

The Sons of the Republic of Texas



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Ephraim M. Daggett Chapter #36 **Fort Worth, Texas**



Bylaws

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Bylaws of the Ephraim M. Daggett Chapter #36, The Sons of the Republic of Texas

Approval December 5, 2015

Article I – Authorization to Exist

The National Organization of The Sons of the Republic of Texas has chartered this local chapter to be known as the Ephraim M. Daggett Chapter #36, serving the area of Fort Worth, Tarrant County, Texas and nearby areas.

Article II – Corporate Parent Connection

The National Organization of The Sons of the Republic of Texas is the parent corporation under which Constitution this chapter shall operate. All provisions in the Chapter #36 Bylaws must be in harmony to any requirements in The Sons of the Republic of Texas. The local Chapter #36 Bylaws may contain additional provisions by which to manage the purposes and causes of The Sons of the Republic of Texas through Chapter #36.

Article III – The Corporate Seal of The SRT Usage

Daggett Chapter #36 is authorized by The SRT to reproduce The Sons of the Republic of Texas Seal for purposes of the Daggett Chapter only, and no personal or commercial use is permitted.



Article IV – The Purpose, Mission & Goals

The purpose, mission and goals of Chapter #36 are those established or possibly revised by The Sons of the Republic of Texas Constitution, Article IV – Purpose, Mission & Goals.

Article V – Chapter Officers

The officers of the Chapter shall be these titles:

President	Vice President
Program Chairman	Secretary
Treasurer	Chaplain
Sergeant-At-Arms	Historian & Membership

Article VI – Terms of Office

Terms of election of office holders shall be one year, covering the calendar year. Officers completing a term may subsequently be elected to that or to other office positions.

Article VII – Elections of Officers

The Nominations Committee shall make its annual nominations at the October meeting. Ordinarily, the Nomination Committee would make one nomination for each office, though it may choose to nominate more than one candidate for an office. At each October meeting when Chapter #36 elections are held, nominations from the floor by any Chapter #36 members are eligible to be on the ballot. Should more than one candidate be nominated to any office, the Secretary shall be prepared with materials for a secret written ballot in those cases. In the case of any written ballots being needed, the incumbent Secretary, the Vice President and the Chaplain should be an Ad Hoc Committee to count the votes.

Article VIII – Installation of Officers

Installation of newly elected officers shall be by the conclusion of the December Chapter #36 meeting. If the election is delayed, the installation shall be at the conclusion of the meeting of whenever the election was held. The incumbent President, or any former President, or any National SRT Officer who is present, shall lead the installation.

Article IX Removal of an Officer

1. Removal of an office holder may be accomplished by a majority vote of the Executive Committee at any duly called meeting of the Executive Committee. The President shall issue the call, unless he is the one being proposed for removal. In which case, the Vice President shall issue the call, or any four members of the Executive Committee may issue a call.
2. Duly called meetings of the Executive Committee shall be announced at least seven days in advance, made in written form, with a brief explanation of the proposed reason(s) to consider removal and proposed action(s).

Article X Officer Resignations

1. Should any officer have occasion to resign, or any office becomes vacant, due to death or other reason for a vacancy, the Chapter President conferring with the Chapter Vice President shall be a nominating committee to nominate to the Executive Committee a replacement Officer.
2. If either of the President or the Vice President are the vacated places, the remaining officer of the two shall select any other Executive Committee Member to serve with him as the two person nominating committee. If both of these officer positions are vacant, the remaining Executive Committee members shall serve the nominating process. The Executive Committee shall approve an interim officer for the remainder of the unexpired term.

Article XI Duties of each Elected Officer

1. **The President** shall be the chief executive officer of the Chapter, making provision to accomplish these duties:
 - a. Plan the agenda and order for all meetings.
 - b. Make all appointments of Committee Chairmen, Committee members, and any other appointments necessary.

- c. Monitor the faithfulness of officers, chairmen and other appointed leaders as to their accomplishing the assigned duties.
 - d. Serve the nominating process for any officer resignations or vacancies as described in Article X.
 - e. Shall appoint any new Committees, which may be needed for a temporary task, not to exceed nine months. The need for new Committees to be appointed in service for periods longer than nine months shall be authorized by amending the Bylaws, Article XII. Such longer Committee need shall be initiated initially as a temporary Committee, then allowing time for the Bylaws Amendment process to establish it later in Article XII.
 - f. The President shall report to the Chapter (recorded in minutes) the fact that the required Annual Report of the Chapter has been filed by the January 31st deadline, and inform the Chapter members how any of them may have access to review such annual report.
2. **The Vice President** shall assist the President in anyway requested, and shall assume the duties of the President when the President is absent or cannot act. The Vice President also should serve as the Parliamentarian for procedural questions during the meetings.
 3. **The Program Chairman** shall select program topics for chapter meetings and recruit speakers, seeking advice from the President when needed.
 4. **The Secretary** shall:
 - a. Take minutes of Chapter Meetings and of Executive Committee Meetings. Minutes shall be circulated to members of the Chapter by electronic transmission, and Chapter minutes are subject to review, correction and approval by the Chapter. A few copies are to be made available at meetings. Minutes shall include a statement as to the number of chapter members present and the number of guests.
 - b. The normal mode of communications by the Secretary shall be through digital electronic transmission (e-mail). Those chapter members for whom we do not have e-mail addresses shall receive a letter from the Secretary at the beginning of their membership about this policy, and that they be urged to record our stated meeting times and dates on their calendars for themselves.

- c. Shall maintain a file of the approved minutes of the chapter meetings. It shall be kept in digital form and passed on to the subsequent Secretary.
- d. Maintain the local database of Chapter members, keeping it coordinated with the SRT HQ database published on its web site.

5. The Treasurer shall:

- a. Maintain handling, depositing and accounting for all funds which are a part of the chapter operation.
- b. Be responsible to remit normal payment of expenses for meetings, and to make other payments as directed by the President. and, for amounts over \$100, such payments to be confirmed by action of the Executive Committee. Exceptions for the \$100 limitation are: (1) requests by the Secretary for reimbursement of normal administrative supplies necessary; and (2) the normal payment for meals at any chapter or executive committee meeting, which basically represents in-and-out transactions from the attendees' payments.
- c. Be responsible to report at chapter meetings for recording in the minutes a summary giving the previous month's balance of funds, income, expenses for the recent month, and funds on hand at the end of the month being reported. The annual report of the Chapter to The SRT Office in January each year will display income, expense and fund balances for the entire year.
- d. Make decisions for payment of expenses not described above, according to his discretion as appropriate for items totaling less than \$100.00.
- e. Insure that one or two other elected officers of the Chapter be made authorized signatories for the checking account, in case of Treasurer vacancy or incapacity.
- f. Shall report to the Chapter the time and amount of the annual rebate from The SRT HQ for the timely submission of the annual reports.

6. The Chaplain shall:

- a. Be responsible to give or have given the opening invocation and closing benediction for each chapter meeting.
- b. Be responsible to report known physical or spiritual needs of chapter members and to report to the chapter items that are not confidential.
- c. Represent the Chapter when requested to be at visitations, wakes and funerals of deceased Chapter members. He shall offer or cause to be offered The SRT grave marker to the principal survivor. He shall keep the Chapter's inventory of grave makers.

7. The Sergeant-At-Arms shall:

- a. Be responsible for the physical arrangement of tables, podiums and chairs for each chapter meeting. Advance contact with the property managers should be made for each meeting to insure the venue.
- b. Be responsible to manage the flag colors needed installed for each meeting.
- c. Be responsible for making any special arrangements not ordinarily expected, but for which the need arises.
- d. Be responsible to provide orderliness of behavior in chapter meetings, and accompanying anyone for whom exiting the meeting becomes necessary. To insure that whatever provisions may be needed for the safe exiting by such person(s) is made.

8. The Historian, Genealogist & Membership Officer shall:

- a. Maintain memorabilia and items on file of the activities or interests of the chapter.
- b. Provide guidance and advice for men seeking membership in The SRT, providing application forms or direction about acquiring such forms.
- c. Maintain the Chapter files of documents and correspondence regarding membership processes.

Article XII Duties of each Appointed Leader

1. **USS Fort Worth Committee Chairman** shall seek to maintain contact with sources for information about the USS Fort Worth. He should lead the Committee into developing ideas to propose to the chapter about activities to endorse our connection with and participation for this Naval vessel. Reporting is to the Executive Committee, through the Chapter President.
2. **The Bylaws Committee Chairman** is responsible to be alert to the chapter's faithfulness to the Bylaws and to consider amendments, deletions or additions, which may need to be proposed to the chapter. Reporting is to the Executive Committee, through the Chapter President.
3. **The Nominations Committee Chairman** is responsible to be aware of chapter members seemingly qualified to be nominated to office, to recruit the willingness to be nominated of such chapter members, and to have Committee Reports of annual nominations for the Executive Committee to review by September 15 each year before reporting to the chapter at its October meeting the intended nominees to office for which the chapter will vote at the December meeting. When the Nominating Committee report is made to the chapter, it should be reported that at the chapter meeting of the election that nominations from the floor are in order.
4. **The Communications Chairman** shall maintain the chapter membership roll, see to it that appropriate e-mail notices are distributed in advance of meetings, and maintain updating of the chapter web site.

Article XIII The Executive Committee

- 1 The Elected Officers comprise the Executive Committee**, Moderated by the President, or in his absence, the Vice President, or in his absence, the Nominations Committee Chairman. It is responsible to manage the procedures of the chapter, and to report directly to the chapter.
- The Executive Committee meets at the call of the President, or by any three of the eight Executive Committee members or by any signed request by at least 10 of the Chapter members.
- There is no stated frequency of meetings for the Executive Committee.
- Decisions of the Executive Committee are determined by majority vote of Executive Committee members present and voting at a duly called meeting.
- Any chapter member may attend an Executive Committee meeting as a non-voting observer.

Article XIV Chapter Meetings and Quorums

- Chapter meetings have a stated frequency of the first Saturday morning in each of the months of February, April, June, August, October and December.
- No quorum is established for chapter members being present to require conducting business requiring a vote. Voting decisions are determined by majority vote of those present and casting votes.
- No minimum quorum is required to hear an announced program in a stated meeting, and to approve minutes of a previous meeting that has been appropriately circulated in advance.

Article XV Amending the Bylaws

1. Proposals to amend the Bylaws should be considered by and recommended to the Executive Committee by the Bylaws Committee.
2. Chapter members wishing proposed bylaw amendments to be considered should submit such inquiries to the Bylaws Chairman.
3. The Bylaws Committee shall report to the President for the Executive Committee's knowledge about any proposed bylaw changes it considered, and what the Bylaws Committee recommends be done (or not done) regarding such proposals.
4. The Executive Committee shall decide its recommendation to the chapter members regarding any proposed bylaw amendments to be presented for chapter approval. The Executive Committee does not need to report to the chapter any actions not taken regarding proposed amendments, but such inaction should appear in the minutes of the Executive Committee, which is open for chapter members' review.
5. Proposed bylaw amendments to be voted by the chapter members shall have at least a two-week advance written notice electronically submitted to chapter members. Chapter members who do not provide an e-mail address for such notices shall rely upon the verbal presentation at the chapter meeting when voting action is intended to take place.