

Constitution

For the William Hightower Chapter of New Braunfels, Chapter No. 35 of the Texas Sons of the American Revolution of the National Society, Sons of the American Revolution, hereafter known as the WH#35, TXSSAR, NSSAR.

Article I – Name

The name of this chapter shall be “The William Hightower Chapter of New Braunfels, Sons of the American Revolution” hereafter, in this constitution and by-laws, referred to as the “chapter.”

Article II – Objects

The objects of the society are declared to be patriotic, historical and educational, and shall include those intended or designed to perpetuate the memory of those, who by their services during the war of the American Revolution, achieved the independence of the American people.

To unite and promote fellowship among their descendants; to them and the community at large with a more profound reverence for the principles of the government founded by our forefathers; to encourage historical research in relation to the American Revolution; to acquire and preserve the record of the individual services of the patriots of the war, as well as the documents, relics, and landmarks; to mark the scenes of the Revolution by appropriate memorials; to celebrate the anniversaries of the prominent events of the war and of the Revolutionary period; to foster true patriotism; to maintain the institutions of American Freedom, and to carry out the purpose expressed in the Preamble of the Constitution of our country and the injunctions of Washington in his farewell address to the American People.

Article III – Membership

Any man shall be eligible for membership in this chapter who is eighteen years of age or over, a citizen of good repute in the community and is the lineal descendant of an ancestor who was a patriot of the revolutionary war as defined by the National Society, Sons of the American Revolution, and, who fulfills the requirements outlined in Article I of the by-laws of this chapter.

Article IV – Officers

The officers of this chapter shall be (1) President, (2) Vice-President, (3) Secretary, (4) Treasurer, (5) Registrar, (6) Chaplain, and (7) Historian. The above named officers will comprise the executive board. They shall be elected annually by a majority of the membership in attendance at the meeting to elect officers. The President may, from time to time, invite committee chairman to attend executive

board meetings. The President may also appoint additional officers to control the flow of the meeting, such as a Parliamentarian and a Sergeant-at-Arms.

The immediate past-president is an honorary member of the executive board.

Article V – Meetings

Meetings will be held monthly, regularly, except in the months of June, July, and August. The Chapter President will call necessary special meetings.

The Chapter President shall be responsible for notifying all members of regular meetings by mail, e-mail, or telephone one week in advance. A quorum will consist of 15% of the chapter membership.

The official year for the chapter shall begin on April 1 and end on March 31.

Article VI – Authority

This constitution may be effective immediately upon the majority vote of a quorum of the chapter in a regular meeting.

This constitution may be amended or changed in any manner by a two-thirds vote of a quorum of members in a regular meeting. Two weeks notice must be given to all members, and the proposed change must be fully described along with this notice.

This constitution is superseded in authority by the Texas Society Constitution, Sons of the American Revolution.

Submitted by the Committee for
writing a Constitution and By-laws

E.N. Delashmutt, Chairman
Bill Hightower
Myles Kuykendall

September 17, 1985

(Changed)

April 14, 1988

(Changed)

April 10, 1990

(Changed)

Dec 10, 2015

By-laws

For the William Hightower Chapter of New Braunfels, Chapter No. 35 of the Texas Sons of the American Revolution of the National Society, Sons of the American Revolution, hereafter known as the WH#35, TXSSAR, NSSAR.

Article I – Membership

The official designation of the members of this chapter shall be Compatriot. Application for admission must be made through this chapter, and sponsored by two members of this chapter, and subject to the approval of a majority of the members in a regular meeting with a quorum present.

Article II – Duties of the President

The President will be the official executive officer this chapter, and will be responsible for calling and conducting meetings, appointing and being an ex-officio member of all committees, be responsible for the budget, represent the chapter in the community at appropriate meetings, preside at executive board meetings, publish and distribute a directory for his time in office, and maintain general supervision over the affairs and business of this chapter.

He shall insure that all members are notified of regular meetings, by mail, e-mail, or telephone one week in advance.

He shall appoint an auditing committee at the end of his year, and this committee shall report to the membership.

At the end of his year in office, he will be responsible for gathering the records of the officers in his administration, including his own and committee members and file them in the permanent chapter file, and turning this permanent file over to the incoming President.

The President shall be responsible for maintaining a chapter property list, and for obtaining the signature of his successor acknowledging responsibility for this property.

The President shall comply with Article III Section V of the TXSSAR bylaws.

Article III – Duties of the Vice-President

The vice-president will act as the alternate and substitute for the president on appropriate occasions, oversee all publicity, and the construction of a chapter scrapbook for the year, insuring it gets taken to the annual meeting of the Texas Society, SAR, and for turning his files over to the president of his current term for filing in the permanent file.

Article IV – Duties of the Secretary

The Secretary shall be responsible for recording the minutes from each meeting, reporting them in the following meeting, and preserving them in a neat and legible manner for permanent filing so his successor can quickly retrieve records of meetings.

He shall maintain in file copies of official records to include (a) Constitution and By-Laws of this chapter, (b) the minutes book, (c) Treasurer reports, (d) Annual Reports of the chapter, and the membership roster.

He shall maintain the official membership roster for the chapter, including a record of deaths, transfers, due payments, and delinquencies. He shall also maintain individual membership records.

The Secretary shall comply with Article III Sections 4 and 6 of the TXSSAR bylaws.

He shall be responsible for presenting each new member with a “New Members Packet,” which includes a chapter directory, an SAR handbook, and any other material deemed helpful to new members. A copy of the chapter’s constitution and by-laws will be included in this packet. It will be his duty to visit with each new member, answer any questions he may have, obtain any information necessary for the member’s personnel file, appoint him to a minimum of two of the chapter’s committees, and generally make him welcome as a member into the chapter.

Article V – Duties of the Treasurer

The Treasurer shall be responsible for collecting, safekeeping, accounting for and disbursing all chapter funds. He shall stand ready for an audit of his records at any time. The scholarship fund dues have been included in the annual dues but a separate invoice must be submitted to those who have perpetual memberships.

He shall be responsible for the construction of an annual estimated budget for the approval of the executive board, and in turn, the approval of the membership, and for keeping members informed of the progress of this planned budget during the year.

The Treasurer shall prepare and submit all forms required by the IRS for the operation of this chapter.

Article VI – Duties of the Registrar

The Registrar shall receive all new applications for membership, examine them for completeness, forward the original and one copy to the Texas Society SAR

Registrar, keep one copy of the permanent files of the chapter, and give one copy of the completed application to the prospective member.

He shall keep a supply of new, supplemental, and renewal applications at all times, and a current list of applications in progress.

Article VII – Duties of the Chaplain

The Chaplain shall open and close all meetings of this Chapter with services usual and proper for such occasions.

The Chaplain will be the responsible official for sympathy chairman of this chapter, making every effort, with the assistance of every member, to stay informed of any misfortune of our members or their families, and expressing sympathy in the name of the chapter.

It will be his duty to visit with each new member, answer any questions he may have, and generally make him welcome as a member into the chapter.

Article VIII – Historian

The Historian shall be responsible for writing a chapter history, collecting articles and pictures, which support that history, for the yearbook, keeping two copies for the permanent file of the chapter, and giving one copy to the President for the Texas Society SAR annual meeting. These books will be maintained as an annual history.

Article IX – Election of Officers

The President shall name a nominating committee for the purpose of carefully considering and nominating this chapter's Officers for the coming year.

The nominating committee shall consider an upward movement of present officers; however, this committee will only be obligated to nominate those members who they believe will do the best job.

All nominations, including those of the nominating committee, shall come from the floor.

Article X – Color Guard

The Color Guard is a very public activity, involving the national colors, and must at all times be handled in a proper manner to reflect maximum credit upon the chapter.

Organization of the Color Guard is as follows:

Chapter President
General
Colonel
Drillmaster/Coordinator

Commander in Chief
Ceremonial Leader
Acts in absence of General.
Conducts drills. Call move-
ments and cadence during
ceremonies and activities.
Co-ordinates appearances
For Chapter Color Guard.
Provides publicity before and
after appearances of the
Color Guard.

It shall be each President's duty to appoint a member to fulfill the obligations of the Color Guard General, Colonel, and Drillmaster/Coordinator.