



LAFAYETTE CHAPTER CONSTITUTION



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(Last Revised: September 19, 2022)

Article I – Name

The name of this Chapter shall be: Lafayette Chapter, Sons of the American Revolution.

Article II – Affiliation

This Chapter shall be a part of the Kentucky and National Societies of the Sons of the American Revolution, and shall be subject to all rules and regulations applying to it as such.

Article III – Objects

The objects of this Chapter shall be:

1. To perpetuate the memory of the men and women who, by their services and sacrifices during the war of the American Revolution, achieved the independence of the United States;
2. To promote fellowship among their descendants;
3. To inspire a more profound reverence for the principles of the government founded by our forefathers;
4. To acquire and preserve the records of the individual services of the Patriots of that war, as well as documents, relics, and landmarks relating thereto;
5. To encourage historical research in relation to the American Revolution, the study of American history, and the principles of American Government;
6. To mark the scenes of that revolution by appropriate memorials;
7. To celebrate important anniversaries and events of that war;

8. To foster true patriotism, especially among our young people;
9. To maintain and extend the institutions of American Liberty;
10. And to carry out the purposes expressed in the Constitution of the United States and the injunctions of Washington in his farewell address, to the people of the States.

Article IV – Membership

Section 1: *Eligibility*

Any man shall be eligible for membership in this Chapter who, being of the age of 18 years or over, and a citizen of good repute. **Membership requires** the lineal descendant of an ancestor who was at all times unfailing in his or her loyalty to and rendered actual service in the cause of American independence, either as an officer, soldier, marine, militiaman, or minuteman, 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 a Committee of Safety or Correspondence; or as a member of any continental, provincial, or colonial Congress or Legislature; or as a civil officer, either in one of the colonies or States, or of the National government, or as a recognized patriot, who performed actual service by overt acts of resistance to the authority of Great Britain.

Section 2: *Submitting Applications*

Applications for membership shall be made electronically or upon blank forms approved by the National Society. Upon approval of the Board of Managers, each application shall be transmitted to the Secretary of the Kentucky Society for further action. Approval shall be conditional pending approval by the Kentucky Society and the Registrar General of the National Society.

Section 3: *Prepayment of Dues and Fees*

No application shall be transmitted to the Secretary of the Kentucky Society unless the applicant has paid to the State Registrar all admission fees and dues required by Kentucky and National Societies. In event of the rejection of any application at any level of the organization, such fees and dues shall be returned to the applicant.

Section 4: *Supplemental Applications Encouraged*

In the event a member is descended from more than one Revolutionary ancestor, he is encouraged to file supplemental applications upon as many such ancestors as he may derive eligibility from.

Article V – Officers

Section 1: *List of Approved Officers*

The officers of this Chapter shall be a President, President-Elect, Vice President, Secretary, Treasurer, Registrar, Genealogist, Chancellor, Historian, Surgeon, and Chaplain. Any two offices except that of President and President-Elect may be held simultaneously by one person.

Section 2: *Officer Rank*

The rank of officers shall be in the order named in Section 1 of this Article.

Section 3: *Term of office*

The term of office shall be for one year.

Section 4: *Vacancy of Office of Chapter Officer*

In the event the office of a chapter officer is vacated for any reason, other than the Office of President or President-Elect, the Board of Managers shall appoint an interim officer to serve the unexpired portion of the term.

Section 5: *Vacancy in Office of President or President-Elect*

In the event the Office of President is vacated for any reason, the President-Elect shall become President. In the event the Office of President-Elect is vacated for any reason, the Vice President shall become President-Elect.

Section 6: *Succession Eligibility*

Other than the Office of President, a member may be elected to an office for multiple consecutive one-year terms. A member may be elected to the Office of President for a maximum of two consecutive one-year terms, and cannot stand for reelection again until two years have intervened.

Article VI – Duties of Officers

Section 1: *Duties of the President*

The President shall preside at all meetings of the Chapter and of the Board of Managers, and shall exercise the usual functions and duties of a presiding officer. He shall also perform such other duties on behalf of the Chapter as it or the Board of Managers may assign. He shall be responsible for the enforcement of the Constitution.

Section 2: *Duties of the President-Elect*

As indicated by the title of the office, the President-Elect is expected to ascend to the Office of President at the end of the President's term, and shall serve as President should that office be vacated for any reason. Furthermore, the President-Elect shall serve as the Chairman of any nominating committee for the election of officers, shall provide oversight of all Standing Committees, and shall perform any other duties that may be assigned by the President or the Board of Managers.

Section 3: *Duties of the Vice President*

The Vice President shall serve as President-Elect should that office be vacated for any reason. Furthermore, the Vice President shall provide oversight of all Special Committees, and shall perform any other duties that may be assigned by the President or the Board of Managers.

Section 4: *Duties of the Secretary*

The Secretary shall conduct the correspondence of the Chapter; He shall keep in a permanent record book all of the minutes of meetings of the Chapter and Board of Managers. He shall give due notice of all meetings of the Chapter and the Board of Managers, and shall perform such other duties as shall usually appertain to his office.

Section 5: *Duties of the Treasurer*

The Treasurer shall collect all funds due the Chapter and shall deposit them in a public bank to the credit of the Chapter. He shall disburse such funds to the Kentucky Society as are required and such other disbursements as are authorized by the Chapter in accord with the constitution. He shall keep a true account of all receipts and disbursements, and shall annually make a report of same to the membership.

Section 6: *Duties of the Registrar*

The Registrar shall keep a roll of members and shall be responsible for keeping copies of all application papers filed. He shall assist prospective members in preparing their application papers. He shall keep safely all such genealogical and/or historical papers as may be deposited with the Chapter.

Section 7: *Duties of the Genealogist*

The Genealogist shall assist the Registrar, and members of the Chapter, in the examination and evaluation of applications for NSSAR membership when so requested. The Genealogist shall also assist in solving problems in proofs of lineage and service through records analysis, and genealogical research.

Section 8: *Duties of the Chancellor*

The Chancellor shall be an Attorney or Paralegal in the Commonwealth of Kentucky who can give opinions on legal and parliamentary matters affecting the Chapter, and shall provide oversight to the Board of Managers regarding proposed changes to the Lafayette Chapter Constitution.

Section 9: *Duties of the Historian*

The Historian shall keep a historical record of Chapter activities. He shall be a member of and work in and with the Historical Research Committee of the Chapter, and shall perform such other duties as may appropriately appertain to

his office.

Section 10: *Duties of the Surgeon*

The Surgeon shall be a member of the medical profession licensed in the Commonwealth of Kentucky. He shall regularly offer health-related information and advice to Chapter members, and make himself available to the members during meetings if required.

Section 11: *Duties of the Chaplain*

The Chaplain shall, if possible, be a regularly ordained minister of a Christian denomination, and shall perform such duties as ordinarily appertain to his office.

Article VII – Elections

Section 1: *Election by Majority - Timing*

Elections of officers shall be held at the last business meeting of the Chapter each calendar year. Nominations shall be from the floor of the meeting unless prior to the meeting a nominating committee shall have been authorized by the Board of Managers. Alternatively, the Board of Managers may serve as the nominating committee. The President-Elect shall serve as the Chairman of any nominating committee for the election of officers. A majority of votes of those members present shall be required for election (provided that a quorum is present), and in the event a majority is not obtained in voting for an office, subsequent ballots must be taken until such majority is obtained.

Section 2: *Contested Races*

All votes where more than one person is nominated for an office shall be by secret ballot.

Section 3: *Installation of Officers*

New officers shall be installed at the Chapter's last business meeting of the calendar year, and their terms shall date from that meeting.

Section 4: *Nominations*

In all elections, nominations from the floor shall be called for and permitted regardless of whether a nominating committee is used, provided that those being nominated are members in good standing of the Lafayette Chapter, that they readily accept the nomination, and that they are fully aware of the duties of the office for which they are being nominated.

Article VIII – Board of Managers

Section 1: *Board of Managers*

The Board of Managers shall consist of all the officers listed in Article V, Section 1; the immediate past President of the Chapter; the Chairman of all standing committees; and such other members as may be elected not to exceed five. The Chairman of special committees shall be ex-officio members during the continuance of their committees.

Section 2: *Board of Managers Duties*

In addition to such duties as are specified in the Constitution, the Board of Managers shall have general supervision over the activities of the Chapter; it shall have authority to act for the Chapter between meetings thereof, subject to approval at the next Chapter meeting; it shall have such other powers and duties as the Board of Managers of the Kentucky Society has vis a vis the Kentucky Society, subject to the limitations herein stated and applied.

Section 3: *Board of Managers Meeting Minutes*

The minutes of each Board of Managers meeting shall be read at the next following meeting of the Board of Managers. The minutes of any meeting of the Board of Managers held prior to any Chapter meeting, and subsequent to the next preceding Chapter meeting, shall be read at each Chapter meeting, and any item therein or action taken may be disapproved and rendered void upon passage of a motion to that effect by the Chapter.

Section 4: *Who may call a Board of Managers Meeting?*

The Board of Managers shall meet at the call of the President or any two members thereof, and shall meet not less than ten days prior to each stated Chapter meeting.

Article IX – Political Pronouncements

It shall be prohibitive to use the name of this organization for the purpose of endorsing any candidate for public office, or otherwise subscribe as a body to the principles of any political party.

Article X – Standing Rules

Standing Rules not inconsistent herewith may be adopted and shall provide for the orderly work of the Chapter, and the carrying out of the objectives of this Chapter as stated in this Constitution.

Article XI – Fees and Dues

Section 1: *Dues*

The annual chapter dues shall be \$25. Kentucky and National dues are set by the respective organizations members.

Section 2: *Duplication of Dues*

No other dues shall be charged any member for the current year in which he joins.

Section 3: *Dues Due Date*

Dues shall be due and payable on the first day of January each year, and the Treasurer shall notify each member thereof.

Article XII – Assessments

Assessments may be voted by the membership of the Chapter, but only if they are approved by a three/fourths vote of the entire active membership, and each member shall be advised in writing by the Secretary in the event an assessment is to be considered at any meeting.

Article XIII – Meetings

Section 1: *Change of Meeting Date*

For good and sufficient reason, the Board of Managers may change the date of any stated meeting, but not for more than seven days before or after the stated date.

Section 2: *Special Called Meetings*

Special Meetings of the Chapter may be called at any time by the President, or the Board of Managers, or by the Secretary at the request of any five members.

Article XIV – Finance

Section 1: *Funds Disbursements*

All funds shall be disbursed by check, which shall be signed by the Treasurer. No sum, except dues and fees to State and National Societies, shall be paid out of Chapter funds without specific authorization by the Board of Managers, and such authorizations shall be recorded in the minutes.

Section 2: *Approval of Expenditures*

In the event a committee is required to spend money in order to carry out any duty with which it may be charged, either the specific amount to be spent

shall be stated by motion in a meeting authorizing such committee and /or duty, or a maximum amount beyond which the committee may not obligate the Chapter shall be stated by motion when such duty or action is assigned.

Section 3: *Audit Requirement*

An audit shall be conducted at the end of each fiscal year. The Board of Managers shall select a member(s) to conduct same and present their findings.

Article XV – Committees, Standing

Section 1: *Standing Committees*

The following committees shall be standing committees of the Chapter with their Chairman, except as herein provided, appointed by the Board of Managers and the members named by the Board of Managers on nomination of the Chairman or President with due regard to the interests and wishes of the individual members of the Chapter: Membership, Historical Research, Patriotic Education & Observances, Publicity, and Service to Veterans. The President-Elect shall provide oversight for all Standing Committees.

Section 2: *Membership Committee*

It shall be the duty of the Membership Committee to seek new members for the Chapter, and to assist them in every way in the preparation of their applications. The Registrar shall be a member of this committee.

Section 3: *Historical Research Committee*

The Historical Research Committee shall devote its attention to the collection of the history of Fayette County in particular and the Bluegrass area of Kentucky in general. It shall compile its findings in an annual report with a view to eventual publication. It shall inquire into the history of the section in pre-settlement days, the origin of the earliest settlers and how and why they entered this area, and the facts relating to the human and general development of this area and such other activities as it may deem desirable.

Section 4: *The Patriotic Education & Observances Committee*

The Patriotic Education & Observances Committee shall by means of a system of medals and awards and other ways, endeavor to instill an interest in the history of our country, an intelligent understanding of its government and basic documents such as the Constitution and Declaration of Independence, and their underlying principles; an understanding of wherein our liberty stems and wherein we differ from other political systems. It shall work through the schools, Boy and Girl Scout movements, 4-H Clubs, and other young people's organizations in particular. It shall devote particular attention to items 3, 8, 9 and 10 of the

purposes and objective of the Chapter as stated in Article III of this constitution. It shall endeavor to promote true and intelligent patriotism and loyalty to the United States and their institutions.

The Patriotic Education & Observances Committee shall also endeavor to secure the observance of our great National and State holidays by the general public, and in particular in the schools. It shall endeavor to secure speakers for school assemblies on special patriotic anniversaries.

Section 5: *The Publicity Committee*

The Publicity Committee shall report to the local press and other media of public information activities of the Chapter, and such other items as may be ordered by the Board of Managers. It shall engage in such other activities as may be referred to the Board of Managers or Chapter.

Section 6: *The Service to Veterans Committee*

The Service to Veterans Committee shall promote and coordinate activities with veterans' organizations for participation at Honor Flights, Memorial Day ceremonies, Veterans Day ceremonies, and Wreaths Across America. In addition, the Service to Veterans Committee shall organize the accumulation of donation materials for VA hospitals and other organizations whose primary clients are veterans. The Service to Veterans Committee will also promote the usage of the USS Stark Memorial Report for the accounting of Service to Veterans activities of the chapter. The Chairman of the Lafayette Chapter Service to Veterans Committee shall serve on the Kentucky Society Service to Veterans Committee.

Section 7: *Committee Reporting Guidelines*

The Chairman of all committees, both standing and special, shall make a report to each stated meeting of the Chapter, and at such other Chapter meetings and meetings of the Board of Managers when such are requested.

Article XVI – Committees, Special

Section 1: *Special Committees*

Committees may be elected for a specific purpose at any meeting of the chapter or of the Board of Managers, either by vote of the Chapter or by action of the President at any time. The Vice-President shall provide oversight for all Special Committees.

Section 2: *Special Committee Leadership*

Committee Chairmen may either be appointed by the President or elected by the Chapter or by the Board of Managers.

Section 3: Members of committees may be appointed by the President or the committee chairman, or may be elected by the Chapter or Board of Managers.

Article XVII – Minutes of Meetings and Quorums

Section 1: *Chapter Meeting Minutes*

At each stated Chapter meeting, the minutes of the next preceding stated meeting and any subsequent meetings of the Chapter shall be read.

Section 2: *Board of Managers Meeting Minutes*

At each meeting of the Board of Managers, the minutes of the next preceding board meeting shall be read.

Section 3: *Reading of Board of Managers Meeting Minutes*

At each Chapter meeting, minutes of all meetings of the Board of Managers since the last Chapter meeting shall be read.

Section 4: *Dispense with reading of the meeting minutes is prohibited unless previously provided to chapter membership.*

At all meetings, any motion to dispense with the reading of the minutes shall be out of order unless the previous minutes were provided electronically to the chapter membership in advance of the meeting, and written copies of the minutes are available for members in attendance to review.

Section 5: A quorum of the Board of Managers shall be three members thereof.

Section 6: A quorum of the Chapter shall be five members thereof.

Section 7: Each committee shall determine for itself the number necessary for a quorum.

Section 8: No business shall be transacted in the absence of a quorum.

Article XVIII – Decease of Members

Section 1: *Secretary's Duty to Notify*

Upon decease of any member, notice thereof, and of the time and place of the funeral, shall be given the members by the Secretary through the local press, and it shall become the duty of the members when possible, to attend the funeral service.

Section 2: *Members Duty to Notify*

Any member having knowledge of the decease of a member shall promptly notify the Secretary and furnish him, when possible, with such information as will be necessary to carry out paragraph 1 of this section.

Section 3: *Funeral Rites*

When agreeable to the family of a deceased member, the Chapter shall perform the ceremonies prescribed by the national Society in connection with the funeral of such member.

Article XIX – Insignia

Section 1: *Presidents at Official Occasions*

A standard size insignia with neck ribbon shall be the property of the Chapter and shall be worn by the President at all meetings and official occasions.

Section 2: *Outgoing President Pin*

Upon his retirement from office, the Chapter shall present each President with the insignia of the society.

Section 3: *Wearing Insignia*

Society insignia shall be worn by all members possessing them to all stated Chapter meetings, all formal and official activities of the Chapter, by any member when formally representing the Chapter, and at such other occasions of Chapter activity as they are advised by the Secretary that Insignia are to be worn.

Article XX – Youth Protection Training

Section 1: *Youth Protection Training Verification*

All members of the Lafayette Chapter Board of Managers, and those chapter members that are involved with SAR Youth Awards Committees, are required to submit a certificate of completion of NSSAR Youth Protection Training to the chapter President and Secretary within 30 days of being installed or appointed. It is also recommended that members of the Color Guard, and any other chapter members who have contact with children and young adults (under 18 years of age) during their participation in chapter activities, complete and submit a valid training certificate. The Secretary will maintain a record of the completed training certificates and their expiration dates.

Article XXI – Ratification and Amendment

Section 1: *Effective Date of Constitution*

This Constitution shall take effect upon its approval by a majority vote of the members present at any regular meeting, provided notice of the proposed amendment or amendments shall have been sent each member a reasonable time prior thereto.

Amendments

- 1. Amended Article XI, Section 1:** Increasing chapter dues (1 October 1983)
- 2. Amended Form:** Retyped and added italic headers to sections for readability (29 August 2010)
- 3. Amended Article XI, Section 1:** Increase chapter dues to \$15 (29 August 2010)
- 4. Amended Article XIV, adding Section 3:** Requiring annual audit (29 August 2010)
- 5. Amended Article V, Section 3:** Limiting term of office to one year (10 September 2011)
- 6. Amended Article XVII, Section 4:** Allowing motion to dispense with reading of minutes if written copies are provided to all in attendance (10 September 2011)
- 7. Amended Several Articles:** Predominately, Article V, Section 6 to allow elected President to serve two one-year terms; and Article VII, Section 1 (9 December 2017)
- 8. Amended Several Articles:** Predominately, **Article XI, Section 1** to raise the annual chapter dues to \$25; and **Article XV, Sections 1, 4 and 5** to combine The Patriotic Education Committee and The Patriotic Observances Committee into a single committee, The Patriotic Education & Observances Committee. The new committee was assigned to Section 4, and Sections 6 and 7 were renumbered as Sections 5 and 6 respectively (6 May 2019)
- 9. Amended Several Articles:** Predominately, **Article V, Section 1** to add the office of President-Elect, **Section 2** to remove the absence or inability clause, **Section 4** to amend how office vacancies other than the Office of President or President-Elect are filled, **Section 5** to amend how vacancies in the Office of President or President-Elect are filled, and **Section 6** to articulate that offices are not term-limited other than the Office of President; **Article VI, Section 2** to add the office of President-Elect, **Section 3** to amend the duties of the office of Vice-President, and **Sections 4-8** to be renumbered; **Article VII, Section 1** delegating the office of President-Elect to serve as the Chairman of any nominating committee for the election of officers; **Article XV, Section 1** delegating the Office of President-Elect to provide oversight of all Standing Committees; **Article XVI, Section 1** delegating the Office of Vice-President to provide oversight of all Special Committees (9 March 2020)
- 10. Amended Several Articles:** Predominately, **Article V, Section 1** to add the office of Surgeon; **Article VI, Section 8** to add the office of Surgeon,

and **Section 9** to be renumbered; **Article XV, Section 1** to add the Service to Veterans Committee, **Section 6** to add the Service to Veterans Committee, and **Section 7** to be renumbered (5 December 2020)

11. Amended Several Articles: Predominately, **Article V, Section 1** to add the offices of Genealogist and Chancellor; **Article VI, Section 7** to add the office of Genealogist, **Section 8** to add the office of Chancellor, and **Section 9-11** to be renumbered; **Article VII, Section 1** Election by Majority-Timing, **Section 3** Installation of Officers, and **Section 4** Nominations; **Article XVII, Section 1** Chapter Meeting Minutes, **Section 2** Board of Managers Meeting Minutes, **Section 3** Reading of Board of Managers Meeting Minutes, **Section 4** Dispense with Reading of the Meeting Minutes Prohibited Unless...; **Article XX** Youth Protection Training, **Section 1** Youth Protection Training Verification added; and **Article XXI** Ratification and Amendment, **Section 1** Effective Date of Constitution to be renumbered (19 September 2022)