

**CONSTITUTION AND BY-LAWS
Philadelphia Continental Chapter
Pennsylvania Society Sons of the
American Revolution**

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CONSTITUTION
Philadelphia Continental Chapter
Pennsylvania Society Sons of the
American Revolution

(As amended and restated by the Board of Management on June 21, 2018,
and adopted by the members of the Chapter on October 2, 2018)

ARTICLE I. Name and Location

Section 1

The name of this organization shall be the Philadelphia Continental Chapter of the Pennsylvania Society of the Sons of the American Revolution.

Section 2

The activities of the Chapter shall take place in the Pennsylvania counties of Philadelphia, Montgomery, Chester and Delaware and the offices of the Chapter shall be at a location designated from time to time by the Chapter.

ARTICLE II. Government and Objectives

Section 1

The Constitution of the Chapter, and the objectives, purposes and government of the Chapter, are hereby declared to be patriotic, historical, and education, and shall conform to and be governed by the Constitution of the Pennsylvania Society of the Sons of the American Revolution.

Section 2

The objectives of this organization are declared to be:

- a. To perpetuate the memory of men and women who, by their service and sacrifices during the War of the American Revolution, achieved the independence of the American people, and the rights and freedoms defined in the Constitution of the United States of America;
- b. To inspire, unite and promote fellowship among the descendants of those men and women;
- c. To inspire the community at large with a more profound reverence for the principles of the government founded by our forefathers;
- d. To encourage historical research in relation to the American Revolution;
- e. To acquire and preserve the records of the individual services of the patriots of that war, as well as documents, relics and landmarks;

- f. To mark the scenes of the Revolution by appropriate memorials;
- g. To celebrate the anniversaries of the prominent events of the war and of the Revolutionary period.
- h. To foster true American patriotism;
- i. To maintain and extend the institutions of American freedom and to support the programs and undertakings of the National Society.
- j. To carry out the purposes expressed in the preamble of the Constitution of the United States of America and the injunctions of George Washington in his farewell address to the American people.

ARTICLE III. Eligibility for Membership

Section 1

Any man shall be eligible for membership in the Society who, being of the age of eighteen years or more, and a citizen of good repute in the community, is the lineal descendant of an ancestor who was at all times unflinching in loyalty to, and rendered active service in the cause of American Independence, either as an officer, soldier, seaman, marine, militia-man or minute man, in the armed forces of the Continental Congress, or one of the several Colonies or States; or as a signer of the Declaration of Independence; or as a member of any Continental, Provincial, or Colonial Congress 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.

Section 2 - Application for Membership

a. The application for membership shall set forth the name, occupation and residence of the applicant, his line of descent, and the name, residence and services of the ancestor or ancestors in the Revolution from whom he claims eligibility. It shall be executed in duplicate upon the form prescribed by the National Society and shall bear the oath or affirmation of the applicant that the statements therein contained are true to the best of his knowledge and belief. A third (Chapter) copy, if desired, may be a photocopy. Every application shall be endorsed by at least two members of this Society and be approved by the State Board of Management before the applicant shall be elected to membership.

b. The application for membership may be made either to the State Board of Management or be made direct to this Chapter.

Section 3

Election to membership and approval of transfer to membership of any class shall be by approval of the State Society.

Section 4 - Membership Categories

The membership (as defined in the State By-Laws Sec. 1.05) shall be classified as follows: (1) a Regular Member, (2) a Regular Life member, (3) a Dual Member, (4) a Junior Member, and (5) a Memorial Member.

a. A Regular Member shall be a Chapter member (of the age of 18 years or older) who pays the subscribed dues and assessments as required by the By-Laws. A Dual Member is one who is a regular Member of another chapter and who pays only chapter dues to the Philadelphia Continental Chapter. A Regular Member, a Regular Life Member or a Dual Member (collectively hereinafter "Voting Member") shall have the right to vote at any Chapter membership meeting. A Junior Member shall have no voting rights.

b. Any member in good standing who shall make a single payment in accordance with the PASSAR fee schedule then in effect shall become a Regular Life Member and shall thereafter be exempt from further payment of all regular annual dues. Upon receipt of Life Membership fees by the Chapter, the Chapter shall retain thirty percent (30%) of the amount and immediately forward the remainder to the Treasurer of the State Society with the proper report.

c. Dual Members shall have all of the rights and privileges of Regular Members.

d. A Memorial Member is a deceased male of the same family and within not more than two generations from a current member, the deceased male having had a membership number assigned by the Registrar General of the National Society and for whom the requirements of the Society's By-Laws and Constitution have been met. From and after the completion of the naming of an individual to memorial membership, such individual shall be treated on the Chapter's records as a deceased member of the Chapter.

e. The official designation of a member shall be Compatriot.

ARTICLE IV. Elections

Section 1

At the Annual Meeting of the members of this Chapter, there shall be elected by majority vote of the Voting Members present, the Officers of this Chapter and four persons to a new class of the Board of Management, one or more of whom shall be a Past President, each of whom shall be a Voting Member of the Chapter. All selections shall be by acclamation or by ballot of the members present in person. The Officers of this Chapter and the members elected to the Board of Management in accordance with the preceding sentence shall comprise the membership of the Board of Management.

Section 2

The four persons elected to the Board of Management will be elected for three years. There must be a lapse of at least one year before a Board member having served a three year term is eligible for nomination to be re-elected.

Section 3

The President shall appoint a Nominating Committee to report to the members present at the September Board of Management Meeting nominations for Officers and members of the Board of Management for the ensuing year; but nominations may always be made by any member of the Chapter from the floor at any Annual Meeting with the consent of the nominee.

Section 4

Not less than ten (10) days prior to the Annual Meeting, the Secretary shall prepare and provide a "Notice of Annual Meeting" setting forth the place, date, and time thereof together with the "Report of the Nominating Committee."

ARTICLE V. Officers and Board of Management

Section 1

The Officers of this Chapter shall be a President, a 1st Vice President, a 2nd Vice President, a Secretary, a Treasurer, a Registrar, a Chaplain, an Historian, a Chancellor, a Genealogist, a Color Guard Captain, and a Sergeant-at-Arms, all of whom shall be elected at the Annual Meeting and shall hold office for one year and until their successors have been duly elected and installed. The President shall not be eligible to hold office for more than two consecutive terms.

Section 2

Two separate offices may be combined and held by the same person with the approval of the Board of Management.

Section 3

The President-elect is authorized to appoint a member to serve as his Aide during his term as President who shall, by reason of such appointment, take the oath as an Officer.

Section 4

When any Officer or member of the Board of Management shall be absent without excuse from half the Board of Management meetings, within a period of one year, such member shall be deemed to have resigned and such office shall be declared vacant by the Board of Management.

ARTICLE VI. Powers and Duties of the Board of Management

Section 1

The Board of Management (sometimes hereinafter called the "Board") shall have full direction, management and control of the property and affairs of the Chapter and be responsible for the promotion of its objectives. It shall possess and exercise whatever power and authority may be required, including the power to adopt By-Laws for the Chapter, not inconsistent with this Constitution and to alter and amend them.

Section 2

The Board shall hold regular meetings at such place and hour as it may determine. Special meetings may be called at any time by the President or shall be called by the Secretary upon the written request of seven members of the Board. The President shall be the Chairman of the Board and the Secretary the Secretary thereof. Seven members of the Board shall constitute a quorum for the transaction of business.

Section 3

The President, the 1st Vice President, the 2nd Vice President, the Secretary, the Treasurer, the Chancellor and the immediate Past President of the Chapter shall constitute the Executive Committee, which, in the interim between meetings of the Board, shall attend to all current business of the Chapter.

ARTICLE VII. Suspending and Expelling Members

A compatriot must avoid doing anything which will reflect adversely on the repute of the Chapter or the Society. Any Officer or member may file charges against any other Officer or member. Such charges shall be made in writing to the Chapter Secretary or President. All data pertaining to such charges shall be sent to the accused party and to the President of the State Society upon the recommendation of the Chapter's Executive Committee. Determination of disciplinary action shall be the responsibility of the State Board of Management. Pending determination of such action by the State Board of Management, the President of the Chapter may, with the concurrence of the Chapter's Executive Committee, suspend the accused member from participation in Chapter activities

ARTICLE VIII. Annual and Other Meetings

Section 1

The Annual Meeting for the nomination and election of Officers and the transaction of general business shall be held in October of each year, at such time and place as may be designated by the Board of Management. Each year, in addition to the Annual Meeting, there shall be not less than three additional meetings of the Chapter, one of which shall be held in November for the purpose of the installation of Officers. Those persons duly elected as Officers or as members of the Board of Management shall be installed at the November meeting of the Chapter, and their terms of office shall commence on such installation. Meetings of the Chapter in addition to the October and November meetings shall be held as determined by the Board of Management.

Section 2

The order of business at the Annual Meeting shall be as prescribed in the By-Laws.

Section 3

Special Meetings of the members may be called at any time by the President and shall be called by him when directed by the Board of Management, or upon the written request of fifteen members. Ten (10) days prior notice of the time and place of any such meetings and of the business to be transacted shall be provided to all members. No business not set forth in the notice shall be transacted at any Special Meeting.

Section 4

The right to vote in any meeting shall be limited to the Voting Members in good standing (as defined in Article III, Section 4(a) above) in attendance **in person, by telephone or by other means of electronic conferencing.** [Note: Highlighted text added October 11, 2020]

Section 5

Fifteen Voting Members shall constitute a quorum at any meeting of the Chapter.

Section 6

Meetings of the Board of Management shall take place in January and in September of each year, and on a regular basis at such other times during the year as shall be determined by the President or by the Board of Management.

Section 7

Meetings and proceedings not otherwise provided for in this Constitution and in the By-Laws shall be conducted and governed in accordance with the provisions of "Robert's Rules of Order."

Section 8

Whenever notice is required to be provided to a Compatriot in this Constitution or in the By-Laws, the Secretary shall provide such notice in the following manner:

- a. written notice deposited in the United States mail seven days prior to the date by which such notice is required to be given;
- b. hand delivery of written notice on or before the date by which such notice is required to be given;
- c. facsimile transmission of written notice on or before the date by which such notice is required to be given for those members for whom the Secretary reasonably believes that he has a valid facsimile number; or
- d. e-mail transmission of written notice on or before the date by which such notice is required to be given for those members for whom the Secretary reasonably believes that he has a valid e-mail address;
- e. provided, however, that written notice shall be delivered by mail to any member who notifies the Secretary of such member's preference for delivery by mail.

ARTICLE IX. Initiation Fees and Dues

The initiation fee and annual dues shall be as determined by the Board of Management.

ARTICLE X. Fiscal Year

The fiscal year of the Chapter shall end on October 31 of each year.

ARTICLE XI. Amendments

Section 1

This Constitution may be altered or amended at any meeting of the members of the Chapter by the following procedures:

- a. Notice of proposed changes to the Constitution shall be provided to members of the Board of Management at least ten (10) days prior to the Board of Management meeting at which such changes will be considered.
- b. Approval by affirmative vote of two-thirds of the members of the Board of Management present and voting at the meeting.
- c. Notice of proposed changes as approved by the Board of Management shall be provided to all members of the Chapter at least thirty (30) days prior to the meeting of the members at which such changes will be considered.
- d. Approval by affirmative vote of two-thirds of the members of the Chapter present and voting at the meeting.

Section 2

Minor changes in this Constitution may be made from time to time by the Board of Management to conform with changes or requirements of the Constitution and By-Laws of the Pennsylvania Society of the Sons of the American Revolution.

ARTICLE XII. Limitation of Liability

To the fullest extent permitted by present or future law, an Officer, member of the Board of Management, committee chairman, or member shall not be personally liable for any action taken nor for the failure to take any action. The Board of Management shall have the authority to protect and indemnify all such persons and to purchase insurance for such purposes, if it deems either or both such actions necessary.

ARTICLE XIII. Dissolution

Upon dissolution of the Chapter or the forfeiture of the Chapter's charter, all of the documents, books, moneys and other property belonging to and in the possession of the Chapter shall be delivered over to the Board of Management of the State Society to be taken and held until the Chapter shall have been reinstated; provided, however, that if the Chapter has not been reinstated within a period of two years, all such property shall become the property of the State Society, and such disposition made of it as the Board of Management of the State Society shall decide.

BY-LAWS
Philadelphia Continental Chapter
Pennsylvania Society Sons of the
American Revolution

(As amended by the Board of Management on September 10, 2019)

ARTICLE I. Powers and Duties of Officers

Section 1

The duties of the Officers shall be such as usually appertain to their offices, and they shall have such other powers as shall be delegated to them by the Board.

Section 2

The President and Treasurer, respectively, shall make a report to the Annual Meeting, and at such other times as may be required by the Board.

ARTICLE II. The President

The President, or in his absence a Vice President, or in his absence, a Chairman *pro tempore*, shall preside at all meetings of the Chapter and the Board and have a casting vote. He shall exercise the usual functions of a presiding Officer, and shall enforce a strict observance of the Constitution and By-Laws, and of the regulations and rules of the Society. He shall appoint all committees not otherwise provided for and delegates to the State Meetings and National Congress. The President shall be an *ex-officio* member of all committees, except the Nominating Committee.

ARTICLE III. The Vice Presidents

The Vice Presidents shall perform such duties as usually appertain to their offices, and shall promote the interests and activities of the Society and the Chapter. They shall encourage the enrollment of new members.

ARTICLE IV. The Secretary

The Secretary shall conduct the general correspondence of the Chapter and such other matters as may be directed by the Board. He shall have charge of the By-Laws and records of the Chapter, and together with the presiding Officer, shall certify all acts of the Chapter. He shall keep fair and accurate records of all the proceedings and orders of the Chapter, and shall give notice to the several Officers of all votes, orders, resolves and proceedings of the Society affecting them or appertaining to their respective duties. He shall notify all members of their election, and shall, under the direction of the President or Vice President, give due notice of the time and place of all meetings of the Chapter and attend the same. He shall send a copy of the minutes of the Board to each of its members.

ARTICLE V. The Treasurer

The Treasurer shall collect and keep the funds and securities of the Chapter. The funds of the Chapter shall be deposited in a bank or savings association, or a trust company, provided any such institution is insured by the Federal Government or its Agencies, or in bonds, bills and obligations of the Federal Government or its agencies which are guaranteed by the Federal Government, or in securities of publicly traded entities listed on a national exchange, having a net worth of not less than \$10 million, upon prior approval of the Board, and shall be placed in the name of or to the credit of the Philadelphia Continental Chapter Sons of the American Revolution. The funds shall be drawn by the check of the Treasurer for the purposes of the Chapter. He shall keep a true account of his receipts and payments and at each Annual Meeting render the same to the Chapter. He shall also make such other reports as may be required by the Board. A committee or a Regular Member shall be appointed by the President to audit his accounts.

ARTICLE VI. The Registrar

The Registrar shall keep a roll of the members, and in his hands shall be lodged all the proofs of membership, qualifications, and all the historical and genealogical papers, manuscript or other, of which the Chapter may become possessed, and under the direction of the Board, shall keep copies of such similar documents as the owners thereof may not be willing to leave permanently in the keeping of the Chapter. He shall verify all statements of the Revolutionary services of ancestors that may be made in the application for membership, and make report to the Board.

ARTICLE VII. The Chaplain

The Chaplain shall open and close meetings of the Chapter and of the Board with religious services usual and proper on such occasions, when so directed by the President, or by the Chairman of the meeting.

ARTICLE VIII. The Historian

The Historian shall keep the records of the historical and commemorative meetings of the Chapter, and shall supervise the preparation and printing of all its historical publications, other than those of membership rolls. He shall report at each Annual Meeting a list of the members who may have died during the year, and shall include such biographical memoirs as may be of service to the Chapter.

ARTICLE IX. The Chancellor

The Chancellor shall be an attorney-at-law and it shall be his duty to give opinions on all legal matters affecting the Chapter when such questions are referred to him by the proper Officers or by the Board. It shall be his responsibility to advise Officers and committee chairmen as to conformity of proposed actions with the Constitution and By-Laws of the Chapter, the State Society and the National Society.

ARTICLE X. The Genealogist

The Genealogist shall examine and report to the Board within thirty (30) days upon all appeals from the decision or want of action of the Registrar which shall be submitted to him for that purpose, shall assist the Registrar and the Board or any member who may appeal to him for assistance in the preparation of application papers for membership in the Chapter. He shall perform such other duties as may appertain to his office, as directed by the Board. With the approval of the Board, the Genealogist shall be permitted to make a charge to prospective members for services rendered.

ARTICLE XI. The Color Guard Captain

The Color Guard Captain shall direct the activities of the Chapter's Color Guard and be in charge of the storage, maintenance, and use of the Chapter's flags and related equipment as required by the proper Officers or by the Board.

ARTICLE XII. The Sergeant-at-Arms

The Sergeant-at-Arms shall act as an assistant to the Color Guard Captain.

ARTICLE XIII. Board of Management

Section 1

The Board of Management shall be composed as provided in ARTICLES IV and V of the Constitution.

Section 2

The order of business at the meeting of the Board shall be as follows:

1. Call to order by the President or Chairman.
2. Invocation by the Chaplain or a member of the Chapter.
3. Pledge of Allegiance to the Flag.
4. Welcome of new members
5. Approval of the minutes of the last meeting.
6. Reports of Officers.
7. Committee reports.
8. Unfinished business.
9. New business.
10. Adjournment.

ARTICLE XIV. Permanent Committees - Their Powers and Duties

Section 1 – AMERICANISM

Its duties are to engage in such activities as will aid, maintain, and extend the institutions of American Freedom. (See Handbook of National Society.) This Committee shall also promote and furnish patriotic instruction as directed by the Board, giving special attention to the development of good citizenship and a proper knowledge of the American Constitution and the institution of American Freedoms.

Section 2 – FLAG RECOGNITION

It is the duty of this Committee to see that the Flag of the United States, the symbol of our Nation's Sovereignty, is treated with honor and respect (within the Commonwealth of Pennsylvania) and that the laws which forbid its desecration are obeyed.

Section 3 - AWARDS

This Committee shall be responsible for the administration of the various awards programs established by the Chapter. It shall also review and recommend to the Board and the President the establishment of additional award programs and the granting of awards to individuals.

Section 4 – MEMBERSHIP

Its duties are to solicit and encourage suitable candidates for membership in the Society and to file their applications for membership.

Section 5 - MEMORIALS AND REVOLUTIONARY WAR GRAVES

This Committee shall make research regarding the landmarks, graves, and scenes of the Revolutionary War, and shall mark them with appropriate markers and memorials. In that part of Pennsylvania allotted to this Chapter, both Betsy Ross Flags and Chapter sleeves shall be placed on the graves of Revolutionary soldiers on or before Memorial Day of each year.

Section 6 – FINANCE

This Committee shall consist of the 1st Vice President, who will serve as Chairman, and two other members, with the Treasurer and the President serving as *ex-officio* members. Its duties are to prepare an Annual Budget, estimate expenditures and income, and recommend such fiscal actions as they consider to be in the best interest of the Chapter, including investments of all funds.

Section 7 – AUDITING

Its duties are to audit the books and records of the Treasurer. It shall make a report to the President within sixty (60) days after the end of the fiscal year.

Section 8 – PUBLICITY

This Committee shall be responsible for the preparation, editing, mailing and internet publication of the Newsletter. The Committee shall arrange for newspaper and other publicity for all Chapter activities, and shall furnish current items of interest to the Pennsylvania Society Minuteman and to the National SAR Magazine.

Section 9 - NOMINATING COMMITTEE

The Nominating Committee shall consist of five members to be appointed by the President each year, of which number at least two (2) shall be Past Presidents of the Chapter and the remainder shall be selected from the Board. The committee member most recently assuming the status of Past President shall serve as Chairman. They shall nominate a Voting Member for each of the following offices: President, First Vice President, Second Vice President, Secretary, Treasurer, Registrar, Genealogist, Chaplain, Historian, Chancellor, Color Guard Captain, Sergeant-at-Arms, and four (4) members of a new class of the Board of Management.

Section 10 - SPECIAL COMMITTEES

It shall be the duty of the President to appoint Special Committees whenever the need arises to handle the various activities and social functions of the Chapter.

ARTICLE XV. Admission Fees and Dues

Section 1

The annual dues and admission fees of members shall be determined by the Board, but shall not be less than the minimum amount fixed by the Constitution and By-Laws of both the National and State Societies. From the admission fees and annual dues, remittances in the required amounts shall be made to the State Society, and the Chapter respectively.

Section 2

In the case of new members where their applications are approved by the National Society on or after September 1st of any year, the annual dues accompanying such application shall be applied to the dues of such member for the following year.

Section 3

An additional charge for each supplemental application may be designated by the Board, but shall not be less than the amount fixed by the Constitution and By-Laws of both the National and State Societies. These fees shall be paid to the Chapter Treasurer.-

Section 4

a. An applicant between the ages of eighteen and twenty-five years, who is a relative (son, grandson, brother, nephew or grand-nephew) of a member of this Society or a member of the Daughters of the American Revolution, or the Children of the American Revolution, whose relative at the time of his application, or at the time of his relative's decease, was in good standing in the respective Society may, if elected to membership, be admitted without payment of the regular admission fee, but shall pay only a nominal fee set by the National and State Societies to defray costs of registering, certification, etc. No annual Chapter dues shall be assessed until the following calendar year.

b. A member of the Children of the American Revolution in good standing who applies for membership in this Society not later than one year after his twenty-first birthday, may present a Certificate of Good Standing to the Registrar General in lieu of the regular admission fee, but shall pay a nominal fee set by the National and State Societies to defray costs of registering, certification, etc. No annual Chapter dues shall be assessed until the following calendar year.

c. A member of the Children of the American Revolution in good standing, age one to under age eighteen, who applies for Junior membership in this Society may present a Certificate of Good Standing to the Registrar General in lieu of the regular admission fee, but shall pay a nominal fee set by the National and State Societies to defray costs of registering, certification, etc. No National dues shall be assessed until the following calendar year.

Section 5

A member whose dues for the subsequent year are unpaid as of December 31 in any year shall be dropped from the rolls of membership.

Section 6

Any former member of this Chapter may be re-instated and placed in good standing by payment of the Current Year's dues plus any relevant fees.

Section 7

Upon the transfer to membership from State-at-Large to Chapter, or from Chapter to State-at-Large, or from one Chapter to another Chapter, the dues for the year in which the transfer is made shall belong to the demitting organization and must be paid before such transfer will be approved by the State Board of Management.

ARTICLE XVI. Order of Business at the Annual Meeting

The order of business at the Annual Meeting of the Chapter shall be as follows:

- a. Call to order by the President or Chairman.
- b. Invocation by the Chaplain or a member of the Chapter.
- c. Pledge of Allegiance to the Flag.
- d. National Anthem.
- e. Approval of minutes.
- f. Address of President.
- g. Reports of Officers.
- h. Reports of Standing Committees.
- i. Reports of Special Committees.
- j. Unfinished business.
- k. Election of Officers and Members of the Board.
- l. New business.
- m. Appointment of Chairmen of Committees.
- n. Adjournment.

ARTICLE XVII. Amendments

These By-Laws may be altered or amended at any meeting of the Board of Management by the following procedures:

1. Notice of proposed changes to the By-Laws shall be provided to members of the Board of Management at least ten (10) days prior to the Board meeting at which such changes will be considered.
2. Approval by affirmative vote of two-thirds of the members of the Board of Management present and voting at the meeting.