

**THE IDAHO SOCIETY**  
of  
**THE NATIONAL SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION**

**CONSTITUTION**

**ARTICLE 1 – NAME and PURPOSE**

Its name is constituted as the Idaho Society, the State of Idaho organization affiliated with The National Society of the Sons of the American Revolution (NSSAR). The Idaho Society has as its purpose the support of patriotic objectives of the National Society.

**ARTICLE 2 – OFFICERS**

Officers of this Idaho Society will be the President; a Vice-President, who shall be the President-elect; Secretary-Treasurer; Registrar; Historian and Chaplain. The Secretary and Treasurer positions may operate separately should it better serve the needs of the Society. The Registrar position will not be combined with any other position, except in unusual circumstances, because of the importance and workload of the position. Vacated elective positions will be filled by the Board of Managers for the remainder of the elective term.

**ARTICLE 3 – TERMS OF OFFICE**

Officers will be elected to serve no longer than two years in each office or until their successors are elected. Such elections will be held at the annual membership meeting prior to their term of office, that commences 1 June of a given year and runs through 31 May of the following year, but at least 30 days prior to the annual Congress of the National Society, SAR.

**ARTICLE 4 – ELECTION OF OFFICERS**

Officers will be elected at the annual membership meeting on a year consistent with completion of officer's terms of office. A nominating committee may be formed by the President to present a slate of candidates for office. Election of officers may be based upon those candidates and candidates nominated from the floor at that meeting. Members serving in officer positions may succeed themselves.

**ARTICLE 5 – BOARD OF MANAGERS**

The Board of Managers will consist of the elected Idaho Society officers and the President and Secretary of each Chapter. The Board will govern the affairs of the Society and will convene at the time and place established by the President. A quorum will consist of the President or Secretary plus three other Board members. The Board will provide council to its Chapters. Officers sitting on the Board will compose the Executive Committee. They may act on matters deemed necessary that arise in the interval between Board meetings using any communication media.

#### **ARTICLE 6 – MEETINGS**

The number of meetings held annually will be as established each year by the Board of Managers with deference given to the availability of the President. The annual membership meeting will be held in April or May of each year and the George Washington Birthday Banquet will be held in February of each year. Five members shall constitute a quorum for transaction of business at the annual membership meeting and at other general or special meetings.

#### **ARTICLE 7 – CHAPTERS**

New chapters may be formed under the Idaho Society with at least five members of the Idaho Society resident in a region. A Charter may be granted to such chapters by the Society Board of Managers upon application by a member who resides in the region, submitting in writing, the names of the minimum five members who will constitute the Chapter, the location of the Chapter and its proposed name. Such chapters may enact a Constitution and Bylaws that are not inconsistent with those of the National and State Societies. Chapters must maintain a minimum of five members resident in the region in order to continue as Chapters. Charters and records of defunct chapters will become the property of the Society Historian who will combine them with other historical documents. A chapter that ceases to exist for any reason may be reconstituted only through the application process designated for new chapters.

#### **ARTICLE 8 – APPOINTIVE POSITIONS**

The President of the Idaho Society may appoint members, with concurrence of the Board of Managers, to serve in capacities not covered by elected officers that will assist in the better functioning of the Society. Such members will continue in the capacity to which appointed only during the period served by the appointing President.

#### **ARTICLE 9 – NATIONAL TRUSTEE'S**

The Board of Managers will nominate a National Trustee and an Alternate Trustee who will be elected at the Annual Congress of the National Society. The Trustees are National Officers and will not be considered as Society Officers for any purpose.

## BYLAWS

**Section 1 – Dues.** Members of the Idaho Society will remain active upon payment of annual dues to NSSAR and the Idaho Society. Dues for the NSSAR, the Idaho Society and Chapters, based upon the calendar year, will be paid annually by 31 December to the Idaho Society, SAR through the Secretary who will coordinate all collections with the Treasurer. The Treasurer will provide the Secretary funds payable to the Treasurer General, NSSAR, in time for it to be submitted with the annual report due on 31 January each year. The Treasurer will also forward to the Chapters, subsequent to 31 January each year, monies collected as Chapter annual dues. A monetary penalty may be assessed for members who fail to pay their annual dues by 31 December.

The Board of Managers is empowered to waive the annual dues for a member who cannot pay the same due to an economic hardship. The Idaho Society shall pay NSSAR for the annual per capita for that member.

### **Section 2 – Officer Duties.**

**President and Vice President:** Perform the many duties that are incumbent upon members elected to lead the organization as enumerated in the SAR Handbook. The Vice President may be assigned duties by the President that will better assist in the management of the Idaho Society. In absence of the President, the Vice President will serve in his capacity and have the same power as the President.

**Secretary – Treasurer:** As Secretary, he shall conduct the general business of the Society using the means best suited for the occasion. He shall send dues notices to members and record payment of the dues. He advises members when dues become delinquent and terminates members for non-payment of dues. He will send notices of meetings to members. In coordination with the President, he prepares the agenda for Board of Managers meetings, attends all meetings as a member of the Board, makes an accurate record of proceedings and prepares minutes for use at future meetings and for file. He shall render a report at the annual membership meetings. He will receive all applications for membership from the Registrar, affix his signature as to administrative accuracy and its acceptance by the Board of Managers and forward the application and supporting documents with payment of dues and fees to NSSAR. He will process all requests of members for transfers, dual memberships, and resignations. He will maintain custody of all records and property not otherwise designated for other officers. He will submit an IRS Form 990N annually in the form and by the suspense date established by the IRS. In addition, he will submit an annual report to the Idaho Secretary of State, in the form and by the date specified, on the incorporation of the Idaho Society. As Treasurer, he shall receive and record the collection of all monies from members and other sources. He will establish an account with a financial institution for the Idaho Society, deposit all monies into the account and closely monitor financial reports of deposits and withdrawals. He will maintain an accurate daily record

of money transactions and prepare monthly and annual financial reports that record the transactions for the month and year. He will present financial reports at the annual membership meeting, and at Board of Managers meetings and at other times requested. He will make all financial records available at all times for review.

Registrar: He is the officer most critical for the health of the Idaho Society through the gaining of new members. He works along with the New Member Helper, to assist applicants in preparing applications, according to the National Society Application Manual, and in helping applicants to obtain supporting lineage documentation. He reviews applications for accuracy and sufficiency, assures that required payment is made by the applicant for dues and fees, signs the applications and prepares the NSSAR Transmittal Form. He forwards the application package to the Secretary for signature and submission to NSSAR.

Historian: He is the custodian of the Society Archive who collects and stores information, records, materials, and a chronological account of important activities relating to the history of the Idaho Society and Chapters. Included in the collection will be a copy of the Constitution and Bylaws and revisions, annual membership rosters, minutes of the Board of Managers, treasury reports and correspondence deemed to be of a permanent nature. He will preserve and store the Archive in a secure and accessible location made known to the Board of Managers. He will maintain an inventory of the Archive and annually submit a copy of the inventory to the Board of Managers for their information. Upon being succeeded as Historian, he will work with his successor in the orderly transfer of the Archive. The Archive will remain the property of the Idaho Society.

Chaplain: The Chaplain shall perform such devotional and religious duties as may be called for by the President.

## AMENDMENTS

This Constitution and the Bylaws may be revised by the Board of Managers provided that all such revisions have been presented to the membership in advance, and further, the majority of the members subsequently attending the annual meeting approve the revisions.

*Adopted by majority of members at the Idaho Society membership meeting on 11 May 2019*

*The previous Constitution and Bylaws were adopted or amended on 3 May 1969 and 18 May 2013.*

J. D Poss

President

James R. McClain

Secretary