

*San Diego Chapter
California Society
Sons of the American Revolution*



*Handbook
Section VIII: Bylaws*

2024 Revision

Preface

State societies of the National Society of Sons of the American Revolution (NSSAR) are authorized to establish Chapters with such powers as it may deem proper, in accordance with the Constitution and Bylaws of NSSAR (NSSAR Bylaw No. 2, Section 5). The California Society of the Sons of the American Revolution (CASSAR) Bylaws provides that:

“New chapters may be formed by petition of ten or more members of the society. After investigation, the Executive Committee may authorize the formation of a chapter. The Executive Committee shall verify that the new chapter’s bylaws are consistent with those of this Society and NSSAR. If approved by the Executive Committee, a copy of the bylaws of the new chapter will be filed with the Secretary.” (Bylaw No. 2, Section 2).

California Chapter No. 2, The San Diego Chapter, was chartered by CASSAR on June 8, 1910. The charter authorizes the chapter

“[t]o adopt such Constitution, By-laws and Regulations as do not conflict with the Constitution and By-Laws, of the National Society or of this Society.”

The earliest set of Chapter bylaws that have been found in the Chapter archives were adopted in May 1985. Relatively minor amendments to those bylaws were adopted on February 19, 2005. On March 15, 2014, a complete revision of the Chapter bylaws was adopted at a Monthly Membership Meeting. The current bylaws are patterned after the organization and format of the CASSAR bylaws and were amended in 2024.

Table of Contents

BYLAW NO. 1. MEMBERSHIP.....	1
BYLAW NO. 2. SAN DIEGO CHAPTER.....	1
BYLAW NO. 3. BOARD OF DIRECTORS.....	1
BYLAW NO. 4 OFFICERS, POWERS AND DUTIES.....	3
Section 1 – Elected Officers.....	3
Section 2 – Appointed Officers.....	3
Section 3 – Conflict of Interest / Code of Organization Conduct Policy.....	3
Section 4 – Whistleblower Policy	3
Section 5 - President.....	3
Section 6 - First Vice-President.....	4
Section 7 - Second Vice-President	4
Section 8 - Vice-President for Membership	4
Section 9 - Secretary.....	5
Section 10- Treasurer	5
Section 11 – Registrar.....	6
Section 12 – Sergeant-at-Arms.....	6
Section 13 - Chaplain.....	6
Section 14 - Genealogist.....	6
Section 15 - Chancellor.....	7
Section 16 - Historian	7
Section 17 - Communications Director.....	7
Section 18 - Color Guard Commander	7
Section 19 - Vacancies in Office.....	8

Section 20 - Incapacity.....	8
BYLAW NO. 5 COMMITTEES.....	8
Section 1 - Nominating Committee	8
Section 2—Standing Committees.....	9
a. Finance Committee.	9
b. Audit Committee.	9
c. Education Committee.....	9
d. Membership Committee.	9
e. Awards Committee.....	9
f. Bylaws Committee.....	10
Section 3 - Special Committees	10
BYLAW NO. 6 FEES AND DUES	10
BYLAW NO. 7 CHAPTER MEETINGS.....	12
Section 1 - Meetings of the Chapter.....	12
Section 2 - Conduct of Meetings	13
Section 3 – Elections and Voting Rights	13

SAN DIEGO CHAPTER

CALIFORNIA SOCIETY, SONS OF THE AMERICAN REVOLUTION

Bylaw No. 1. MEMBERSHIP

Membership application forms and procedures, evidence of membership and designation of a member shall be as set forth in the National Society of the Sons of the American Revolution ("NSSAR") Bylaw No. 1.

Bylaw No. 2. SAN DIEGO CHAPTER

- a. The San Diego Chapter is a subordinate organization of the California Society of the Sons of the American Revolution, which, in turn, is a subordinate organization of the National Society of the Sons of the American Revolution. As such, they are all non-profit tax-exempt organizations under Internal Revenue Code section 501(c)(3) because they are included in a group ruling issued to the National Society of the Sons of the American Revolution, located in Louisville, Kentucky. Contributions to the organizations are tax deductible and are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.
- b. The San Diego Chapter shall regulate all matters pertaining to its own affairs, subject to the provisions of the constitution and bylaws of the NSSAR, particularly NSSAR Bylaw No. 2. "State Societies and Chapters," sections 1 through 10, and the CASSAR Restated Articles of Incorporation and CASSAR Bylaw No. 2, Sections 3–8 and Bylaw No. 7, Sections 1–8.
- c. The Chapter shall submit to CASSAR a report of its programs during the administration year ending with its annual meeting as specified in CASSAR Bylaw No. 2, Section 3 and Section 3(a).
- d. The business year and fiscal year for the San Diego Chapter is from January 1 through December 31 of the same year.

Bylaw No. 3: BOARD OF DIRECTORS

- a. There shall be a San Diego Chapter Board of Directors. The Board of Directors shall be comprised of the elected officers of the Chapter. Appointed officers shall attend the Board of Directors meetings as non-voting members of the Board of Directors.

- b. The Board of Directors may, when they are not in session, conduct electronic (i.e., email) voting in accord with an adopted policy governing the process of electronic voting.
- c. Except for items pertaining to legal or personnel matters, where the Board of Directors may meet in Executive Session, Board of Directors meetings will be open to all Chapter members in good standing.
- d. Members of the Chapter may attend and speak at all meetings of the Board of Directors. Members of the Chapter may address the Board concerning any and all items on the published agenda, or on such other matters previously submitted to the President. Members of the Chapter that are not elected officers may not vote at the Board meetings.
- e. The Board of Directors shall have management and control of the Chapter property and affairs of this Chapter and be responsible for the promotion of its objectives.
- f. The Board of Directors is the “governing body” for purposes of review and approval of required Internal Revenue Service forms and reports and for purposes of compliance with Federal and State law.
- g. Four members of the Board of Directors shall constitute a quorum for the transaction of business.
- h. The Board of Directors shall meet upon call of the president.
- i. All decisions of the Board of Directors which are within the purview of the membership’s powers of approval are on an interim basis and must be ratified or rejected at the next regular Chapter meeting. The Board of Directors may take no action in contravention of the CASSAR articles of incorporation and bylaws or Chapter bylaws.
- j. The Board of Directors is empowered to adopt policies governing Chapter matters that are not addressed in the Charter or these Bylaws.
- k. The secretary shall record the business of all meetings of the Board of Directors and disseminate it to members of the Board.

Bylaw No. 4 OFFICERS, POWERS AND DUTIES

Section 1 – Elected Officers

The president, 1st vice president, 2nd vice president, vice-president for membership, secretary, treasurer, registrar, sergeant-at-arms, chaplain and Color Guard Commander shall be elected at each annual meeting of the Chapter by the members present and shall hold office for one year or until their successors have been elected except for the vice-president for membership and sergeant-at-arms who shall hold office for two years. The primary duties of each elected officer are detailed below; further duties may be added by the Board as deemed necessary and detailed in the Chapter handbook.

Section 2 – Appointed Officers

The genealogist, chancellor, historian and communications director shall be appointed by the president and ratified by the Board of Directors at the annual meeting, or within two months of appointment, whichever comes first. The Immediate Past President may be appointed by the president to serve in an advisory capacity to the president and Board of Directors. Appointed officers shall serve at the pleasure of the President. The primary duties of each appointed officer are detailed below; further duties may be added by the Board as deemed necessary and detailed in the Chapter handbook.

Section 3 – Conflict of Interest / Code of Organization Conduct Policy

Elected and Appointed Officers and Committee members shall sign the Conflict of Interest / Code of Conduct Policy immediately after their election or appointment.

Section 4 – Whistleblower Policy

Elected and Appointed Officers and Committee members shall sign the Whistleblower Policy immediately after their election or appointment.

Section 5 - President

- a. The president shall preside at all meetings of the Chapter and of the Board of Directors and have a casting vote. He shall exercise the usual functions of a presiding officer, and shall enforce strict observance of the NSSAR, CASSAR, and Chapter bylaws.
- b. He shall appoint all committees not otherwise provided for and shall be an ex-officio member of all committees.

- c. In the absence of the president at any meeting or his incapacity to continue in service for any reason, his duties shall be assumed by other officers in the following order: 1st vice president, 2nd vice president or such other person as designated by the Board of Directors.
- d. He shall serve as a member of the CASSAR Board of Managers as provided for in CASSAR Bylaw No. 3, Section 2, and shall attend the CASSAR Annual Meeting, Fall Board of Managers Meeting, and such other CASSAR meetings as specified in the CASSAR Bylaws. The 1st vice-president shall serve as an alternate if the president is unable to attend CASSAR Meetings.
- e. He shall be responsible for submitting an annual report to the CASSAR secretary as specified in CASSAR Bylaw No. 2, Section 3.
- f. He shall be a co-signer on Chapter bank accounts.

Section 6 - First Vice-President

- a. He shall function in the absence of the president, or upon the president's inability to act, and shall perform such duties as may be specifically assigned to him.
- b. He shall attend the CASSAR Annual Meeting and the Fall Board of Managers Meeting.
- c. He shall be the chairman of the finance committee.
- d. He shall be responsible for arranging Chapter meetings and maintenance of the Chapter annual calendar.
- e. The 1st vice president is first in line for succession to the office of president.

Section 7 - Second Vice-President

- a. The 2nd vice-president shall function in the absence, or inability to act, of both the president and 1st vice-president.
- b. He shall be chairman of the education committee.
- c. He shall perform such other duties as may be specifically assigned to him by the president.
- d. The 2nd vice-president is second in line for succession to the office of president.

Section 8 - Vice-President for Membership

- a. He shall assist the president in recruiting members to serve on committees.

- b. He shall be responsible for the recruitment and retention of members.
- c. He shall serve as the Chapter liaison with SAR members seeking to form new chapters in, or adjacent to, San Diego County.

Section 9 - Secretary

- a. He shall conduct the general correspondence of the Chapter and such other matters as may be directed by the president. He shall have charge of the Chapter charter, bylaws, records, and handbook.
- b. He shall prepare minutes for all Board of Directors meetings and a summary of monthly membership meetings. Board of Director meeting minutes shall be approved by the Board of Directors and shall be published in the Chapter Newsletter along with the summary of monthly membership meetings.
- c. He, together with the presiding officer, shall certify all acts of the Chapter, including lists of delegates to CASSAR and NSSAR meetings, establish a quorum at meetings of the Board of Directors, annual Chapter meetings, maintain Chapter Reconciliation Reports, and Officer's Responsibility Manual.
- d. He shall keep accurate records of all memberships, proceedings and orders of the Chapter, and shall give notice to the several officers of all votes, orders, resolves and proceedings of the Chapter affecting them or appertaining to their respective duties.

Section 10- Treasurer

- a. He shall collect and keep the general operating funds of the chapter. Funds shall be deposited in a banking institution approved by the Board of Directors and shall be placed to the credit of the San Diego Chapter of the California Society of the Sons of the American Revolution.
- b. He shall expend Chapter funds only as directed by the Board of Directors through the adoption of a budget or by specific direction of the Board of Directors for a particular item. Payments for unbudgeted expenditures shall be pre-approved by the Board of Directors.
- c. He shall collect and record each member's paid dues on the forms provided by the CASSAR secretary.
- d. He shall collect and record dues for reinstated and life membership payments and coordinate their transmittal to the CASSAR secretary with the chapter secretary.
- e. He shall maintain a record of all Chapter funds and assets.

- f. He shall serve as a member of the finance committee.
- g. He shall allow the audit committee to examine the Chapter accounts.
- h. He shall submit an income and expense report to the Board of Directors on a monthly basis.
- i. He may be bonded at the discretion of the Board of Directors.

Section 11 – Registrar

- a. He shall examine all applications for membership in NSSAR for substantive completeness. The registrar will examine and process supplemental applications in the same manner as regular applications. If the application is found by the registrar to be substantively incomplete, he shall bring the deficiency to the attention of the applicant.
- b. He shall forward to the CASSAR registrar all applications for membership found to be substantially complete, together with fees and dues as required, and shall maintain file copies of all applications submitted to the CASSAR registrar.
- c. If the research is extensive, he shall be allowed to negotiate appropriate fees with the applicant, without cost to the Chapter.

Section 12 – Sergeant-at-Arms

- a. He shall maintain an inventory of all Chapter property except color guard equipment.

Section 13 - Chaplain

- a. He shall lead an invocation and benediction at the beginning and close of each Chapter meeting.
- b. He shall be an ordained clergyman or may be a layman if he is a Chapter member. A visiting clergyman may be asked to function as chaplain.
- c. He may be assigned such other duties by the president as will improve the spiritual well-being of the Chapter members.
- d. He may perform funerals or memorial services when requested by the family of a Chapter member.

Section 14 - Genealogist

- a. He shall assist the registrar, the Board of Directors, and others who may request help in preparing application papers for membership.

- b. If the research is extensive, he shall be allowed to negotiate appropriate fees with the applicant, without cost to the Chapter.

Section 15 - Chancellor

- a. The chancellor shall be an attorney-at-law licensed in the State of California (active or inactive status, but in good standing with the State Bar) and he may give general non-binding legal advice on matters within his area of practice on legal matters affecting the Chapter when such questions are referred to him by the president. He shall not act as the legal representative for the Chapter, the president or the Board, nor does any advice given by the chancellor convert his relationship to the Chapter from Board member to one of attorney/client.
- b. He shall serve as parliamentarian at Chapter meetings and the Board of Director meetings. Should he not so serve the president may appoint a substitute to act as parliamentarian.

Section 16 - Historian

- a. He shall obtain and preserve material relating to the history of the Chapter and membership, including but not limited to news clippings, records of historical and commemorative meetings, minutes of meetings, and names of officers.
- b. He shall organize the historical records of the Chapter as requested by CASSAR or NSSAR.
- c. He shall supervise the preparation and printing of any society historical publications, other than those of membership rolls, which may be authorized by the Board of Directors.

Section 17 - Communications Director

- a. He shall direct the activities of the newsletter editor and the Chapter webmaster.
- b. He shall ensure a newsletter is published periodically and that the Chapter web site contains current information.

Section 18 - Color Guard Commander

- a. He shall plan, schedule and manage all color guard activities.
- b. He shall be the custodian of all color guard equipment that is the property of the Chapter.
- c. He shall schedule Color Guard events with other organizations.
- d. He shall provide budget information to the treasurer.

- e. He shall ensure that necessary supplies are ordered.
- f. He may appoint a Vice Color Guard Commander.

Section 19 - Vacancies in Office

A vacancy in any elected or appointed office (other than that of president and immediate past president) may be filled by the president on an interim basis until such time when it shall be filled by the Board of Directors.

Section 20 - Incapacity

The Board of Directors, upon motion made by any member and majority vote, may declare any other officer to be incapacitated if that officer is unable or unwilling to fulfill the duties of his office. The officer shall have at least fifteen (15) days' notice of the motion. Upon passage of the motion, the president (or in the case of an incapacitated president, the acting president) shall appoint another member to fill the incapacitated officer's unexpired term, which appointment shall be ratified by the Board of Directors. Upon such an appointment, the incapacitated officer or representative or family member acting on his behalf, shall immediately transfer all books, records, materials and Chapter assets in his possession to the newly appointed officer.

Bylaw No. 5 COMMITTEES

Section 1 - Nominating Committee

With the most recent former president who is able and willing to serve as chairman, the other members of this committee shall be the next four (4) most recent former presidents who are able, active in the affairs of the Chapter, and willing to serve. If any of those four (4) are not able or willing to serve, then the president shall fill such vacancy on the committee by appointment of other members currently active at the Chapter level.

- a. At least thirty (30) days prior to each annual meeting, the chairman of the nominating committee shall provide the Board of Directors with a list of proposed nominations for each elected office.
- b. A member of the nominating committee may be a candidate for an elective Chapter office. However, that member may not participate in any discussions for that elective office and must recuse himself from any vote or decision concerning the member nominated for that Chapter office.

Section 2—Standing Committees

The following are required committees for which the president shall appoint a chairman when one is not otherwise indicated, and may appoint directly or with the chairman's recommendation, other members to the committee:

a. Finance Committee.

The 1st vice president shall be chairman, and other members of this committee shall be the 2nd vice-president, the treasurer, and other members may be appointed by the committee chairman. They shall estimate income and expenditures and recommend such fiscal actions as they consider in the best interests of the Chapter. The committee shall prepare a recommended annual budget for the following year.

b. Audit Committee.

The chairman and at least three other members not serving on the Board of Directors shall be appointed by the president. At least one member of the audit committee shall be 'financially literate' meaning substantial prior experience and knowledge of financial matters. The committee shall audit the books and records of the treasurer and shall submit their report to the Board of Directors, and subsequently to the Chapter membership at the annual meeting.

c. Education Committee.

The 2nd vice-president shall be chairman, and the other members of this committee shall be Chapter members with a special interest in youth education.

d. Membership Committee.

The vice-president for membership shall be chairman. The membership committee shall be responsible for developing programs and materials for the recruitment of new members, encouraging their active participation and retention of existing members in Chapter activities, and assist the president in recruiting members to serve on committees.

e. Awards Committee.

The committee shall be responsible for the Chapter awards, medals and certificates to members and non-members in accord with the Chapter awards policy.

f. Bylaws Committee.

The committee shall prepare the language for any proposed amendment to the Chapter bylaws and the Chapter secretary shall give notice of such proposed amendment at least ninety (90) days prior to a meeting of the membership at which the amendment shall be put to a vote. The committee shall bring forward for dispositive action all properly noticed proposed amendments before the annual or special meetings of the membership. The chancellor shall be a member of this committee.

Section 3 - Special Committees

Special committees, as deemed appropriate by the president, may be appointed by him for his term of office. The president shall be an ex-officio member of all standing and special committees.

Bylaw No. 6 Fees and Dues

- a. The admission fee for all classes of membership shall be those currently declared by NSSAR Bylaw No. 19, sections 1, 2, 4, and 5, plus those fees currently declared by the CASSAR Board of Managers, plus those fees currently declared by the Chapter Board of Directors. The fee for each supplemental claim to establish additional ancestral lines of eligibility shall be those currently declared by NSSAR Bylaw No. 19, section 2, plus fees currently declared by the CASSAR Board of Managers, plus fees currently declared by the Chapter Board of Directors. Chapter admission fees shall be established each year by the Board of Directors prior to August 15 of the preceding year. The Chapter membership will be notified in writing and/or electronic communication of the dues and fees for the following year not later than the preceding September 15.
- b. The fee for Memorial Memberships shall be that currently declared by NSSAR Bylaw 1, Section 6, plus a fee declared by the CASSAR Board of Managers (CASSAR Bylaw 7, Section 7), plus that fee currently declared by the Chapter Board of Directors.
- c. The annual dues for all members shall include the per-capita dues to NSSAR currently declared in NSSAR Bylaw No. 19, section 6. The annual dues for all members shall include the per-capita dues to CASSAR as declared by CASSAR Bylaw No. 7, section 2. Chapter annual dues shall be established each year by the Board of Directors prior to August 15 of the preceding year. The Chapter membership will be notified in writing and/or electronic means of communication of the dues and fees for the following year not later than the preceding September 15.

- d. Annual dues are due and payable to the Chapter treasurer on November 15 each year and are delinquent after December 31. A member delinquent in payment of annual dues on December 31 shall be dropped from membership.
- e. A new member shall pay NSSAR dues for the calendar year in which his application is approved. However, NSSAR dues accompanying any application received by NSSAR after September 1 shall be credited to the following year per NSSAR Bylaw No. 22, section 6. The dues for CASSAR and the Chapter are similarly credited to the following year.
- f. The per-capita annual dues payable to NSSAR and to CASSAR shall be paid by the Chapter to the state secretary no later than the date specified by CASSAR.
- g. Any member whose membership has been terminated for nonpayment of annual dues may be reinstated upon payment of such dues and fees as are required at the time by the Chapter, CASSAR, and NSSAR. The Chapter secretary will notify the CASSAR secretary of reinstated members, who will in turn notify the NSSAR thereby entering him as a member in good standing.
- h. Where there is evidence that hardship or misfortune may cause the lapse of payment of dues, the Board of Directors may grant any member an exemption for that year's dues. NSSAR and CASSAR do not excuse such dues. The Chapter must make provision to pay NSSAR and CASSAR dues for such members.
- i. Any member in good standing who shall make payment in accordance with a fee schedule established by the CASSAR Board of Managers shall become a CASSAR Life Member and shall thereafter be exempt from payment of all required annual dues. Such payment shall be added to the *CASSAR Life Membership Fund* and the income there from shall be utilized to pay the annual dues components to NSSAR, CASSAR and to the Chapter to which he belongs.
- j. Upon transfer of membership from one chapter to another, the dues for the year in which the transfer is made shall be paid to and belong to the remitting chapter and must be paid before the transfer is approved, said transfer to be accomplished by letter from the transferring member to the state secretary and the secretaries of the two chapters involved. Transfers from one state society to another shall be in accordance with NSSAR Bylaw No. 2, section 9.
- k. A SAR member in good standing may become a dual member of the San Diego Chapter upon approval by a majority of the Board of Directors and the payment of dues to the San Diego Chapter. This form of membership provides for the opportunity to attend meetings, activities and events of

the Chapter. However, such membership does not provide for the privilege of voting or holding office in the Chapter in accord with CASSAR Bylaw 7, Section 8.

- I. An emeritus member is defined as a member of the NSSAR who has paid dues to the NSSAR for fifty years per NSSAR Bylaw No. 19, section 8. Upon reaching emeritus member status, the member shall be exempt from paying all additional NSSAR dues. CASSAR Bylaw 7, section 9 provides that a member must be a member of CASSAR for 50 years before he is exempt from paying CASSAR dues. The San Diego Chapter recognizes an NSSAR emeritus member as a Chapter emeritus member, and he shall be exempt from paying Chapter dues.

Bylaw No. 7 CHAPTER MEETINGS

Section 1 - Meetings of the Chapter

- a. The San Diego Chapter will hold not less than four (4) meetings each year including an annual meeting for the election of officers.
- b. A meeting of the membership shall be comprised of all members of the San Diego Chapter in attendance who are in good standing.
- c. A quorum at any meeting of the membership shall be a number equivalent to 10 percent of the regular, emeritus and life members. Junior members are not included in the number used to determine a quorum of the membership. Except as otherwise specified in these bylaws, the affirmative vote of a majority of the voting members present shall be necessary to approve any action of the meeting.
- d. The annual meeting of the membership shall be held on the third Saturday in January, unless the Board of Directors fixes another date and so notifies all members of record as soon as practicable but not less than twenty (20) days prior to the date of such annual meeting. The meeting shall be held at a location selected in advance by the Board of Directors.
- e. Special meetings of the membership may be called by the president or by the Board of Directors from time-to-time. The general nature of the business to be transacted shall be stated in the notice of the meeting and no other business shall be transacted at the meeting.
- f. Not less than twenty (20) days prior to the date of any annual or special meetings of the membership, the secretary shall transmit notice of the time, place and agenda thereof to each

member who, on the record date for notice of meeting is entitled to vote at that meeting. Notice shall be transmitted by mail, electronically or by posting on the Chapter website.

Section 2 - Conduct of Meetings

All meetings of the Chapter, of the Board of Directors and of all other committees shall be conducted in accordance with these bylaws, or where they are silent, by the provisions of Robert's Rules of Order, the most current revision. Meetings should normally be in-person but may be held by video conferencing or by email if deemed necessary by the President.

Section 3 – Elections and Voting Rights

- a. Elections of officers shall be by ballot provided that by unanimous consent of the electing body, election by ballot may be waived as for any office, if, after nominations for that office are declared closed, only one person has been nominated for that office. There shall be no cumulative or proxy voting. Voting may be held in person with paper ballots, by email with a response only to the Chapter secretary (or designee) and/or by video conferencing.
- b. **VOTING RIGHTS** - The voting rights of members are as follows:
 1. **General Provisions** - At all meetings of the Chapter:
 - (a) There shall be no voting by proxy.
 - (b) Each member is entitled to only one vote.
 - (c) A member whose primary membership is in another chapter may not vote, unless he is a dual member and pays full Chapter fees.
 - (d) The presiding officer of the meeting may only cast his vote to break a tie.
 2. **Amendments of Bylaws** - These Bylaws may be amended at an annual or special meeting of members properly noticed (as specified in Bylaw 7, Section 1(f)), provided that a copy of any proposed amendment(s) has/have been mailed to all members at least seven days before the meeting at which the amendment(s) is/are to be considered. Proposed amendments to the bylaws may be voted upon with such voting restricted to one vote for each regular, emeritus or lifetime Chapter member present. Passage of the proposed bylaw amendment(s) requires at least a two-thirds vote of the members present and voting at the meeting.

3. **Voting by Ballot**—The following procedures are established by Roberts Rules of Order Revised for the voting by ballot as required under Bylaw No. 7, section 3(a), unless such is unanimously waived by the electing body (if the meeting is by email or video conferencing, equivalent procedures within that format may be used):
- (a) All ballots will be distributed by three tellers appointed for that purpose by the presiding officer. The teller first named will be the chief teller.
 - (b) As each ballot is returned, the name of the voter will be announced and checked off from the list of eligible voters by the secretary. The list of eligible voters will have been previously certified by the chairman of a Meeting and Credentials Committee appointed by the president established to determine voting eligibility.
 - (c) After all qualified voters have cast their ballot; the tellers will retire to count the ballots. The chief teller will certify the results in a written report including the total number of ballots cast, the number of votes received by each candidate, and the number of ballots disqualified and the reasons therefore.
 - (d) Upon returning to the room, the chief teller will be recognized by the presiding officer. After reading his report, the chief teller will give his report and the ballots to the presiding officer. The presiding officer will again read the report of the chief teller and then announce the winner of the election. In the event of a tie the process is repeated. In the event a motion for a recount is passed by the majority of the members, the presiding officer may turn the ballots over to another group of tellers to recount the ballots and again report the results to the presiding officer.

HISTORY OF BYLAW AMENDMENTS

1. **Adopted**, May 1985
2. **Amendment 1**, February 19, 2005, amended Article II, 1, 2, 4, 5, 6, Article III, 1, 2.a, 2.c, 2.d, 2e, 2.f, 2.g, 2.h, 2.i, 2.j, 2.k, Article IV, 1, Article V, 2, 6, 7, Article VI, 2, 3, 5, 6, 7, Article VII 1, 3, 4, 5, 6, 8, 12, Article VIII 2, 3, 4.
3. **Amendment 2**, A complete rewrite of the bylaws to conform to the format and contents of the CASSAR bylaws, and amendments thereto, dated March 15, 2014.
4. **Amendment 3**, **Add the Color Guard Commander to Bylaw No. 3, Section 1 – Elected Officers and removed Color Guard Commander from Section 2 – Appointed Officers. Thereto, dated March 23,2020.**

5. Amendment 4, a rewrite of the bylaws to correct minor grammar errors; move Bylaw 5 Board of Directors to Bylaw 3, moving Officer Duties to Bylaw 4 and Committees to Bylaw 5; add to and clarify the qualifications and limitations of the Chancellor position under Bylaw 3, Section 15; Bylaw 4, Section 20 Incapacity edited to define incapacity for any officer as one unable or unwilling to fulfill his duties of office; Bylaw 7 changes the way membership meeting quorums are established, using 10 percent of regular, emeritus and life members rather than a numerical number of 15, and amends Bylaw 7, Section 3 to allow for voting by in person, email or video conferencing, Thereto dated January 20, 2024.