

**BY-LAWS OF THE JOHN SEVIER CHAPTER
TENNESSEE SOCIETY SONS OF THE AMERICAN REVOLUTION
As of: 23 SEP 22**

ARTICLE I MEMBERSHIP

Section 1 - Membership in this organization, the John Sevier Chapter (JSC), shall consist of members in good standing within the Tennessee Society of the Sons of the American Revolution herein called the TNSSAR. This shall include those persons that have dual membership in the TNSSAR and another Society of the National Society, Sons of the American Revolution, herein called the NSSAR.

Section 2 - Dues shall be payable prior to December 31 for the ensuing year to the TNSSAR State Treasurer. Dues paid anytime within the calendar year maintain a compatriots "good year and good standing". Reinstatement of membership after the TNSSAR annual cut off will result in a member submitting a reinstatement form and fee to the TNSSAR membership secretary. Member's reinstating should work with the chapter 2VP so as to maintain chapter visibility of your status. Dual Membership fee to the chapter is \$10.00 due annually on or before 15 OCT.

Section 3 - Application for membership shall be processed through the appointed Registrar of the John Sevier Chapter on the forms approved by the TNSSAR and NSSAR.

ARTICLE II MEETINGS

Section 1 - The John Sevier Chapter TNSSAR shall hold regular scheduled meetings.

Section 2 - A special meeting of the John Sevier Chapter may be called by the President or any member of the Board of Directors 10 days after a written or electronic notice to all members of the John Sevier Chapter is issued.

Section 3 – Annual External Expense Review is conducted at the first Board meeting post the TNSSAR annual conference. The board will review for approval & continued support all fees, memberships, subscriptions, programs or activities that are not directly tied to SAR specific missions. The By-laws will be updated annually to include this list of approved external expenses (see Finance Committee).

ARTICLE III BOARD OF DIRECTORS

Section 1 - The Board of Directors herein called the Board.

Section 2 – Organization of the Board:

a. Only members of the John Sevier Chapter who are in good standing (dues are current) can be members.

b. The board is comprised of the following members:

(1) All elected chapter officers for the current duty cycle (President, 1st Vice President, 2nd Vice President, Registrar, Treasurer, Secretary, Chaplain, Sgt-At-Arms, Chancellor, Historian and Webmaster).

(2) All past presidents of the chapter.

(3) The non-board members who serve on the Brainerd Mission Cemetery Management and Maintenance Oversight Committee (BMMC).

(4) Committee Chairman of Active Committees.

Section 3 - The President may call meetings of the Board of Directors and shall be responsible for designating the date and place of meeting.

Section 4 - A majority of the elected members of the Board shall constitute a quorum at any meeting of the Board (Past Presidents, BMMC members and Active Committee Chairman do not count to achieve a quorum//Members serving in more than one elected chapter officer position count present for each position to achieve a quorum but only have one vote). All board members shall be contacted for any meeting. The Board may **NOT make a decision** effecting JSC operations or finances without a quorum being present.

Section 5 - Each member of the Board shall be entitled to one vote. **Proxy voting** shall not be permitted.

ARTICLE IV BRAINERD MISSION CEMETERY BOARD OF DIRECTORS

The Brainerd Mission Cemetery (BMC) is jointly owned by the John Sevier Chapter and the five local chapters of NSDAR. The JSC President during his term as our President is a member of the Owner's Board for BMC. A management and maintenance oversight committee (BMMC) is organized by the Owner's Board of Directors to conduct maintenance and upkeep of this cemetery, maintain legal documents and insurance. The John Sevier Chapter shall be represented on the BMMC by two SAR members. One of the two members will be the current sitting First Vice-President of the John Sevier Chapter. If a chapter member takes on a BMMC non-voting position such as the Treasurer then a "third" chapter member is required to join the BMMC as the official second chapter voting member.

ARTICLE V OFFICERS

Section 1 - The officers of the John Sevier Chapter, who shall serve following their installation and until their successors assume office, shall be: President, First Vice-President, Second Vice-President, Secretary, Treasurer, Registrar/Genealogist, Chaplain, Chancellor, Sergeant at Arms, News Letter Editor, Web Master, Historian and Past Presidents.

Section 2 - The term of officers will be two years.

Section 3 - No later than the August meeting the President shall form a nominating committee consisting of the four immediate past chapter presidents and chaired by the immediate past chapter President. The committee shall obtain from each nominee his consent to serve in the position for which he is to be nominated. The nominating committee shall report at the November meeting. The president shall then hold an election of officers to serve the following year.

Section 4 - Installation of chapter officers shall be held at the February meeting.

ARTICLE VI DUTIES OF OFFICERS AND APPOINTEES

Section 1 - The President shall be the principal elective officer of the organization, shall preside at meetings of the Chapter and of the Board of Directors, and shall be ex-officio, with right to vote on all committees except the Nominating Committee. He has neither command nor veto authority. He shall enforce strict observance of the Chapter Bylaws of the John Sevier Chapter, and of the Bylaws of the TNSSAR and NSSAR. He is responsible for the appointment of all committee chairmen, and he may remove the same whenever he thinks it is in the best interest of the John Sevier Chapter to do so, providing he names a new chairman at once. In case of the resignation or death of a President, the Vice-President shall become President and the office of Vice President shall be left vacant until the next election of officers. The president will notify the other members of the Ownership Board of directors to BMC when his term is to expire and whom will be the incoming JSC President. The president shall notify the BMMC Chairperson when the John Sevier Chapter representatives to the committee change.

Section 2 - The First Vice-President shall preside in the absence of the President. He is responsible for the arrangement of meetings, including programs and for other duties assigned by the President. When the chapter secretary is absent from any meeting, he shall prepare minutes of that meeting. The First Vice-President is a member of the BMMC and will report back to the chapter on the activities and requirements to support the cemetery.

Section 3 - The Second Vice-President shall perform the duties of the First Vice-President in his absence. He is the chairman of the Membership Committee. Coordinates with the TNSSAR Membership Secretary to ensure the membership data base properly reflects the information of our chapter members. Contacts annually, prior to 19 APR, a select group of Dropped From the Rolls (DFR) Compatriots to encourage their reinstatement. DFR Compatriots will be engaged three times prior to declaring them lost. He shall maintain the official Chapter membership files (including yearbook). He will inform the Board of any member's passing and submit the required report(s) to TNSSAR.

Section 4 - The Secretary shall record and preserve the minutes of the meeting of the John Sevier Chapter and of the Board; he shall conduct all correspondence of the John Sevier Chapter except that specifically provided for by another officer. Will prepare and submit to the TNSSAR reports as necessary.

Section 5 - The Treasurer shall receive all monies from whatever source derived for the Chapter. He will record all dues received. He shall bill all in state dual members for dues annually by 16 OCT of the calendar year.

ARTICLE VI DUTIES OF OFFICERS AND APPOINTEES (cont.)

Section 6 - The Registrar/Genealogist shall receive, review and process applications for membership in the NSSAR. He shall maintain copies of various applications for membership, youth and supplemental; he shall submit all applications to the TNSSAR Register. He shall assist prospects for membership in meeting the genealogical requirements of the Society.

Section 7 - The Chaplain shall be responsible for all religious services of the John Sevier Chapter; he shall give the invocation and/ or benediction; and he shall have charge of all Memorial Resolutions and Services initiated by the John Sevier Chapter. The chaplain will keep the board aware of any upcoming Services in honor of recently past compatriots.

Section 8 - The Chancellor shall serve as the legal advisor to the board.

Section 9 - The Sergeant at Arms shall act as the Chapter's "Ensign" by maintain custody of the interior flag display set, charter, and John Sevier Portrait delivering them to, and install them at, the Chapter meeting place; he shall maintain custody of any chapter uniforms, firearms or other Color Guard equipment, when they are acquired; and he shall also serve as Marshal by escorting individuals, as required, during meetings.

Section 10 - The News Letter Editor shall prepare and publish the Chapter newsletter and distribute copies to the members of the John Sevier Chapter. The Editor shall communicate events and announcements and be in liaison with all local media.

Section 11 - The Historian shall maintain the History and Archives of the John Sevier Chapter; he shall do such historical research as is assigned him by the President from time to time; he shall compile each year a record of the Officers of the John Sevier Chapter, the names of all members at the beginning of the year, those deceased during the year or removed from active membership, new members, and all activities of the John Sevier Chapter worthy of mention; and he shall maintain the Chapter Scrapbook.

Section 12 - Web Master shall maintain the Chapter's web site. Responsibilities of the Web Master include, but are not limited to: making payment to the commercial vendor to ensure the web site account & domain remain active and current. Coordinate with the Chapter Treasurer for reimbursement for the cost the web site's annual renewal. Update the Chapter's calendar of events on the events web page as information on events becomes available. Maintain a "scrap book" photo gallery as part of the web site. Coordinate with members providing photographs for caption information. Update selected sections or pages as directed by the President or on receipt of general interest information from the Chapter's members. Synchronize the chapter's web site with the state and national society web sites for key links and information. Coordinate with the Chapter's face book administrator or the administrator for other public-social media to ensure the proper cross walk of Chapter information between public-social media accounts and the web site.

ARTICLE VII CHAPTER COMMITTEES

Section 1 - The President shall after his election appoint members who shall serve for one year or until their successors are appointed as chairmen for the following Chapter Committees (listed below in section 4).

Section 2 - Past Presidents. If not serving as an elected board member for the current service cycle will advise the new President as to which committee they would like to chair, if any, within 30 days of the new presidents' installation (past presidents will have priority of committee chair selection).

Section 3 - The Chapter's Committees. (A Committees' status maybe changed from active or inactive at any time by a majority vote of the board).

Section 4. The Committees (an alphabetic listing):

1. Americanism Committee. This committee is responsible for the promotion of the National Society's efforts to promote the principles of freedom and liberty for all Americans. This includes dissemination of TNSSAR programs and resolutions relating to the Declaration of Independence, the Constitution, and the Bill of Rights, and the promotion of the observation of National Allegiance Sunday. The Committee will promote the Americanism programs and contests, the Patriotic Education Tool Kit and the Americanism Poster Contest in the public, parochial, home, and private schools of the counties served by the John Sevier Chapter. The Committee will conduct the grading of posters submitted to determine a Chapter winner each year for the Poster Contest prior to the TNSSAR Annual Meeting.

2. American 250 Committee. The committee will be active till the end of 2033 in order to represent the John Sevier Chapter in coordination with TNSSAR's America 250 programs and events. The chapter's committee chairman will either be a past President or the chapter's 1st Vice President. The committee will consist of at least two other members of the chapter.

3. Cadet Recognition Program Committee. This committee is responsible for establishing communication with all ROTC, JROTC, USN Sea Cadet, USAF TN Wing CAP Cadet and USMC Young Marine units in the vicinity. The committee will coordinate with the supported cadet units to recognize "outstanding" cadets annually within the guidelines published by TNSSAR. The committee is the point of contact for the chapter to determine the annual JROTC Enhanced program essay winner who will receive a cash prize and the Chapter Outstanding Cadet Medal. The chapter's winner will then be forwarded for the State competition. ***** Please note that the committee chairmen will coordinate for the Chapter Outstanding Cadet Medal set, but will be reimbursed by the chapter.

ARTICLE VII CHAPTER COMMITTEES (Section 4. The Committees (an alphabetic listing) continued:

4. Color Guard Committee. This committee is responsible or the organization of a Color Guard unit within the John Sevier Chapter for use in appropriate ceremonial events. The Committee should research and gather literature regarding Color Guards, flag protocol, and ceremonial protocol from the State and National Committees. The Chapter President is the committee chairman and color guard commander unless he designates the responsibility to another Compatriot.

5. Eagle Scout Committee. This committee is responsible for contacting the Boy Scout Council Office (or State Committee representative) for a list of Eagle Scouts for the membership period and send out application packets to each candidate. All candidates will be reviewed by this committee to determine the Chapter winner for this SAR Scholarship, to be submitted to TNSSAR by December 15.

6. Elementary School Poster Contest Committee. The Committee will conduct the grading of posters submitted to determine a Chapter winner each year for the Poster Contest prior to the TNSSAR Annual Meeting.

7. FLAG Recognition Committee. All members of JSC are part of this standing committee. The chapter's annual current goal is to conduct five flag certificate presentations during the course of the calendar year during periods where we have other activities being developed so as to use the flag certificate presentation ceremony as an add community outreach opportunity to raise awareness to upcoming SAR events.

Duties of this committee include:

- a. Act as the chapter's purchase agent for our annual flag certificate buy from the National store (may seek reimbursement from the chapter).
- b. Prepares flag certificates for presentation ceremonies to include presentation folders.
- c. Acts as photographer for presentation ceremony or coordinates for other compatriots to take photos.
- d. Coordinates with the webmaster for publishing of photos from presentation ceremonies to the website.
- e. Verifies name data for correctness of companies and individuals involved with ceremonies and in photos for the webmaster for newspaper article development.
- f. Seeks compatriots to act as presentation ceremony host and keeps chapter updated as to ceremonies being planned.
- g. Maintains an excel data sheet of awards presented to whom, by whom and dates.
- h. Forwards a simple who, what, where, and when report to the state Flag Committee Chairman prior to each BOG meeting. CC to the Chapter President and 1VP.
- i. Updates the chapter Americanism report chairman of all presentations executed. CC to the Chapter President and 1VP.

ARTICLE VII CHAPTER COMMITTEES (Section 4. The Committees (an alphabetic listing) continued:

8. **Finance Committee.** This committee is a non-standard committee and only meets on request of a board member following special meeting rules except as noted herein. The board acts as the Finance Committee during the designated meeting to discuss and approve external expenses. The current list on external approved expenses are:

Annual BMC Maintenance Fee currently set at 100.00 to be paid by (by 1 SEP annually).

Chattanooga Area Veterans Council membership fee currently set at (\$25.00 for associate member organizations) to be paid by (by 15 JAN annually).

A Chapter Level membership to FOL (\$25.00 annually)

VA Clinic snack and refreshments for JUL and AUG (abt \$90.00 annually)

9. **Genealogy Committee.** This committee works with the Chapter Registrar in carrying out his assigned duties. A committee member can be assigned a specific prospect to develop his application documents.

10. **Grave Marking Committee.** This committee coordinates grave marking ceremony activities to honor both Patriots and Compatriots. The committee tracks compatriot role participation within the chapter and ensures external wreath presentations are properly documented and reported to TNSSAR. The annual Wreath's Across America event is considered a sub-committee activity for the committee to encourage member support. The 2VP for the chapter will act as the committee chairmen if no other member or past president volunteers for the role.

11. **Knight Essay Contest Committee.** This committee is responsible for the promotion of the Knight Essay Contest to juniors and seniors in the public and private schools of the counties served by the John Sevier Chapter. The Committee will conduct the grading of essays submitted to determine a Chapter winner each year prior to the TNSSAR Annual Meeting.

12. **Membership Committee.** The committee chairman coordinates with the Chapter's Secretary, Registrar and Chaplain to produce a quarterly chapter membership update (excel spreadsheet workbook as shared by TNSSAR updated with prospects is the base line report). The committee conducts an annual letter campaign to encourage dropped or inactive members to renew their membership about the time of the anniversary of Lexington and Concord. A week prior to the Chapter's anniversary (16 OCT) that committee will conduct an on line "electronic muster" in order to verify contact information of the chapter's members. On receipt of the membership update report from State the committee will conduct an update of the email group for messaging the chapter.

ARTICLE VII CHAPTER COMMITTEES (Section 4. The Committees (an alphabetic listing) continued:

13. SAR Awards and Recognitions (Internal to the Chapter). The committee annually recommends to the President internal awards and recognitions in order to recognize members for their efforts to support all SAR missions and events that the chapter is engaged in annually. Recommendations can be made at any time in the calendar year, but not later than 01 APR and 01 OCT so as to staff the recommendations and purchase required items from the NSSAR store for presentation at the May and or Nov quarterly dinner meetings. All awards must be included in the annual budget.

14. Swift/West Joseph Rumbaugh Oration Contest Committee. This committee is responsible for the promotion of the High School Oration Contest to all sophomore, junior and senior classes in the public, parochial, home and private schools of the counties served by the John Sevier Chapter. The Committee shall conduct all the eliminations necessary to reduce the number of contestants to three and shall present three contestants at the John Sevier Chapter Meeting each year prior to the TNSSAR Annual Meeting.

15. Veterans Committee. This committee is responsible for supporting local veterans' organizations, veterans' hospitals and clinics, and maintaining contact with the Veterans Affairs Office in our community. The Committee will gather and maintain data accrued by Chapter members to qualify the John Sevier Chapter for the USS Stark and General William C. Westmoreland Awards; and for the individual member to qualify for the Service to Veterans Medal. The chairman of this committee is also the JSC representative to the CAVC and is responsible for attending their meetings and reporting back to the chapter on possible outreach opportunities linked to CAVC events.

Section 2 - Committee Chairmen shall be responsible for the proper and timely functioning of their committees and in the absence of committee members shall request the President to make temporary appointments to assure that the functions of their committee shall not be nullified.

Section 3 - The Board of Directors may suspend the operation of any of the foregoing committees or add new committees which the Board feels are needed to further the purposes of the John Sevier Chapter, the TNSSAR, and the NSSAR.

ARTICLE VIII ORDER

The rules contained in the current edition of Robert's Rules of Order shall govern in all cases in which they are applicable. In cases in which they are inconsistent with these Bylaws, then the special Rules of Order developed by the John Sevier Chapter will stand.

ARTICLE IX FINAL AUTHORITY

Final authority in the affairs of the John Sevier Chapter shall be in the membership, provided there is no conflict with the Bylaws of the TNSSAR or NSSAR.

ARTICLE X AMENDMENTS

The Bylaws of the John Sevier Chapter may be altered or amended by affirmative action of the active members in a regular or special meeting by affirmative action of a majority of members present, providing the proposed amendments be presented in writing to the membership at least 10 days prior to the meeting in which the changes are to be voted on.

Approved by the Board 23 SEP 22.