The Tampa Chapter

of the Florida Society

of the

Sons of the American Revolution

Constitution & By-Laws

(Rev 5: 2025)

Table of Contents

Chapter SAR Constitution

Article I – Name ____ 3
Article II – Territory ____ 3
Article III – Objects ____ 3
Article IV – Eligibility for Membership ____ 4
Article V – Elected Officers ____ 4
Article VI – Executive Committee ____ 4
Article VII – Regular Meetings & Proxy Voting ____ 5
Article VIII – Special Meetings ____ 6
Article IX – FLSSAR BOM Meetings ____ 6
Article X – Amendments ____ 6
Article XI – Retained Power ____ 7
Article XII – Authority ____ 7

Chapter By-Laws & Supplements

Article I – Membership ____ 9
Article II – Fees & Dues ____ 9
Article III – Duties of Elected Officers ____ 10
Article IV – Duties of Committee Chairmen & Appointed Officers ____ 15
Article V – Standing Committees & Officers Who Are Not Members of the Executive Committee ____ 19
Article VI – Insignia ____ 20
Article VII – Flag ____ 20
Article VIII – Chapter Medal ____ 20
Article IX – Parliamentary Authority ____ 21
Article X – Standing Rules ____ 21
Article XI – Order of Business ____ 22
Article XII – Authority ____ 23

Tampa Chapter SAR Constitution

I. ARTICLE I – NAME

The name of the organization shall be **"*The Tampa Chapter of the Florida Society of the Sons of the American Revolution*".**

II. ARTICLE II – TERRITORY

The Tampa Chapter of the Florida Society of the Sons of the American Revolution has the jurisdiction over the territory in Hillsborough County and, if necessary, any unassigned, adjacent county.

III. ARTICLE III – OBJECTS

As a chapter within the Florida Society of the Sons of the American Revolution, we follow the same Objects as those listed within the National Society of the Sons of the American Revolution (NSSAR); those being:

A. The objects of this society are declared to be patriotic, historical, and educational, and shall include those intended or designed:

B. To perpetuate the memory of those, who by their services or sacrifices during the war of the American Revolution achieved the independence of the American people.

C. To unite and promote fellowship among their descendants; to inspire them and the community at large with a more profound reverence for the principles of the government founded by our forefathers.

D. To encourage historical research in relation to the American Revolution; to acquire and preserve the records of the individual services of the patriots of the war, as well as documents, relics, and landmarks.

E. To mark the scenes of the Revolution by appropriate events of the war and the revolutionary period; to celebrate the anniversaries of the prominent events of the war and the revolutionary period.

F. To foster true patriotism; to maintain and extend the institutions of American freedom.

G. And, to carry out the purposes expressed in the Preamble of the Constitution of our country and the injunctions of George Washington in his Farewell address to the American people.

IV. ARTICLE IV - ELIGIBILITY FOR MEMBERSHIP

Eligibility to become a member is established by the National Society of the Sons of the American Revolution (NSSAR). Any man shall be eligible for membership in this Society who, being of the age of eighteen years or over and a citizen of good repute in the community, is the lineal descendant of an ancestor who was at the time unfailing in loyalty to, and rendered active service in, the cause of the American Independence, either as an Officer, Soldier, Seaman, Marine, Militiaman, or Minuteman, in the armed forces of the Continental Congress, or of any 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 recognized patriot who performed actual service by overt acts of resistance to the authority of Great Britain; provided, however, that no person advocating the overthrow of the Government of the United States by use of force or violence shall be eligible for membership in this Society.

V. ARTICLE V - ELECTED OFFICERS

A. The Elected Officers of this Chapter shall include a President, a First Vice-President, a Second Vice-President (optional), a Secretary, a Treasurer, a Registrar, a Sergeant-at-Arms, a Chaplain, and two (2) Members-at-Large. The term of office for elected officers shall be for two (2) years. All Officers may serve until voted out, or after resigning. If there are not enough candidates for elected office, the President may combine the duties of such officers as he deems necessary and desirable. Under no circumstance may an Officer hold more than two (2) elected positions at the same time, unless, or otherwise stipulated in the BY-LAWS.

B. Elections shall be held in the month of November during every EVEN numbered year.

C. The President may call together an informal meeting of the Elected Officers when 50% (four Elected Officers) agree, but ALL Elected Officers MUST be invited to attend.

D. The President, with the concurrence of the Elected Officers, shall fill any vacancy not otherwise provided for, among the Elected Officers of the Chapter, and such appointees shall continue in office for the term of the appointing President.

VI. ARTICLE VI - EXECUTIVE COMMITTEE

A. The Executive Committee shall be composed of the Elected Officers enumerated in **Article V** above, together with the immediate past president, and Chapter members who have been awarded the Patriot Medal.

B. Informal meetings are authorized in which any member of the Executive Committee may contact other members of the Committee individually; however, at least five (5) members, including the President and one Vice President, must concur with the proposed action to validate such a meeting. All members of the Executive Committee must be notified of said meeting.

C. A quorum for the transaction of business shall be 50% of the Elected Officers, and a majority of those present on the Executive Committee shall be necessary to act. PROXY VOTES are acceptable.

D. The Executive Committee shall have general supervision of the Chapter activities and shall control all administrative and financial affairs. It shall perform such duties as may be referred to it by the Chapter, have the power to make necessary rules and regulations which are not inconsistent with the By-Laws or Resolutions of the Chapter, and to approve the Committees, and Committee Chairmen appointed by the President.

VII. ARTICLE VII - REGULAR MEETINGS AND PROXY VOTING

A. See **Article II** in BY-LAWS for the Official Agenda to be used at Regular Meetings.

B. The Chapter shall normally meet on the second Saturday of each month, except for December, in which the date of the Meeting may be adjusted so as to minimize conflict with Christmas-related events.

C. There shall be no fewer than Four (4) Regular Meetings per calendar year.

D. When Regular Meetings are joint Meetings with a local DAR, the meeting dates may be changed to accommodate these activities, when necessary.

E. There shall be no Regular Meetings in the months of June, July, and August.

F. Twenty (20) percent of the active membership shall constitute a quorum for the transaction of business at a Regular Meeting, including the election of officers.

G. For the good of the Chapter: In the event that there is not twenty (20) percent of the active members at the Regular Meeting in November, it shall automatically be declared an Executive Committee Meeting, and the elections shall proceed with those in attendance, as long at it conforms with **Article VI**.

H. Members in good standing may assign their PROXY VOTE to any other member in good standing. The PROXY VOTE must include the date of the meeting to be used, and any restrictions placed upon the receiver. PROXY VOTES may be used for the Election of Officers, Amendment Changes to the By-Laws and/or Constitution and for any other order of business conducted at said meeting. PROXY VOTES are only

good for one business meeting, unless otherwise stated, and must be presented to the Secretary prior to the voting.

VIII. ARTICLE VIII - SPECIAL MEETINGS

A. Special Meetings may be called by the President; or when ordered by resolution of the Executive Committee; or when requested, in writing to the Secretary, by seven (7) or more members in good standing. The notice of every Special Meeting shall state the business to be transacted at the meeting. Notice of such meetings shall be sent to each member at least five days prior to the meeting date.

B. Any member in Good Standing may request a current Membership Mailing List from the Secretary for this purpose.

C. A call for a Special Meeting that cannot be published in a regularly scheduled issue of the chapter newsletter shall be paid for by the member/s calling for such meeting.

D. PROXY VOTES will count at Special Meetings, as long as they conform to **ARTICLE VII, #H** of this Constitution.

IX. ARTICLE IX - FLSSAR BOM MEETINGS

A. The By-Laws of the Florida Society of the SAR (FLSSAR), stipulate that there shall be a Board of Management that will meet quarterly, and its members will include the President and Immediate Past President of each Chapter. Chapters are authorized additional members to the Board of Management based on one additional member for each additional forty members or fraction thereof, more than the first forty members. This is subject to change if the FLSSAR changes its rules in the future.

B. The President, with the approval of the Executive Committee may appoint such additional members, whose term on the board shall be conterminal with the incumbent Chapter President at the time of appointment.

X. ARTICLE X – AMENDMENTS

A. This Constitution and accompanying By-Laws may be altered or amended by affirmative action of two-thirds of the active members present at any Regular or Special Meeting provided**,** however, that the proposed changes were presented in writing to the membership 30 days prior to the meeting at which considered. The meeting notice for that meeting must indicate the changes proposed.

B. Proposed changes may be recommended by the Executive Committee or**,** alternatively, by any member if seconded by another member.

C. PROXY VOTES will count at Regular or Special Meetings concerning the changing of Amendments, if they conform to **ARTICLE VII, #H** of this Constitution.

XI. ARTICLE XI - RETAINED POWER

A. All powers and authority not expressly delegated in this Constitution and accompanying By-Laws are retained in the body of the membership. This body shall establish Policy and has the authority to veto or overrule actions of any of the Officers and may recall any of them from office. Recall action can be accomplished only upon affirmative action vote of fifty-one (51) percent of the entire active membership.

B. PROXY VOTES may be used in recall actions, if they conform to **ARTICLE VII, #H** of this Constitution.

XII. ARTICLE XII – AUTHORITY

This revision of the Constitution is effective on and supersedes any Constitution previously in force and shall provide guidance for the conduct of affairs of the Tampa Chapter, Florida Society of the Sons of the American Revolution.

Final action was taken to approve the provisions of this Constitution at the May meeting of the Chapter on the.

Attested to by:

_____
CHARLES E. KLUG, Jr, Chairman,
Tampa Constitution & By-Law Revision Committee

_____
ROGER E ROSCOE, President (2023-2024)

FOLLOWING ARE THE

CHAPTER'S BY-LAWS

& SUPPLEMENTS

TAMPA Chapter SAR BY-LAWS

I. ARTICLE I – MEMBERSHIP

A. Application for membership shall be made in accordance with the instructions of, and on the forms prescribed by, the National Society of the Sons of the American Revolution. The Chapter Registrar shall review applications and forward them to the Florida State Registrar, along with all necessary fees and dues payments.

B. An Active Member in Good Standing is defined as one who is not in arrears in Chapter, State, or National dues and fees.

II. ARTICLE II - FEES AND DUES

A. The schedule of fees and dues for the Tampa Chapter will be announced when changes are made in Chapter, State, or National Society fees and dues.

B. The annual dues for the Chapter will be determined at the October meeting each year when the budget for the following year is considered. Changes may be made at any Regular Meeting at the will of the membership. As of 2024, Chapter dues are $25.00 per year.

C. The sons of members of the Tampa Chapter shall be exempt from all Chapter Dues, but not State and National dues, until they attain the age of twenty-five (25) years, provided that their initial application for membership in the Sons of the American Revolution was submitted through the Tampa Chapter.

D. FROM FLSSAR BY-LAWS - REVISED 2004: The Emeritus Program of the FLSSAR recognizes compatriots for long membership and financial support to the Society and provides relief to certain compatriots in need or distress.

1. Emeritus I. All FLSSAR members who have paid dues to the NSSAR for fifty years shall be Emeritus Members of the NSSAR in accordance with the NSSAR By-laws. All FLSSAR Members who are Emeritus Members of the NSSAR may request to become exempt from NSSAR dues in accordance with NSSAR By-laws. Those Exempt from National dues are Emeritus I Members. The FLSSAR may request Emeritus I Status for any FLSSAR Member who is an Emeritus Member of the NSSAR.

2. Emeritus II. All FLSSAR Members who have paid dues to the NSSAR for forty years shall be Emeritus members of the FLSSAR and their respective FLSSAR Chapters. All Emeritus Members of the FLSSAR may request to become exempt from FLSSAR and Chapter dues. The member, or his Chapter, shall request exemption from dues based on his Emeritus Status. The Chapter shall approve

exemption from dues based on his Emeritus Status. The Chapter shall approve exemption from Chapter dues and the request will be forwarded to the FLSSAR Executive Committee which shall approve exemption of state dues for the FLSSAR. Those Emeritus members of the FLSSAR approved to be exempt from further State and Chapter dues are Emeritus II members.

3. Emeritus III. At times a member of the FLSSAR may become in need or distress. A Chapter may forgive the dues of a compatriot and request the FLSSAR to forgive the dues. This is a temporary measure, and such relief is for one year only. The FLSSAR Executive Committee approves the relief from dues for the FLSSAR. Those granted this relief from dues are designated Emeritus III members. Emeritus III status must be requested on a yearly basis. Emeritus II and III status shall be submitted to the Executive Committee via the FLSSAR Secretary for the approval by the convening date of the Fall BOM.

E. Life Members from other Chapters are required to pay all dues as regular members, as this Chapter has no provisions for Life Membership.

F. Annual dues for the new year are due on or before November 1st and may be paid up to and including December 15th without penalty. Dues unpaid on December 15th cause the membership to lapse, and the member's name dropped from the rolls as of January 1st. Such lapsed membership may be reinstated by payment of the annual dues, plus a reinstatement Fee (if imposed).

G. A member in good standing of another Chapter may become a dual member by payment of Chapter dues only.

H. A member who is in arrears for dues may transfer to another Chapter, or resign from membership in this Chapter, by filing a written request for transfer, or resignation with the Chapter Secretary.

III. ARTICLE III - DUTIES OF ELECTED OFFICERS

A. PRESIDENT

1. He shall preside at all meetings of the Chapter, and at all meetings of the Executive Committee; he shall appoint such committees as are provided for by the Constitution and By-Laws exclusive of the Executive Committee, and he shall be EXOFFICIO a member of all committees except the Nominating Committee.

2. He shall enforce strict observance of the Constitution and By-Laws of the Chapter; State, and National Societies.

3. He shall have power to appoint members to the FLSSAR Board of Management, Chapter Committees, new Officers to fill vacant offices, and create new offices subject to the concurrence of the Executive Committee.

4. He shall induct new members into our Chapter. He shall perform such duties as customarily pertain to such office, unless otherwise provided therein.

B. FIRST VICE-PRESIDENT

1. He shall preside, in the absence or at the direction of the President, at meetings of the Chapter and of its committees.

2. He shall succeed to the Presidency in the event of the resignation or death of the incumbent President. In such case his term of office will be the remainder of the term of the previous President.

3. He may be appointed by the President to serve on any committee.

4. He shall serve as Alternate Member (for the President) to the Board of Management of the Florida Society SAR.

5. He shall, along with the SECOND VICE PRESIDENT (if one is elected) serve as the Co-Chairman of the PROGRAM COMMITTEE and arrange for the monthly meetings, programs, and guest speakers. Programs and speakers will be cleared with the President and then the information will be forwarded to the Editor of the chapter newsletter.

6. He shall keep in touch with the Editor of chapter newsletter to ensure that it will be sent out in a timely manner.

C. SECOND VICE-PRESIDENT

1. He shall succeed the First Vice-President should that office become vacant.

2. He shall serve as Alternate Member (for the First Vice-President upon the request of the President or the First Vice-President) to the Board of Management of the Florida Society SAR.

3. He may be appointed by the President to serve on any committee.

4. He shall, along with the First Vice-President**,** serve as the Co-Chairman of the PROGRAM COMMITTEE and arrange for the monthly meetings, programs**,** and the guest speakers. Programs and speakers will be cleared with the President and then the information will be forwarded to the Editor of the chapter newsletter.

5. He shall, in the absence of the First Vice-President keep in touch with the Editor to ensure that it will be sent out in a timely manner.

Option I (Recording Secretary Position & Secretary-Treasurer Position)

D-I: RECORDING SECRETARY

1. He shall record and preserve the minutes of meetings of the Chapter and the Executive Committee and shall see that such are published or made available to the membership or Executive Committee members.

2. He shall conduct and maintain the files of the general correspondence of the Chapter, except that pertaining to other officers.

3. He shall prepare all required quarterly and annual reports and forward such in a timely manner to the State Organization.

4. He shall, along with the Treasurer, prepare a Dues Paid Report that is to be filed by the first week in December, along with a Chapter check in the amount due for State and Nation Dues collected up until that date.

5. He is responsible for coordinating with the Chapter Treasurer for ordering the Past President's Pin and the new President's Neck Ribbon in a timely manner for presentation at the June meeting.

6. He shall have custody of all Chapter Seals, Stamps, and devices, other than colors, and is responsible for procurement and distribution of Chapter stationery and supplies ordered.

7. He shall be responsible for all Chapter Medals, Awards and Certificates, and for coordinating with the Chapter Treasurer the re-ordering of these items when needed.

E-I: SECRETARY-TREASURER

1. All checks shall have one signature - which can be that of any of the elected officers who are eligible to sign.

2. He shall receive all monies of whatever source derived for the Chapter and pay all bills, keeping accurate and clear accounting of the same. He is authorized to expend Chapter funds in accordance with the approved budget. Expenditures not included in the current budget require the approval of the Executive Committee or are to be made in accordance with action taken by the membership at a regular or special meeting.

3. He shall be responsible for the collection of funds at luncheons and various events with the assistance of the Vice-Presidents and/or Members At Large, when needed, in the order given below. The duty of collecting funds at luncheons and

events when the Treasurer is not available will be in the following order – 2nd Vice-President, 1st Vice-President, Members At Large, Recording Secretary, Secretary.

4. He shall retain a record of members which includes: name, address, date of admission, name of qualifying ancestor, State and National Society numbers, and date of death or other termination of membership.

5. He shall be prepared to present a report on the state of Chapter finances at each meeting of the Chapter, or of the Executive Committee, or upon request of the President.

6. He shall present a financial statement at the January meeting, and upon termination of his term of office if at any other time.

7. He shall maintain the membership rolls of the Chapter including State and National numbers of members, together with addresses.

8. He shall prepare a Dues Paid Report that is to be filed by the 15th of December, along with a Chapter check due for State and National Dues collected up until that date. He shall make sure the Recording Secretary and Chapter President are notified of this report and its submission.

9. He shall have primary responsibility for the following in coordination with the Recording Secretary:

    a. Ordering the Past President's Pin and the new President's Neck Ribbon in a timely manner for presentation at the January Induction meeting
    b. Procurement and distribution of Chapter stationery and supplies ordered as needed for the Executive Offices
    c. In coordination with the Recording Secretary, shall be responsible for purchasing and/or re-ordering all Chapter Medals, Awards, and Certificates, when needed.

Option II (Secretary Position & Treasurer Position)

D-II: SECRETARY

1. He shall conduct and maintain the files of the general correspondence of the Chapter, except that pertaining to other officers.

2. He shall maintain the membership rolls of the Chapter including State and National numbers of members, together with addresses.

3. He shall notify the President and Treasurer of the receipt of official notification of acceptance of new members, or transferees.

4. He shall prepare all required quarterly and annual reports and forward such in a timely manner to the State Organization.

5. He shall, along with the Treasurer, prepare a Dues Paid Report that is to be filed by the first week in December, along with a Chapter check in the amount due for State and Nation Dues collected up until that date.

6. He is responsible for coordinating with the Chapter Treasurer the ordering of the Past President's Pin and the new President's Neck Ribbon in a timely manner for presentation at the June meeting.

7. He shall have custody of all Chapter Seals, Stamps, and devices, other than colors, and is responsible for procurement and distribution of Chapter stationery and supplies ordered.

8. He shall be responsible for coordinating with the Chapter Treasurer all Chapter Medals, Awards and Certificates, and for re-ordering these items when needed.

E-II: TREASURER

1. All checks shall have one signature - which can be that of any of the elected officers who are eligible to sign.

2. He shall receive all monies of whatever source derived for the Chapter and pay all bills, keeping accurate and clear accounting of the same. He is authorized to expend Chapter funds in accordance with the approved budget. Expenditures not included in the current budget require the approval of the Executive Committee or are to be made in accordance with action taken by the membership at a regular or special meeting.

3. He shall be responsible for the collection of funds at luncheons and various events with the assistance of the Vice-Presidents and/or Members At Large, when needed, in the order given below. The duty of collecting funds at luncheons and events when the Treasurer is not available will be in the following order – 2nd Vice-President, 1st Vice-President, Members At Large, Recording Secretary, Secretary.

4. He shall retain a record of members which includes: name, address, date of admission, name of qualifying ancestor, State and National Society numbers, and date of death or other termination of membership.

5. He shall be prepared to present a report on the state of Chapter finances at each meeting of the Chapter, or of the Executive Committee, or upon request of the President.

6. He shall present a financial statement at January meeting, and upon termination of his term of office if at any other time.

F. REGISTRAR

1. He shall examine all Applications for membership for proofs of lineage and qualifying service and shall approve them before forwarding them to the Florida State Registrar for processing.

2. He is responsible for assisting prospective members, or their sponsors, in the preparation of their applications.

G. CHAPLAIN

1. He is responsible for the opening and closing services at each meeting and shall be in charge of all matters pertaining to the spiritual welfare of the Chapter.

2. He shall be in charge of the preparation of all memorial resolutions and of any Chapter participation in memorial services, particularly of a deceased member.

3. He shall keep track of the GOOD & WELFARE of sick members and send out cards in the name of the Chapter when necessary.

H. SERGEANT-AT-ARMS

He shall be responsible for the maintenance and good order of all colors, standards, signs, muskets, and any other equipment that are property of the Chapter.

I. MEMBER-AT-LARGE

He shall represent our Chapter at other organizational meetings at the President's request and assist the President in various matters of the Chapter.

IV. ARTICLE IV - DUTIES OF COMMITTEE CHAIRMEN & APPOINTED OFFICERS

The President shall try to fill as many of these positions as he can. A member may serve in more than one of these positions.

A. EDITOR / PUBLISHER

1. He shall be responsible for producing a chapter newsletter and to send them out to the members, and others who have an interest in the Chapter.

2. He shall keep a current address list of ALL members: FLSSAR Officers who should be receiving our newsletter; potential members; windowed WOSAR

members; other lineage organizations, local Elected Officials, the media and all others who might be interested in our newsletter.

B. COMMANDER OF THE COLOR GUARD

1. He shall file all required reports to the FLSSAR Color Guard Commander in a timely manner.

2. He shall be responsible for contacting Color Guard members concerning upcoming events and shall keep an up-to-date list of all members who belong to our Chapter Color Guard.

3. He shall have supervision of Chapter participation in any public or private ceremonies, except as provided for in Article's III and IV of the By-Laws.

4. He shall be responsible for the maintenance and good order of all colors, standards, signs, muskets, and any other equipment that are property of the Chapter.

5. He shall be responsible for the proper arrangement of the head table and for protocol at all Chapter meetings.

C. GENEALOGIST

He shall assist the Registrar in the examination of all lineages in applications for membership.

D. R.O.T.C. CHAIRMAN

1. He shall contact all ROTC units based in this Chapter's jurisdiction of schools and arrange for the presentation of the SAR ROTC Medal, Ribbon and Certificate to an outstanding Cadet who meets the requirements set forth by the National Organization.

2. He shall ensure that members of the Chapter be assigned to attended as many ROTC ceremonies as possible to present said SAR ROTC Awards to the recipients.

E. YOUTH PROGRAMING CHAIRMAN

1. He shall try to run as many SAR youth programs as possible each season.

2. These programs include, but are not limited to the EAGLE SCOUT PROGRAM, ORATION CONTEST, ESSAY CONTEST, and GOOD CITIZENSHIP AWARDS

F. PUBLICITY CHAIRMAN

1. He shall be responsible for the maintenance of contacts with the local, state, and national media for suitable presentation to the public of Chapter activities.

2. He shall prepare and send out PRESS RELEASES when appropriate.

3. He shall collect and save all press related mentions of the Chapter and forward them to the State Publicity Chairman for entry into the GEORGE MARLIN CONTEST.

G. PARLIAMENTARIAN

1. He shall be prepared to give opinions concerning parliamentary procedure, if called upon by the President, according to the authority adopted by the Chapter.

2. He shall use Robert's Rules as his guideline.

3. If there is no PARLIAMENTARIAN, the Chapter Secretary shall fill this position.

H. CHANCELLOR

1. The Chancellor shall be the legal advisor to the officers and the Board of Management on matters affecting or pertaining to this Chapter.

2. The Chancellor shall be a member of the Florida Bar in good standing or was in good standing at the time of his retirement and shall render an opinion on such questions of law or involving the Constitution and By-laws of this Chapter.

3. The Chancellor shall review resolutions and Constitution or By-law changes in accordance with such policies and guidelines as this Chapter may establish.

I. MEDAL AWARDS COMMITTEE

1. The First and Second Vice Presidents shall serve as Co-Chairmen of the MEDAL AWARDS COMMITTEE.

2. They shall be able to appoint two (2) additional members to this Committee with the approval of the President.

3. They shall prepare a list of members who could be eligible for various SAR medals, or other awards, and present said list to the President at any meeting. The President shall then call together a meeting of the Executive Committee to consider and approve these recommendations, and any others brought to their attention.

4. The Secretary will then be presented a final list of medal recipients and He shall ensure that the medals be available for presentation at a designated meeting.

5. Any member, or the Co-Chairman, of the MEDAL AWARDS COMITTEE may nominate.

6. Non-Members for the various SAR Medals and Awards available by presenting said nomination to the President along with an explanation of why they believe the award should be presented.

7. The President shall, at the next available Executive Committee meeting, present the nominations for approval. These SAR awards include, but are not limited to: LAW ENFORCEMENT; FIRE SAFETY; OUTSTANDING CITIZENSHIP: HEROISM; APPRECIATION (DAR Members Only); DAUGHTERS OF LIBERTY; MARTHA WASHINGTON; etc.

J. MEMBERSHIP COMMITTEE

1. The First and Second Vice Presidents shall serve as Co-Chairmen of the MEMBERSHIP COMMITTEE.

2. They shall be able to appoint two (2) additional members to this Committee with the approval of the President. One of these may be appointed as CHAIRMAN, if needed, and both of these members should act as GREETERS at meetings.

3. It shall be responsible for maintaining a list of prospective members and keep the Registrar, Secretary, and Editor advised so as to ensure mailings and follow-ups.

4. It shall be responsible for the maintenance of good and regular attendance among the established membership, as well as among the prospective members, and for the maintenance of an atmosphere of WELCOME at all Chapter meetings.

5. It shall assist in recruiting new members and in retaining established members.

K. REIMBURSEMENTS

1. Unless otherwise noted herein, no officer shall receive any form of remuneration for the exercise of his office from the Chapter, except for Registration Fees related to State and National Board of Management meetings.

2. Any officer who, in the execution of his office, incurs expenses incident to his normal functions which is not included in the current Chapter budget shall present a quarterly statement to the Treasurer for reimbursement. Approval of the Executive Committee is required prior to the payment of items not included in the

current budget, or specifically authorized at a request, or special meeting of the Chapter.

L. NON-SPECIFIED DUTIES

All duties of officers not specifically assigned under this article are presumed to reside in the President.

M. COMMITTEE RESPONSIBILITIES

All Committee Chairmen and Officers shall be responsible to the President and to the Executive Committee for the proper and timely functioning of their Committees or Positions, and in the absence of any member of their Committee such as would be detrimental to their proper functioning if prolonged, will request the President to make temporary appointments so that their functions shall not be delayed or neglected.

N. AD HOC COMMITTEES

The President, with the approval of the Executive Committee, may establish additional committees as required by circumstances provided; however, that none of them enjoy the status of permanence of Standing Committees until and unless Article IV or V be amended to include them.

V. ARTICLE V - STANDING COMMITTEES AND OFFICERS WHO ARE NOT MEMBERS OF THE EXECUTIVE COMMITTEE.

The President shall, prior to the September meeting, appoint members who shall serve for two years, or until their successors are appointed, for as many of the following Standing Committees and positions as possible - except where noted.

A. HISTORIAN

He shall maintain a Chapter history and shall assist the State Historian and the National Historian General, in their efforts to maintain a timely history of the Society. He shall be responsible for alerting the Chapter of the observance of upcoming holidays, or anniversaries of National or Revolutionary importance.

B. THE NOMINATING COMMITTEE and NOMINATION OF OFFICERS

1. This Committee will be called-up by the President prior to the November Regular Meeting in every EVEN numbered year.

2. The Chairman of this Committee shall be the immediate Past President.

3. It shall also have two (2) other members who are not officers on the Executive Committee. If these are not available other Past Presidents may become members of this Committee.

4. If the immediate Past President cannot fulfill this duty the President shall appoint any Past President to assume the Chairmanship.

5. The Committee Chairman will be responsible to the President and to the Executive Committee for the proper and timely functioning of this Committee.

6. They shall provide in a timely fashion a slate of officers for election that can be presented to the Editor for publication in chapter newsletter in the issue prior to the May elections.

7. The Editor shall then ensure that the proposed slate of officers appears in the chapter newsletter in the issue prior to the May elections.

8. This Committee shall make its report at the October meeting to allow for any changes to the slate before the election which will be held in November.

9. Any member of the Chapter in good standing shall make nominations from the floor at the October meeting after the Nominating Committee's report, and at the November meeting prior to the election of officers.

10. The person nominated must be a member in good standing and must agree to serve. If further nominations are made, then the election for the offices concerned shall be conducted by secret vote. Three "Tellers" shall be designated by the President to tally the votes.

11. The new Officers shall be installed at the start of the January Meeting and begin their term of office immediately. The newly elected President shall preside for the remainder of the meeting.

12. If no State or National Officers are present to perform the Installation of Officers, a local Elected Official shall preside. And, if none of these are available the Senior Past President shall preside.

C. AREA CALLER COMMITTEE

The President shall appoint as may members as necessary to be AREA CALLERS. One of whom, or a member of the Executive Committee, shall act as the coordinator. They shall be responsible for calling members for luncheon reservations and/or Special Meetings.

VI. ARTICLE VI - INSIGNIA

The Insignia of this Chapter shall be the same as that of the National Society of the Sons of the American Revolution and shall be worn in accordance with the National Society Regulations.

VII. ARTICLE VII - FLAG

The Flag of the Chapter shall be similar to that of the Florida Society of the Sons of the American Revolution.

VIII. ARTICLE VIII - CHAPTER MEDAL

The Tampa Chapter has no official medal.

IX. ARTICLE IX - PARLIAMENTARY AUTHORITY

Roberts Rules of Order, latest revision, shall be the authority for this Chapter, in all questions of parliamentary law not covered by the NSSAR, FLSSAR, or Chapter Charters, Constitution and By-Laws.

X. ARTICLE X - STANDING RULES

A. The courtesies of the Chapter shall be extended to any visiting members from another Chapter and to applicants for membership in the Society.

B. A Past President's pin shall be presented, at Chapter expense to the outgoing President at the close of his term in office.

C. A President's Neck Ribbon will be presented to the incoming President at the time of installation, at Chapter expense, but not the large SAR Membership Medal which attaches to it.

D. The Secretary is responsible for coordinating with the Chapter Treasurer for ordering the Past President's Pin and the President's Neck Ribbon.

E. The Chapter membership lists are to be held in confidence and are not to be distributed by any Officer or Member to any person for the purpose of solicitation of any kind.

XI. ARTICLE XI - ORDER OF BUSINESS

A. Observance of strict rules of protocol will increase the prestige and dignity of all SAR functions. The Chapter President will assure that the Chapter adheres to the Rules of Protocol outlined in the Handbook of the National Society of the Sons of the

American Revolution. The Secretary shall be responsible to obtain an up-to-date copy when needed.

B. Suggested Order of Business to be used at Regular and Special Meetings is:

1. Call to Order
2. Invocation
3. Pledge of Allegiance to the Flag of the U.S.
4. SAR Pledge
5. Introduction of National and State Officers, if applicable
6. Introduction of Past Presidents & Guests
7. Reports of Officers
8. Reports of Committee Chairman
9. Installation of New Members *(if any).*
10. If at a luncheon, Recess for meal
11. If at a luncheon) Reopen meeting
12. If at a luncheon) Recall of Old or New Business
13. Program Chairman to introduce the program
14. Door Prize Drawing (if run)
15. Motion to Adjourn
16. SAR Recessional
17. Benediction
18. Adjournment

C. This order of business may be modified by the President

XII. ARTICLE XII - AUTHORITY

These By-Laws are effective, and supersedes any By-Laws previously in force, and shall provide guidance for the conduct and affairs of the Tampa Chapter, Florida Society of the Sons of the American Revolution.

Final action was taken to approve the provisions of these By-Laws at the _____ meeting of the Chapter on the _____ of _____, 20____.

Attested to by

_____
CHARLES E. KLUG, JR., Chairman,
Tampa Constitution & By-Law Revision Committee

_____
ROGER E ROSCOE, President (2025-2026)