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**Colorado Society of the  
Sons of the American Revolution**

**Chapter I**

**BYLAWS**

**Prescribes how the organization functions and includes all rules. Can be amended by 2/3 of voting members present at the annual meeting, provided previous notice has been sent to members.**

# **COLORADO SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION**

## **BYLAWS**

### **ARTICLE I: NAME**

The official name of this organization shall be the Colorado Society of the Sons of the American Revolution, hereinafter referred to as COSSAR. It is a corporation, not for profit, incorporated in the State of Colorado on 30 August 1906 (Corporation Record 43215, Book 119 at page 99) and filed its Election to Accept the Colorado Not for Profit Corporation Act on 26 October 1970, as required by law. This Society was first organized on 4 July 1896, and was the thirty-third State Society. It is an integral part of the National Society of the Sons of the American Revolution, a corporation created by a special act of Congress of the United States (Act of 9 June 1906, P.L. 214,34 Stat. Chapter 3065, page 277) amended 6 February 1925 (P.L. 362,43 Stat. Chapter 142, page 808; further amended 8 September 1961, P.L. 87-2 14). The Charter Constitution and Bylaws of said National Society and the Articles on Incorporation of the State Society are hereby incorporated by reference and made a part of these bylaws.

### **ARTICLE II: OBJECTS**

The objects of this society are declared to be patriotic, historical and educational, and shall include those intended or designed to perpetuate the memory of those patriots who, by their services or sacrifices during the war of the American Revolution, achieved the independence of the American people; 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; 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; to mark the scenes of the Revolution by appropriate memorials; to celebrate the anniversaries of the prominent events of the war and of the Revolutionary period; to foster true patriotism; to maintain and extend the institutions of American freedom and to carry out the purposes expressed in the preamble to the Constitution of our people and the injunctions of Washington in his farewell address to the American people.

### **ARTICLE III: MEMBERSHIP**

SECTION 1. The membership of COSSAR shall consist of members of the members of the COSSAR Chapters and the COSSAR members At Large who are members of NSSAR.

SECTION 2. A member may choose to be a member of a chapter, if acceptable to that chapter, or may choose to be an "at-large" member if acceptable by the COSSAR Treasurer and the COSSAR MSR.

SECTION 3. Transfers:

A. A member in any other SAR State Society may, without payment of an admission fee transfer into COSSAR. If he desires membership in a Chapter, he shall make application for the transfer through that Chapter. Any transfer (demitting or receiving) shall be contingent upon his having met the requirements of the National Form "Application For Transfer of Membership "and upon receiving approval of the transfer from NSSAR. Although no admission fee is charged, a member seeking to transfer into COSSAR, upon request, may be asked to furnish the State Society a copy of his original approved SAR application, excluding documentation. This request is not a requirement of the transfer of membership.

B. Any member of this society moving to another state may transfer his membership to that state society, after his acceptance by the gaining society. Any transfer (demitting or receiving) shall be contingent upon his having met the requirements of the National Form "Application For Transfer of Membership" and upon receiving approval of the transfer from NSSAR.

C. Any member of COSSAR may transfer his membership from one Chapter to another with the acceptance by the gaining Chapter. A transfer of membership from a Chapter into a Member At Large status will require the acceptance by the COSSAR Treasurer and MSR. Any transfer (demitting or receiving) shall be contingent upon his having met the requirements of the COSSAR Form "Application for Chapter Transfer within COSSAR" and upon receiving approval of the transfer from the COSSAR Treasurer and the MSR who will then update the COSSAR & National database for such changes.

SECTION 4. Any member may be disciplined or expelled from this society in accordance with the National Bylaws. The Board of Managers, by a two-thirds affirmative vote, may initiate action to discipline or expel. The board shall thoroughly investigate any written complaints against any member, if signed by ten members who were in good standing during the time period covered in the complaint. If, after hearing the accused, the board finds against him, it shall promptly notify the Executive Committee of the National Society, who shall then have complete jurisdiction in the case.

## **ARTICLE IV: OFFICERS**

SECTION 1. State Officers: The officers of COSSAR shall be a president, vice president, recording secretary/historian (RS/H), treasurer, membership secretary/registrar (MS/R), chancellor and chaplain. These officers shall constitute the executive committee and shall meet at the call of the president. The officers of this society shall begin their term at the close of the Annual Meeting.

A. Term of Officers: All officers shall serve a term of one year beginning with their election and installation in February and continue until their successors are duly elected and installed. The president shall normally serve one year and not serve more than two successive terms; however, officers other than the president are not restricted to term limitations.

B. Duties of Officers:

(1) President - The president shall be the chief executive officer of this society and shall exercise general control over its affairs under authority of the Board of Managers, and the current COSSAR bylaws and standing rules. He shall preside

at all regular, annual and special meetings of this society and shall call and preside over meetings of the Board of Managers. He shall appoint all standing and special committees except the nominating committee. He shall be a member ex-officio of all committees, except the nominating committee.

(2) Vice President - The vice president, in the absence or incapacity of the president to serve, shall serve and perform all the duties and exercise all of the powers of the president. In addition, the vice president shall be in charge of all programs for meetings and special functions of this society.

(3) Recording Secretary/Historian (RS/H) - At the direction of the president, the RS/H shall call all meetings of the society and of the Board of Managers. He shall keep a record of the proceedings of all meetings of the society and the board. Under the direction of the president he shall conduct the general correspondence of both. He is responsible for maintaining the COSSAR Database, publication of the annual Membership Roster and updating National Personal Data Pages. Responsible for compiling and sending to NSSAR the Annual Reconciliation Report using the National Reconciliation Template form from the NSSAR website. Responsible for preparing the official list of delegates to the National Congress. He shall turn over to his successor any or all such records and correspondence, when he shall for any reason leave office. Beginning with the adoption of the original bylaws, the RS/H shall maintain a history of this society including: a chronological list of all officers with dates of service and other pertinent information; a chronological account of the more important activities of the society since its founding; and other data as appropriate. He shall conduct historical research as directed by the Board of Managers.

(4) Treasurer - The treasurer shall receive all money paid into COSSAR, and shall deposit the funds in a depository designated by the Board of Managers. He shall make all routine and incidental disbursements and those covered by the approved budget. Unbudgeted expenses and those in excess of the approved budget shall be submitted at the next Board of Managers' meeting for approval or ratification. He shall keep accurate records of all funds and financial transactions of the society, and he shall turn over such records to his successor when he shall, for any reason, leave office. During his term of office he shall present such records to the Board of Managers for auditing and review when so requested by the board. He may serve without bond, at the discretion of the Board of Managers, but he shall have the privilege of being bonded at the society's expense if he chooses to do so. The treasurer shall be responsible for the preparation and submission of all Federal, State and local IRS and corporate forms (see NSSAR handbook).

(5) Membership Secretary/Registrar (MS/R) - The MS/R shall be designated as the main contact for correspondence received from NSSAR. The MS/R shall examine all applications for membership, and shall make appropriate recommendations to the National Society. He shall have the care and custody of all

membership records, and shall keep a complete register of the names, dates of birth, dates of admission, resignations, expulsions, deaths, or other losses of all members, together with pertinent information concerning applicants who are refused admission. He shall offer proper assistance to members or prospective members in matters relating to their genealogy, and shall assist in the examination and evaluation of applications for membership.

(6) Chancellor - When possible the chancellor shall be an attorney at law, and it shall be his duty to give opinions on legal matters (pro-bono) affecting the society when such questions are referred to him by the proper officers.

(7) Chaplain - The chaplain shall give the invocation and the benediction at all society meetings and other appropriate occasions. He shall send appropriate get-well or condolence cards to members or their family and, if requested, give spiritual aid to families. He is responsible for the arrangements to conduct brief SAR funeral or memorial services. He is the point of contact for information on SAR markers for gravestones and crypts. He shall perform such other religious functions under authority of the Board of Managers.

#### C. Nominations and Elections:

(1) Nominating Committee and Consent of Nominees - This committee shall consist of a chairman chosen from the Board of Managers and the president from each chapter. It shall prepare a written report for the Board of Managers containing the names of nominees who have accepted nomination for each state office. This report shall then be taken under advisement by the Board of Managers during the December meeting and will accept, amend, or reject the report.

(2) Elections - The RS/H shall provide the slate of officers to all members at least 30 days prior to the annual meeting. Additional nominations may be made from the floor provided the consent of the nominee has first been obtained. Nominees are elected at the annual meeting by a 2/3 voice vote of those members present. If there is more than one nominee for an office, the vote for that office will then be by a 2/3 ballot vote.

D. Vacancies: Should the office of president become vacant, the state vice president shall become president automatically. Vacancies occurring among the other officers, for any reason, shall be filled from among the members by the Board of Managers. Such appointments shall be for the balance of the unexpired term and until the next annual meeting of the society. Appointees shall be eligible for election at the next annual meeting.

## SECTION 2. National Officers:

A. The National Trustee, and an alternate, is announced by the Nominating Committee at the December Board of Mangers meeting with voting on his nomination taking place at the annual meeting. His selection as National Trustee from Colorado is subject to the approval at the next National Congress of the Society. This is a National, not a state office. The nominee shall have served as President of COSSAR, unless in the opinion of the members attending the annual meeting, the nominee has other qualifications that entitle him to be considered for this post.

B. The Colorado State nominee for Vice President General/Rocky Mountain District is announced by the Nominating Committee to NSSAR every three (3) years. The Colorado nominee for Vice President General/Rocky Mountain District is announced at the December Board of Mangers meeting with voting on his nomination taking place at the annual meeting. His selection as Vice President General/Rocky Mountain District is subject to the approval at the next Annual Congress of the Society.

## ARTICLE V: MEETINGS

SECTION 1. Annual Meeting and Quorum. The annual meeting of COSSAR shall be considered as the State Conference. It shall be held at a time and place designated by the president and prior to the luncheon in honor of George Washington's birth. The annual meeting shall be held on the Saturday either before or after February 22d. If the president and the Board of Managers believe that there is more necessary business than can be accomplished during the one-day conference, the president may, with the concurrence of the Board of Managers, call for the conference to begin on Friday and conclude the following day. All officers and chairmen of standing and other committees will give their annual reports. Officers for the ensuing year will be elected and installed. Other business will be conducted as required. All members may attend and those present may vote. A quorum at this meeting shall consist of fifteen (15) members.

SECTION 2. Board of Managers Meetings and Quorum. The board shall be held at the call of the President at least four times during the year. A quorum shall consist of eight (8) members. All members may attend; however, only members of the Board of Managers may vote.

SECTION 3. Special Meetings. Special meetings for membership and Board of Managers may be called by the president at any time, and it shall be his duty to do so when requested in writing by five (5) members of the society. Ten (10) days notice shall be given to all members by mail or email of such special meetings and shall include the specific item(s) of business to be considered. All members may attend special meetings for membership and may vote. Only members of the Board of Managers may vote at BOM special meetings.

## **ARTICLE VI: BOARD OF MANAGERS**

SECTION 1. The president shall arrange for meetings of the Board of Managers.

SECTION 2. The Board shall consist of the current president of each chapter within this society; one additional member from each chapter (each chapter will use their own selection process); all of the state officers; chairmen of standing committees, the COSSAR National Trustee; the Colorado Vice President General (while in office); those who are serving or who have served as officers of the National Society of the Sons of the American Revolution and all past COSSAR presidents. Only these members may vote (also see Article V, Section 2 above).

SECTION 3. Duties of the Board of Managers. The State Board of Managers shall have general supervision and control of the state work during the interim between the annual meetings of the society.

## **ARTICLE VII: FEES AND DUES**

SECTION 1. Upon application for membership, the applicant shall pay the following:

- A. If applying for at-large membership, both current COSSAR and current National application fees plus first-year dues for both.
- B. If applying through a current chapter, the chapter application fee in addition to current charges specified for COSSAR and National societies.
- C. The Board of Managers shall set the amount of annual dues for in-state and out-of-state members, junior members, members of the Armed Forces, members who by reason of age, fixed income, illness or disability are no longer able to pay regular dues.
- D. Members of the Children of the American Revolution or of the Children of the Revolution, who have not attained the age of 22, shall not be charged either an initial application fee or annual dues for the year in which their initial application is approved. They shall, however, pay to NSSAR the current fee, as stipulated in the current NSSAR ITandbook.

SECTION 2. Annual Dues.

A. No later than 1 October, the RS/IT will furnish a list of the at-large members to the state treasurer and a current membership list to each chapter treasurer. By 15 October the state and chapter treasurers will send out dues notices. A final notice will be sent to delinquent members on 1 December. Dues not received by 31 December

will cause the member to be inactive and dropped on 1 January of the following year. Reinstatement requires payment of National, state and, if applicable, chapter dues plus the established processing fee.

B. Current Life Members will not be billed for National dues; however, payment of state and/or chapter dues is required.

## **ARTICLE VIII: COMMITTEES**

SECTION 1. The president shall appoint all standing and special committee chairmen, except the nominating committee. The president shall notify the Board of Managers of the membership of all committees and their purpose.

SECTION 2. The regular Standing Committees of this society are: Awards, Budget/Finance, Color Guard, Eagle Scout, Education, Legislative, Membership, Publicity and ROTC.

SECTION 3. All standing and special committees are to report their activities at the annual meeting each year or more frequently as directed.

## **ARTICLE IX: CHAPTERS**

SECTION 1. Whenever ten (10) or more members make application to form a chapter, the Board of Managers may grant a charter. The chapter shall adopt bylaws not inconsistent with the Constitution, Bylaws and Standing Rules of COSSAR and National Societies. These bylaws must receive the written approval of the COSSAR Legislative Committee.

SECTION 2. The membership of the chapter is formed from members of COSSAR.

SECTION 3. The secretary of each chapter shall send an Annual Chapter Report to the COSSAR RS/IT not later than 1 February of each year reporting the activities of the previous year and giving a list of the officers.

SECTION 4. When the regular membership of a chapter falls below ten (10) as of 31 March of any year, that chapter shall be deactivated as of 1 April that year. The chapter members may then become either members-at-large of COSSAR or members of a different chapter. Any funds remaining in the treasury of the deactivated chapter shall revert to the treasury of COSSAR after payment of appropriate expenses approved by the Board of Managers. Records and supplies belonging to the deactivated chapter shall revert to COSSAR. After one year, a deactivated chapter may apply to the COSSAR Board of Managers for approval to reactivate provided it has ten (10) or more members.

## **ARTICLE X: DELEGATES TO CONGRESS**

At least sixty (60) days before the Annual Meeting, the selection and designation of COSSAR delegates and alternates who wish to attend National Congress, shall be made in accordance with the Bylaws of NSSAR. The national trustee and the COSSAR president are automatic delegates and do not count against the number allotted according to membership.

## **ARTICLE XI: SEAL**

The Seal of this society shall be the same as that of the National Society except that the legend "The Colorado Society of the Sons of the American Revolution, Organized July 4, 1896, Incorporated August 29, 1906" shall replace the legend of the National Society.

## **ARTICLE XII: INSIGNIA**

The Insignia of the society shall comprise the following: (1) A badge consisting of a cross surmounted by an eagle in gold, and (2) a rosette or lapel bar displaying the colors of the society - both as prescribed by and obtained through the National Society of the Sons of the American Revolution.

## **ARTICLE XIII: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern COSSAR in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order COSSAR may adopt.

## **ARTICLE XIV: AMENDMENTS**

These bylaws may be amended by a two-thirds affirmative vote by those members present at the annual meeting of this society provided that such amendments shall have been previously endorsed by the Board of Managers and provided detailed written notice of the proposed amendments have been sent to all members at least thirty (30) days prior to the meeting at which the amendment is to be voted upon.

## **ARTICLE XV: DISSOLUTION**

If for any reason COSSAR is to be dissolved or otherwise terminated, no part of the property of the society or any of the proceeds shall be distributed to any of the officers or members of COSSAR. Upon the dissolution of COSSAR, assets shall be distributed by the Board of Managers to the National Society of the Sons of the American Revolution.