

**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**

**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 in 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:

1. 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;
2. To inspire, unite and promote fellowship among the descendants of those men and women;
3. To inspire the community at large with a more profound reverence for the principles of the government founded by our forefathers;
4. To encourage historical research in relation to the American Revolution;
5. To acquire and preserve the records of the individual services the patriots of that war, as well as documents, relics and landmarks;
6. To mark the scenes of the Revolution by appropriate memorials;
7. To celebrate the anniversaries of the prominent events of the war and of the Revolutionary period.
8. To foster true American patriotism;
9. To maintain and extend the institutions of American freedom and to support the programs and undertakings of the National Society.
10. 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 unfailing 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**

1. 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, (5) A youth registrant, (6) A youth life member and (7) A memorial member.

2. A Regular Member shall be a Chapter member (more than 17 years old) 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, a Youth Registrant or a Youth Life Member (collectively "Non-Voting Member") shall have no voting right.

3 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 (30) percent of the amount and immediately forward the

remainder to the Treasurer of the State Society with the proper report.

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

5. 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 if 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.

6. 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 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 10 days prior to the Annual Meeting, the Secretary shall prepare and mail 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 2<sup>nd</sup> Vice President, a Secretary, a Treasurer, a Registrar, a Chaplain, an Historian, a Chancellor, a Genealogist, a Surgeon, a Color Guard Captain, and a Sergeant-at-Arms, all of whom shall be elected at the Annual Meeting and hold office for one year and until their successors have been elected and installed. The President is not 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 hereby 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 three consecutive meetings, or from four meetings within a period of one year, such member shall be deemed to have resigned and such office may be declared vacant by the Board.

## **ARTICLE VI**

### **Powers and Duties of the Board of Management**

Section 1. 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 of the members of the Board shall constitute a quorum for the transaction of business.

Section 3. The President, the 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President 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 Board. The President shall be Chairman of the Executive Committee.

Section 4. Vacancies in any elective office may be filled by the Board for the unexpired term.

## **ARTICLE VII**

### **Suspending and Expelling Members**

Section 1. Any Officer or member may file charges against another Officer or member. Such charges shall be made in writing to the Secretary or the President. All data pertaining to such charges shall, after due investigation, on authority of the President or the Executive Committee, be sent to the party or parties against whom such charges have been preferred. Such party or parties shall prepare an answer, submitting same to the President as Chairman of the Executive Committee and decision shall be made in accord with the evidence submitted and in conformity with the following section.

Section 2. Any Officer or member may be suspended, expelled or otherwise disciplined, for failure to comply with the Constitution and By-Laws of the Chapter, providing such member has been served by a written notice of the charges preferred against him at least fifteen days before the hearing thereon. Such hearing shall be before the Executive Committee. Said member shall have the right to be heard upon said charges. The action of said Committee may be appealed to the Board whose finding by a two-thirds vote of all members present when a decision is rendered shall be final unless an appeal is taken to the State Board within ten days thereafter.

## **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 in each year, at such time and place as may be designated by the Board. Each year there shall be at least three meetings of the Chapter, in addition to the Annual Meeting, one each during the months of January, April and September. 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 the term of office shall commence on such installation. Additional meetings of the Chapter may be held as prescribed by the Board.

Section 2. The order of business at the annual meeting shall be prescribed in the By-Laws.

Section 3. Special meetings may be called at any time by the President and shall be called by him when directed by the Board, or upon the written request of fifteen members. Ten days previous notice of the time and place of any such meetings and of the business to be transacted shall be mailed 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 4.2 above) in attendance.

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 monthly from December through and including May and in September and October.

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 "Roberts Rules of Order".

## **ARTICLE IX**

### Initiation Fees and Dues

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

## **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 Chapter by the following procedures:

1. Notice of proposed changes shall be sent to members of the Board at least ten days prior to the Board meeting to consider the changes.
2. Approval by a two-thirds vote of Board members present and voting.
3. Proposed changes as approved by the Board be sent to all Chapter members at least thirty days prior to the Chapter meeting to consider the changes.

4. Approval by a two-thirds vote of the Chapter members present.

Section 2. Minor changes in this Constitution may be made from time to time by the Board 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, director, committee chairman, or member shall not be personally liable for any action taken nor for the failure to take any action. The Board of Directors shall have the authority to protect and indemnify all such persons and to purchase insurance for such purposes, if it deems either or both 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 through 10/31/2007)

**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.

**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 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 Surgeon

The Surgeon shall be a doctor of medicine or other health care professional. His duties shall be to inform and advise the Chapter as to such public health matters as may be of concern to the members, and to render first aid in case of emergency at such meetings of the Chapter and Board as he may attend.

**ARTICLE XII**

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 XIII**

The Sergeant-at-Arms

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

**ARTICLE XIV**

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. Approval of the minutes of the last meeting.

5. Reports of Officers.
6. Committee reports.
7. Unfinished business.
8. Welcome of new members.
9. New business.
10. Adjournment.

## **ARTICLE XV**

### 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. 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 serving as an ex-officio member. 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 must make a report to the President within sixty days after the end of the fiscal year.

Section 8. PUBLICITY. The Chairman of the Committee may be the Aide to the President. The Committee (or a Regular Member appointed by the President with the title of Editor) shall be responsible for the preparation, editing, and mailing of the Newsletter; shall arrange for newspaper and other publicity for all Chapter activities; and shall furnish current items of interest to the Minuteman and to the

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, Surgeon, Color Guard Captain, Sergeant-at-Arms, and four (4) members 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 XVI**

### **Admission Fees and Dues**

Section 1. The admission fees and annual dues of members shall be determined at the annual meeting, 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 National and State Societies and the balance shall be retained by the Chapter. An additional charge for each supplemental application shall 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.

Section 2. In the case of new members where their applications are approved by the Board on or after October 1st of any year, the dues accompanying such application shall be applied to the dues of such member for the following year. The dues shall be paid to the Treasurer of the Chapter.

Section 3. The dues of Regular Life Members who have attained the age of 65 years and who have paid Regular Member dues for at least 35 years and whose application for life membership has been reviewed by this Chapter as to his inability to pay full dues and has been approved by the State Board of Management shall not exceed the per capita amount required to be paid by the National Society.

### **Section 4. Dues and Fees**

(a) An applicant who is under the age of twenty-five years, and is a son of a member of this Society or a member of the Daughters of the American Revolution, or the Sons of the Revolution, whose parent at the time of his application, or at the time of his parent'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 dues shall be assessed until the following calendar year.

(b) A member of the Children of the American Revolution or of the Children of the Revolution, who applies for membership in this Society not later than one year after his twenty-first birthday, may present a transfer card 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 dues shall be assessed until the following calendar year.

3. The annual dues, after the first year, of members included in sub-sections (a) and (b), shall be determined at the annual meeting, and shall be considerably less than the regular dues, but shall not be less than the minimum fixed by the Constitution or By-Laws of either the National or State Societies. From these dues, remittances in the required amount shall be paid to the National and State Societies and the balance retained by the Chapter.

Section 5. On the last day of each calendar month and at such other times as the Board may direct, the Treasurer of the Chapter shall report to the Treasurer of the State Society, the name and the amount of dues paid by each member during the month, and remit the required amounts due the National and State Societies, together with any other moneys due. A final settlement shall be made to the State Treasurer on a date fixed by the State Society for each and every member enrolled and not accounted for previously and all moneys due remitted to the State Treasurer.

Section 6. 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 7. 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 8. 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 XVII**

### **Order of Business at the Annual Meeting**

The order of business at the annual meeting of the Chapter 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. National Anthem.
5. Approval of minutes.
6. Address of President.
7. Reports of Officers.
8. Reports of Standing Committees.
9. Reports of Special Committees.
10. Unfinished business.
11. Election of Officers and Members of the Board.
12. New business.
13. Appointment of Chairmen of Committees.
14. Adjournment.

**ARTICLE XVIII**

Amendments

These By-Laws may be altered or amended by the Board of Management as set forth in ARTICLE XI of the Constitution.