shall be called upon written request of five members of the Board. Notice of business to be transacted shall be given in the call for a special meeting. Not less than two weeks notice of special meetings shall be given electronically or by mail.

**Section 6**

Senior State Board, regular committee and standing committee meetings are authorized to meet by telephone conference or through other electronic communications.

**ARTICLE XI - COMMITTEES****Section 1**

Standing Committees corresponding to National Society committees may be established as needed. The State President shall appoint committees and the Senior State President shall appoint corresponding Seniors to those committees. Other standing committees may be established by the Senior State Board through Standing Rules. The State President and Senior State President shall be ex-officio members of all standing committees

**Section 2**

The Nominating and Auditing Committees are established as provided in these Bylaws. Other special committees may be established by the Senior State Board, in which case the Senior State Board shall appoint the members or authorize the appointment of the members, and specify any ex-officio members.

**ARTICLE XII - STANDING RULES****Section 1**

In order to have effect as permanent directives, decisions of the Senior State Board must be enacted as Standing Rules and compiled as addenda to these Bylaws.

**Section 2**

Standing Rules may be adopted by a majority vote and amended by a two-thirds vote of the Senior State Board.

**ARTICLE XIII PARLIAMENTARIAN****Section 1**

The Parliamentarian, who must be a Senior, is appointed by the Senior State President. The duty of the Parliamentarian is to advise the State President and the Senior State President when necessary. The Parliamentarian should attend all Board meetings and the annual State Conference. The Parliamentarian shall be given a seat near the presiding officer.

**Section 2**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the society may adopt.

**Section 3**

As used in these bylaws, a Senior refers to any person at least eighteen years of age who is not currently a member of the Children of the American Revolution.

**ARTICLE XIV - AMENDMENTS****Section 1**

These Bylaws may be amended by a two-thirds vote at a joint meeting of the State Board and the Senior State Board, provided that the proposed amendment has been approved by a majority vote at the Previous Senior State Board meeting and included in the call for the joint meeting.

**Section 2**

Amendments to these Bylaws shall take effect at the close of the annual State Conference following adoption at the joint board meeting referred to in Section 1.

**Section 3**

A joint meeting of the State Board and the Senior State Board may be called at any time by the Senior State President and shall be called upon written request of five members of the Senior State Board. Notice of business to be transacted shall be given in the call for the meeting. Not less than two weeks notice of meetings shall be given electronically or by mail. A total of seven members from the combined membership of both the State Board and Senior State Board shall constitute a quorum.

**ARTICLE XV - DISSOLUTION**

Although the period of duration of the State Society is perpetual, if for any reason the State Society is to be dissolved or otherwise terminated, no part of the property of the State Society or any of the proceeds shall be distributed to or inure to the benefit of any of the officers, senior officers, members or senior leaders of the state organization. Upon the dissolution of the State Society, assets shall be distributed by the Senior State Board of Management for one or more exempt purposes within the meaning of IRC 501(c)(3), or the corresponding section of any future federal tax code and consistent with the purposes and objectives of the State Society. Any such assets not so disposed shall be disposed of pursuant to the laws of the State of Washington and exclusively to such organization or organizations permitted by said laws, which are organized and operated within the meaning of IRC 501(c)(3), with purposes and objectives consistent with those of the State Society.

*General Revision adopted February 20, 2017.*

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<sup>i</sup>PROVISO: The dues reduction will be retroactive to January 1, 2017.