

SOCIETY STANDING RULES

Number 1: Letterhead stationery and forms of the Society, its officers and chapters are the property of the Society and shall be used only for official Society purposes as set forth in these Bylaws.

Number 2: Chapter officers shall complete the following reports:

a. PROSPECTIVE NEW MEMBER AND APPLICATION CHECKLIST (Exhibit "A" hereto). This report is due in the hands of the Society Registrar whenever a new member application is ready for transmission to the NSSAR. (See Article III, Section 2.c. above) Procedures for completion of the report are contained on the report form.

b. CHAPTER ANNUAL REPORT (Exhibit "B" hereto) This report is due at the Society Registrar no later than December 1 of each calendar year. It reflects all changes in chapter membership (new members, transfers in and out, dropped for nonpayment of dues, resignations, deaths, etc.) occurring during the preceding calendar year. It reports the names of chapter officers for the coming year, and it reflects the current status of each chapter member in good standing at the beginning of the coming calendar year. It also reports and transmits to the Society all NSSAR and Society annual dues and other annual funds collected by chapter officers from each chapter member for the ensuing year.

c. PRESIDENT GENERAL'S STATE SOCIETY AND CHAPTER ACTIVITIES COMPETITION AWARD (Exhibit "C" hereto) The purpose of this report is to accumulate data needed to enter each chapter and the Society in the NSSAR, "President General's State Society and Chapter Activities Competition Award." The report shall be submitted as "Appendix B" to the Chapter Annual Report described in Section "2.b." of these Standing Rules.

d. CHANGE IN STATUS REPORT (Exhibit "D" hereto) The report is submitted to the Society Registrar any time there is a change in a chapter member's status, address, or telephone number, et cetera, during the calendar year, that is, between chapter Annual Reports.

e. ANNUAL CHAPTER FILING, SONS OF THE AMERICAN REVOLUTION (Exhibit "E" hereto) This report is to be sent directly to the NSSAR each year by each new chapter president after installation of incoming chapter officers.

Number 3: The Secretary shall retire outdated correspondence files, archival correspondence, membership, genealogical and biographical files of the Society having historical significance and may be added to the Oregon Historical Society collection of Society memorabilia in Portland, Oregon. Such authority to donate such files must be requested by the Secretary, the Registrar, and approved by the Board of Managers.

Number 4: The Treasurer shall deposit all funds received in the name of the Society into such accounts and depositories as shall be designated by the Board of Managers.

Number 5: The Treasurer shall disburse by checks drawn on the appropriate accounts in accordance with limits stated in these Bylaws. In addition, the President is also authorized to draw checks on the account(s) whenever the Treasurer is, for some reason, unavailable or otherwise unable to exercise the authorities of his office.

Number 6: The Board of Managers shall cause an audit to be made of the "PRESIDENT GENERAL'S STATE SOCIETY AND CHAPTER ACTIVITIES COMPETITION AWARD" (Exhibit "G" hereto) submitted each year by each active chapter as Appendix B to its "CHAPTER ANNUAL REPORT" (Exhibit "B" hereto).

a. A handicapping system shall be employed to partially offset advantages and disadvantages of size between large and small chapters. Calculation of weighted chapter scores shall be calculated by multiplying the raw score of each chapter by the decimal equivalent of the complement to the chapter's percentage of Society membership.

b. The Society chapter with the highest weighted score in its "PRESIDENT GENERAL'S STATE SOCIETY AND CHAPTER ACTIVITIES COMPETITION AWARD" shall be honored as the "SOCIETY CHAPTER OF THE YEAR." The chapter so honored will be presented with an appropriately inscribed, rotating trophy to be displayed by that chapter during the ensuing year.

c. Trophy designs and inscriptions shall be determined by the Board of Managers.

Number 7: The following Order of Business shall be observed at all annual and general membership meetings of the Society: [RONR (10th Ed.), p.24-26, & 340-342]

a. Call to order.

b. Invocation by the Chaplain.

c. Post the Colors. *

d. Pledge of Allegiance to the Flag of the United States of America.

e. SAR opening pledge.

f. Introductions and opening remarks by presiding officer.

g. Roll call of officers and committee chairmen.

h. Approval of minutes of the last meeting.

i. Reports of officers.

j. Reports of Chapter presidents.

k. Reports of committee chairmen.

l. Unfinished business.

m. New business.

n. Elections (if applicable).

o. Installation of officers (if applicable).

p. Appointment of committees (if applicable).

q. Announcements and closing remarks by presiding officer.

r. Retire the Colors. *

s. SAR closing pledge.

t. Benediction by the Chaplain.

u. Adjournment.

* Colors will be posted before and retired after the meeting.

Number 8: A full vote of the Society membership is desirable. There must be no question of the result of the vote. Therefore, it is important that the mailing list used should exactly correspond to the current official roll of voting members. For this purpose, the Society Secretary should furnish to the Chairman of Tellers a list of the names and mailing addresses of record of all Society members entitled to vote, which the Secretary should certify as corrected to the date as of which the ballots are issued to the Society members.

If the vote is to be secret, an inner return envelope -- with a designated space for the voter's signature placed on the face -- should be sent to the voter with the ballot, in addition to the self-addressed outer return envelope, which must be a specially recognizable, self-addressed return envelope with the name and address of the Chairman designated to receive the marked ballots.

The ballot sent to the member to vote should be pre folded a sufficient number of times so that -- when returned marked and refolded in the same manner and sealed in the inner envelope -- there will be no chance of accidental observance of the member's vote by the teller who removes the ballot from the inner envelope.

b. **The Supplemental Application fee** shall be \$45.00 dollars (Forty-five dollars), that is, \$40.00 for the NSSAR, and \$5.00 for the Society) payable to the Treasurer, Society.

c. **Chapter officers** shall collect Society and NSSAR annual dues and forward them by check or money order payable to the Treasurer, Society, with the CHAPTER ANNUAL REPORT as required by SOCIETY STANDING RULES, Number 2.b.

(1). Annual NSSAR dues are \$25.00 dollars (Twenty-Five dollars) per calendar year.

(2). Annual Society dues are \$6.00 dollars (Six dollars) per calendar year.

(3). Members transferring to the Society from other state societies shall pay no Society or chapter dues for the year in which their transfers are approved by the NSSAR, provided they are members in good standing in their demitting societies at the time of transfer.

(4). Chapter officers shall issue an authenticated NSSAR Membership Card to each member in good standing upon payment of that member's total annual dues.

d. **Expulsion or suspension of members:** The Board of Managers shall have the power to demit from the rolls of the Society any member of the Society who shall fail to pay his annual dues for the upcoming calendar year by December 31 and who, on notice to pay the same, shall fail and neglect to do so within thirty (30) days thereafter. Upon being thus demitted from the Society, his membership shall cease and terminate, but he may be restored to membership in the Society at any time, by the Board of Managers on his application therefor, and upon his payment of such arrears and annual dues, as the Board of Managers deems proper.

e. **Disposition of fees and dues:** All fees and dues collected by and on behalf of the Society shall be sent to the Treasurer who shall deposit them in Society bank accounts in accordance with Article VI, Section 5.d.3., above.

f. **Membership fees and dues:** The Board of Managers shall fix the amount and the time of payment of an initiation fee; and the Board of Managers shall fix the annual dues of the Society. Annual dues for the upcoming calendar year shall be payable by December 31 or, in the case of a newly elected member, upon presentation, but any member who shall have been elected during the last two months of the calendar year, shall not be required to pay the annual dues for that calendar year.

g. **Life Membership:** This establishes the "Oregon Society Life Membership Plan" (hereinafter the PLAN). The purpose of the PLAN is to raise and maintain the "Oregon Society Life Membership Fund" (hereinafter the FUND) from payments by members admitted to the PLAN, and to use income from the FUND to pay such members' annual dues during their lifetimes. The FUND corpus shall be kept in a separate account, and shall not be mingled with other funds maintained by the Society except as provided here. The PLAN has the following features:

1. The Registrar shall administer the PLAN and the Treasurer shall administer the FUND under direction of the Board of Managers in accordance with other applicable provisions of the Society Bylaws.

2. Enrollment in the PLAN is open to all members in good standing. Applications for admission to the PLAN, shall be made using the form as may be prescribed from time-to-time by the Board of Managers.

3. The enrollment fee for the PLAN shall be as prescribed from time-to-time by the Board of Managers. Schedules of such fees shall be printed on the application form. Enrollment fees shall be preserved as the corpus of the FUND, and shall be invested in income-producing assets as directed by the Board of Managers.

4. Payment of annual dues from the FUND for a newly enrolled member will commence as follows:

- a. If enrollment is approved between January 1 and October 1, payment of dues shall commence in the current calendar year.
- b. If enrollment is approved between November 1 and December 31, payment of dues shall commence in the following calendar year.

5. Within thirty (30) days after the last day of November each year, the Registrar shall compile and send to the Treasurer a roster of enrolled members as of the last day of November. The Treasurer shall transfer from the FUND to Society operating funds earned income sufficient to pay the annual dues of those members enrolled in the PLAN. The Treasurer shall thereafter draw a check on operating funds to each Chapter covering Chapter dues for each Chapter member enrolled in the PLAN. Income earned by the FUND in excess of that required to pay annual dues of enrolled members in the PLAN shall be added to the corpus of the FUND.

6. If, at the end of December in any year, there is insufficient income from the FUND to meet the requirements of Item 5 above, the Society shall accept the total income available from the preceding twelve (12) months as full payment of enrolled members' dues then payable. In subsequent years, any income earned in excess of that year's enrolled member dues shall be applied against deficiencies from prior years until all such deficiencies are liquidated.

7. Upon death of an enrolled member in the PLAN his name shall be removed from the FUND's rolls and payment of annual dues for such deceased member shall cease. The monies remaining in the member's account, if any, shall revert to and be retained by the Society.

8. In the event this Number 9.g. (Life Membership) is repealed, payment of dues for enrolled members shall continue until all enrolled members are deceased. Thereupon, all assets of the FUND shall be transferred to the Society operating funds.

Number 10: In any properly called meeting of the Society or the Board of Managers, each member in attendance has the right to speak twice on the same question on the same day, for a period not to exceed ten (10) minutes each time, but cannot make a second speech on the same question so long as any member who has not spoken on that question desires the floor. A member who has spoken twice on a particular question on the same day has *exhausted his right to debate* that question for that day. [RONR (10th Ed.), p. 41, l.16-22]

Number 11: The calendar and fiscal year for this Society shall be from January 1 through December 31 of each year.

Number 12: The official mailing address of *The Oregon Society of the Sons of the American Revolution* shall be the mailing address of the current president.

Number 13: These SOCIETY STANDING RULES may be amended or suspended, individually or collectively, with or without notice, by a majority vote of those Society members present and voting, at any regularly scheduled meeting of the Society or the Board of Managers. [RONR (10th Ed.), p. 18, l.1-22]