

# **Brevard Chapter**

## **Florida Society of the Sons of the American Revolution**



## **Constitution & By-Laws**

The first organizational meeting of what would become the Brevard Chapter, FLSSAR was held on January 25, 1967 in the dining room of the Brevard Hotel (no longer extant) of Cocoa, Florida. Compatriot V. Winthrop O'Hara, President of the Florida Society SAR, attended this meeting to explain to the Organizing Committee the procedure to be followed in establishing a Chapter. Julian M. Ellington was elected as the first President. Marshall E. Barton, President of the Florida Society SAR, signed the official Charter for the Brevard Chapter on July 25, 1969, and Philip I. Eschbach was President.

# Brevard Chapter Constitution

## **ARTICLE I - NAME**

The name of this organization shall be Brevard Chapter, Florida Society of the Sons of the American Revolution (FLSSAR), which is an integral part of the National Society of the Sons of the American Revolution (NSSAR). Hereinafter, it may be identified externally as the Brevard FL SAR Chapter or, in this Constitution and By-Laws, simply as the Chapter.

## **ARTICLE II - TERRITORY**

The Brevard Chapter, FLSSAR has organizational jurisdiction over the territory of Brevard County, Florida, and, if determined necessary by FLSSAR, any unassigned, adjacent county.

## **ARTICLE III - OBJECTIVES**

The objectives of the National Society of the Sons of the American Revolution (NSSAR) are declared to be patriotic, historical and educational and shall include those intended or designed as follows:

- A. 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,
- B. 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,
- C. 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,
- D. 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,
- E. To foster true patriotism,
- F. To maintain and extend the institutions of American freedom and
- G. 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.

**ARTICLE IV - MEMBERSHIP ELIGIBILITY**

- A. Chapter Applicants approved for membership in the National Society of the Sons of the American Revolution (NSSAR) automatically become Compatriots and members of the Brevard Chapter, FLSSAR. Prospective Chapter Applicants are welcome to attend Chapter Meetings as Guests and receive Chapter Meeting Notices and help with their application.
  
- B. Any Compatriot may affiliate with the Brevard Chapter by complying with requirements in By-Law Article 1 - Membership.

**ARTICLE V - ELECTED OFFICERS**

The Elected Officers of this Chapter shall include a President, First Vice-President, Second Vice-President, Secretary, Treasurer, Recording Secretary and two (2) Members at Large.

**ARTICLE VI - EXECUTIVE COMMITTEE (EXCOM)**

There shall be an Executive Committee (EXCOM) comprised of the Elected Officers. The President shall serve as Chairman.

**ARTICLE VII - APPOINTED OFFICERS**

The Appointed Officers of this Chapter shall include a Chancellor, Chaplain, Commander of the Color Guard, Editor, Genealogist, Historian, Parliamentarian, Property Custodian, Publicist, Registrar, Sergeant at Arms, Surgeon and Webmaster.

**ARTICLE VIII – STANDING COMMITTEES**

The Standing Committees of this Chapter shall include a Constitution and By-Laws Committee, Flag Committee, Last Naval Battle Committee, Medals and Awards Committee, Membership Committee, Nominating Committee, Program Committee, ROTC/JROTC Committee, Veteran’s Affairs Committee, Veterans Memorial Center (VMC) Committee and Youth Program Committee.

**ARTICLE IX – BOARD OF MANAGEMENT (BOM)**

- A. There shall be a Chapter Board of Management (BOM) and it shall be the Governing Body of the Chapter. The President shall serve as Chairman. The Chapter BOM may meet as needed and shall include Elected Officers, Appointed Officers, Standing Committee Chairmen, any Past President who is a Regular Member and any Patriot Medal Awardee who is a Regular Member.
  
- B. Any elected officer may be recalled from office by a seventy five (75) percent vote of the BOM and a sixty six (66) percent vote of the Chapter Regular Members present at a Regular Meeting.

**ARTICLE X – REGULAR MEETINGS**

- A. There shall be at least four (4) Regular Meetings during the Brevard Chapter

Administrative Year (AY), one of which shall be its Annual Meeting held in the month of May. Each AY shall begin at the conclusion of the Election of Officers at the meeting and shall continue until the next Election of Officers is held.

- B. Fifteen (15) percent of the Chapter Regular Members shall constitute a Quorum for the transaction of business at any Regular Meeting, including the Annual Meeting for Election of Officers.

### **ARTICLE XI – SPECIAL MEETINGS**

A Special Meeting may be called by the President, or when directed by the BOM or when requested in writing to the Secretary by seven (7) or more Regular Members. Any Regular Member may request a current Membership Contact List from the Secretary for this purpose. The Quorum requirement for a Special Meeting shall be the same as for a Regular Meeting.

### **ARTICLE XII – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Roberts Rules of Order* will govern proceedings of the Chapter in all cases where those rules are applicable and are not inconsistent with this Constitution and By-Laws and any other special rules of order the Chapter may adopt.

### **ARTICLE XIII – AMENDMENTS**

- A. This Constitution and accompanying By-Laws may be amended by:
  - 1. At least three (3) Regular Members who have proposed an amendment in writing, signed by all proposing Members and sent to the Chapter Secretary. The Secretary shall acknowledge by dated receipt the proposed amendment. The Secretary shall send the proposed amendment to the BOM for its consideration or
  - 2. The Chapter BOM on its own initiative at any BOM Meeting or
  - 3. A Regular Member proposing an amendment, by a motion at any Regular Meeting. When seconded and approved to be in order by the Presiding Officer, discussion may take place. However, the only affirmative action available on the motion will be a referral to the BOM for consideration at its next meeting.
- B. Any proposed amendment will be referred to the BOM for consideration. The BOM will send the amendment to the Constitution and By-Laws Committee for technical construction purposes to accomplish the intent of the proposal, and to avoid any unintended conflict with existing Articles.
- C. No proposed amendment can be placed on an Agenda of a Regular Meeting or Special Meeting unless it shall first have been reviewed by the BOM. Any action taken by the

BOM shall be indicated on the Agenda as: 'Recommend', 'Do Not Recommend' or 'Take No Position'. Regardless of the BOM action, the Final Proposed Amendment shall be placed on an Agenda and presented to the Chapter Membership for a vote.

- D. Notice to the Chapter Membership, of a Final Proposed Amendment consideration shall be made via Electronic Means by the Secretary at least two (2) weeks prior to the scheduled Regular Meeting or Special Meeting, at which time a vote will be taken.
- E. To be adopted by the Chapter, a Final Proposed Amendment must receive an affirmative vote of two-thirds (2/3<sup>rds</sup>) of the Regular Members who are present at the Regular Meeting or Special Meeting, provided there is a Quorum present.

**ARTICLE XIV – RETAINED POWERS**

All powers and authority not expressly delegated in this Constitution and/or the accompanying By-Laws are retained in the body of the Chapter Membership.

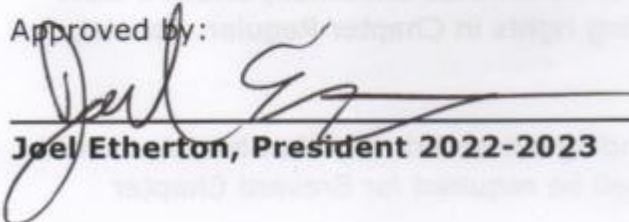
**ARTICLE XV – AUTHORITY**

- A. Final action was taken to approve this revision of the Constitution and By-Laws at a Regular Meeting of the Chapter held on Saturday, April 15, 2023.
- B. This approved revision of the Constitution and Bylaws becomes effective on Saturday, April 15, 2023 and supersedes any revision previously in force, and shall henceforth, provide direction and guidance for the operation and conduct of the Brevard Chapter, Florida Society of the Sons of the American Revolution.

Attested to by:

  
\_\_\_\_\_  
**Brian Jensen, Secretary 2022-2023**

Approved by:

  
\_\_\_\_\_  
**Joel Etherton, President 2022-2023**

# Brevard Chapter By-Laws

## ARTICLE 1 – MEMBERSHIP

### **A. Membership Standing**

1. Constitutional Article IV Membership Eligibility occurs automatically when a Chapter submitted Regular or Junior Application is: (1) Approved by the Genealogist General of the National Society of the Sons of the American Revolution (NSSAR), and (2) Registered with the assignment of the Compatriot's new NSSAR Member Number, and having it placed on his approved application. This number will always be associated with this Compatriot, whether living or deceased. A packet containing his approved application and other welcoming documents is then sent to the FLSSAR Secretary.
2. Upon receipt of the packet by the State Secretary of the Florida Society of the Sons of the American Revolution (FLSSAR), the new Compatriot is assigned a FLSSAR Member Number and a Chapter. The packet is then sent to the Brevard Chapter President.
3. Upon receipt of the New Compatriot Member Packet by the Chapter President, the new Chapter Compatriot is contacted and arrangements are made for an Induction Ceremony to welcome him and his family into the Chapter Membership.

### **B. Membership Categories and Definitions**

1. The salutation **Compatriot** is used in NSSAR to greet and/or recognize a fellow NSSAR member.
2. A **Member in Good Standing** is a Chapter Member who is current in Chapter, State and National dues and fees.
3. A **Regular Member** is defined as a Member in Good Standing of the Brevard Chapter, FLSSAR, 18 years of age or older, where Brevard Chapter is his Primary Chapter Membership.
4. Only Regular Members can serve as Officers, Committee Chairmen, EXCOM, BOM and/or Committee Members, and have voting rights in Chapter Regular, Special, EXCOM, BOM and/or Committee Meetings.
5. **Dual Members** are Members in Good Standing whose Primary Membership is with another NSSAR Chapter. Standard dues shall be required for Brevard Chapter Membership.
6. A **Junior Member** is a Chapter Member under eighteen (18) years of age, and if all dues and fees are paid, he is also a Member in Good Standing.

7. This Chapter does not recognize **Life Membership** from other State Societies and Chapters. Any Compatriot with a Life Membership desiring to join the Brevard Chapter must pay all annual dues and fees associated with his membership category.

### **C. Emeritus Membership**

1. An **Emeritus Membership** recognizes Compatriots for long membership and financial support of the Society and provides relief to certain Compatriots in need or distress.
2. **Emeritus I.** Any member who has paid National Society dues for regular membership, and not including any dues for Junior Membership, for fifty (50) years shall be designated an Emeritus Member of the Society.
3. **Emeritus II.** All FLSSAR Members who have paid a total of forty (40) cumulative years of NSSAR dues shall be Emeritus Members of the FLSSAR and their respective Chapters.
4. **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 Executive Committee to forgive their dues for one (1) year at a time.
5. The procedures for recognition of Emeritus Membership levels are currently provided for in NSSAR By-Law No. 22, Fees and Dues, Section 8, and FLSSAR ByLaw Financial Matters, Section 6, respectively.

### **D. Annual Membership Dues and Fees**

1. In September, the FLSSAR Secretary will issue the Chapter Annual Report Roster, Annual Report Dues Payment Form, Fees and Dues Listing down to the State Level, along with instructions to process the Annual report. Chapter fees and dues are independent of the previously listed documents. The Chapter Secretary will be responsible for disseminating this document to the Chapter Officers and the Chapter BOM. Any Chapter Member may request a copy of this document from the Secretary at any time.
2. The Secretary shall, along with the Treasurer, prepare the FLSSAR provided Chapter Annual Report Roster and the FLSSAR Chapter Dues Payment Form per instructions prior to the due date established by FLSSAR, along with a Chapter check in the amount due for State and National Dues collected up until that date and sent to the FLSSAR Secretary. A reconciliation of those who paid (postmarked prior to January 1) after the initial report submittal and a second check will be sent to FLSSAR.

## **E. Reinstatement**

Any Member who has let their membership expire must submit an Application for Reinstatement to the Secretary along with three (3) checks to bring dues current: NSSAR Treasurer, FLSSAR Treasurer, Brevard SAR per current fee schedule.

## **F. Transfer of Membership**

A Compatriot who wishes to affiliate with the Brevard Chapter must submit an Application for Transfer of Membership Form with applicable dues and fees payment to the Chapter Secretary.

## **ARTICLE 2 - ELECTED OFFICERS**

### **A. Elected Officer Conventions**

1. The regular term of office for Elected Officers shall be for one (1) year.  
The President and the two (2) Vice-Presidents shall serve no more than three (3) consecutive terms in the same office.
2. The President, with the concurrence of the EXCOM, shall fill by appointment any vacancy among the Elected Officers. In the event there is no Regular Member willing to be appointed to a vacant Elected Office, the President may assign the duties of the vacant Elected Office to an existing Elected Officer with the concurrence of the EXCOM. Such appointees shall continue in office for the term of the appointing President.
3. In the event there are not enough candidates for all Elected Offices, the President may adjust the duties of the Elected Officers as he deems necessary.
4. An Elected Officer may not hold more than two (2) Elected Offices at the same time. Any Elected Officer holding two (2) Elected Offices may only cast one (1) vote per motion and shall only count as one (1) Elected Officer for the purpose of establishing a Quorum.
5. The Brevard Chapter shall hold an Annual Meeting during its Administrative Year (AY) for the purposes of the Election of Officers, and the adoption of any Amendments to the Constitution and By-Laws. The Annual Meeting shall be held during the Brevard Chapter May Regular Meeting, and each AY shall begin at the conclusion of the Election of Officers at that meeting and shall continue until the next Election of Officers is held.
6. In the event the Annual Meeting and Election of Officers cannot be held in the month of May, the BOM shall determine when the next earliest date that the Annual Meeting and Election of Officers can take place. The President shall make those arrangements and direct the Secretary to immediately notify the Chapter membership.



7. Immediately after the Election of Chapter Officers, the Compatriot elected President shall convene the EXCOM to establish and maintain Chapter business continuity under the newly Elected Officers, provided there is a Quorum as defined in Article 3, Section C of the By-Laws.
8. The Elected Positions of Secretary, Treasurer and Recording Secretary may each have an Assistant to help with the workload as well as to learn the position responsibilities. The affected Elected Officer may nominate his proposed Assistant to the President. The President may appoint the Assistant with the concurrence of the EXCOM. When approved, the Assistant shall have the title of 'Assistant (name of the Elected Position)', and will serve only during the term of the Appointing President. In the absence of the Elected Officer for whom the Assistant is working, the Assistant may attend, participate and vote in EXCOM, BOM, Regular and/or Special Chapter Meetings, on those subjects only that relate to that Officer.
9. All Elected Officers should endeavor to arrive up to an hour early for all Chapter Meetings, with their nametag on, to help the First Vice-President with signin/payment table activities. They can also act as 'Greeters' to get to know Chapter Members, and seek to get them involved in Committee Activity or upcoming events, such as JROTC High School Award presentations, Parades, Scouting contests, etc.

**B. Elected Officer Duties 1. President**

- a. The President shall preside at all meetings of the Chapter, EXCOM and BOM, and shall be guided by all NSSAR Meeting Protocols as contained in the SAR Handbook.
- b. He shall fill all Appointed Officer positions, and subsequent vacancies.
- c. He shall appoint the Chairman and members of all Standing Committees and fill subsequent vacancies.
- d. He shall have the authority to create Ad Hoc Committees, subject to BOM concurrence, and when concurred in, shall appoint all Ad Hoc Committee Chairmen and Committee members.
- e. He shall have the authority to fill vacant Elected Offices, subject to EXCOM concurrence, and to create new Chapter Offices, subject to BOM concurrence.
- f. Except for the Nominating Committee, he shall be an ex officio member of all Committees, and may serve as a Committee Chairman, or participate in any Committee meeting of his choosing.

- g. He shall enforce strict observance of the Constitution and By-Laws of the Chapter as well as those of the National and State Societies.
- h. He shall preside at the Chapter Induction Ceremony for new Compatriots.
- i. He shall perform such other duties as customarily pertain to the Office of the President, unless otherwise provided for herein.

## **2. First Vice-President**

- a. Whenever the President is temporarily absent, the First Vice-President shall preside at all meetings of the Chapter. The President may also request the First Vice-President to preside at any Chapter meeting or to represent him at any other activity.
- b. He shall succeed to the Chapter 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.
- c. He may be appointed by the President to serve on any committee in any capacity.
- d. He shall serve as the first FLSSAR BOM Voting Delegate from the available Chapter Delegate Allotment.
- e. He shall serve as Chairman of the Program Committee and arrange for a monthly Chapter luncheon meeting venue for the current AY and the next, as well as meals, programs and guest speakers. He shall arrive at the venue at least an hour prior to each meeting starting time to record payments and related actions. Chapter luncheon programs and speakers will be cleared with the President before releasing the information to the *BREVARD BEACON* Editor and the public.
- f. He shall prepare a Chapter Monthly Luncheon Roster of planned/actual attendees, showing Chapter Members, WOSAR, DAR, and guests, as well as their payment status and meal choice. The Roster will also show total Regular Member attendance to assist in the determination of a Quorum. After the luncheon, the completed Roster will be reconciled showing all payments made or owed, by category, the amount paid for the meals, the amount for bank deposit, and include the name of the fifty-fifty (50/50) Raffle first ticket drawn winner, and the Chapter share amount. A copy will be emailed to the President, Treasurer, Secretary, Recording Secretary and Editor.
- g. He shall preside over at least one (1) Chapter meeting per AY.

### **3. Second Vice-President**

- a. He shall succeed to the First Vice-President position should that office become vacant.
- b. He shall serve as Chairman of the Constitution and By-Laws Committee.
- c. He shall serve as Chairman of the Medals and Awards Committee.
- d. He may be appointed by the President to serve as a FLSSAR BOM Voting Delegate from the available Chapter Voting Delegate Allotment.
- e. He may be appointed by the President to serve on any committee in any capacity.

### **4. Secretary**

- a. The Secretary is the primary Elected Chapter Officer for the administration of Chapter business and is therefore, the primary point of contact for all initial inquiries about the Chapter, including by U.S. Mail correspondence, email, and phone, as well as contract common mail and package carriers. He is expected to have a working knowledge of the policies, procedures, roles and responsibilities of the NSSAR, the FLSSAR and the Brevard FL Chapter of FLSSAR, as well as the National Society of the Daughters of the American Revolution (NSDAR) and the National Society Children of the American Revolution (NSCAR), and how they all work and interact with one another on a regular basis. He is also expected to be familiar with the Federal, State and local government organizations, including Military Units, represented in Brevard County, as well as private groups, such as Veterans, Scouting, Universities, High Schools and others.
- b. He shall maintain the master list of all Chapter Members ensuring that it always remains identical with the FLSSAR Membership database listing for this Chapter. He works closely with the Treasurer in reconciling member status and records, and ensures that members National and State numbers, complete names, addresses, phone numbers, spouses names and any other data are always accurate and accessible within the Chapter. He ensures that the Webmaster and Editor are kept apprised of all additions, deletions or new information about Chapter members for the Chapter Website Secure Section and the chapter newsletter. He shall notify the Editor of any member that does not have an email address and include a mailing address.
- c. He shall notify the President, Treasurer, Webmaster, and the Editor of the receipt of official notification of acceptance of new members, or transferees.
- d. He shall prepare all required quarterly and annual reports, and forwards same in a timely manner to NSSAR, FLSSAR, or other organizations.

- e. The Secretary shall serve as Chairman of the Membership Committee and he shall serve as an ex officio member of the Medals and Awards Committee.
- f. He shall have custody of all Chapter Seals, Stamps and devices, other than flags, and is responsible for procurement and distribution of Chapter stationery and supplies ordered.
- g. He may be called upon by the President to recommend a course of action in the absence of the Parliamentarian.

## **5. Treasurer**

- a. The Treasurer shall be the Principal Financial Officer of the Chapter and shall be responsible for depositing, saving or disbursing all funds belonging to the Chapter. An Assistant Treasurer is authorized and the President shall appoint a Regular Member to fill that position, with the concurrence of the EXCOM.
- b. Upon recommendation of the President and Treasurer, the BOM shall select a financial institution in Brevard County FL, which will process and account for all Chapter financial transactions and will send monthly financial statements to the Treasurer.
- c. All checks disbursed by the Chapter shall require the signature of only one (1) Authorized Officer whose signature is a matter of record at the financial institution. The Authorized Officer designation is limited to the Treasurer, Assistant Treasurer, President, a Vice-President or the Secretary. All checks written must be properly vouchered.
- d. Any Chapter funds set aside for savings must be placed in an interest-bearing account at the selected financial institution. The President and the Treasurer shall recommend annual investment options for those savings to the BOM each January that are within said financial institution and earn the greatest interest while considering any liquidity constraints.
- e. All funds received by the Chapter from any source shall be timely deposited.
- f. The Treasurer shall reconcile the accounts of the Chapter each month after receipt of the monthly statement from the selected financial institution, and so advise the President and the BOM. He shall keep accurate and clear accounting records showing monthly income, savings, and disbursements. He shall report annually, to the Chapter at the January Regular Meeting, the financial standing of the Chapter for the past year ending on December 31. He will also report the financial standing of the Chapter at the Regular Meeting scheduled to coincide with the end of his term of elective office or upon his resignation. All Chapter

financial records must be in the custody of the Treasurer and maintained for oversight or audit purposes.

- g. The Treasurer is authorized to make expenditures in accordance with the approved budget or by action taken at a Regular or Special Meeting at which a Quorum is present. Expenditures not included in the current budget require approval of the BOM, unless circumstances attested to by the President and the Treasurer require an expenditure before the next meeting of the BOM, in which case the approval may be made by the EXCOM, with immediate notice to the BOM for their next meeting.
- h. The Treasurer, Assistant Treasurer, the First and Second Vice-President or any other Elected Officer shall be responsible for the collection of funds at monthly luncheon meetings and other Chapter events being careful to keep accurate records of who is paying and for what purpose. A report shall be prepared by the First Vice-President, or in his absence, by his designated replacement listing all payments by source and purpose for that date, to be reconciled with the deposit slip and turned over to the Treasurer.
- i. The Treasurer and the Secretary will endeavor to utilize the same common Chapter Membership listing for their Chapter duties and responsibilities that indicates the status of all Chapter members to avoid inaccurate information being disseminated.
- j. The Treasurer shall be responsible for preparing and timely filing the IRS Form 990 - *Return of Organization Exempt From Income Tax* in January of each calendar year, thus maintaining the tax-exempt status of the Chapter as a 501(c) (3) Not for Profit Organization.

## **6. Recording Secretary**

- a. The Recording Secretary shall record the minutes of the Chapter Regular Meetings, Special Meetings, BOM Meetings and EXCOM Meetings. Minutes will not be taken for Non-Regular Meetings that celebrate Washington's Birthday, Flag Day and U.S. Constitution Day.
- b. He shall in all instances prepare a draft of those meeting minutes and distribute them to members of those groups to seek correction for errors of omission, clarity and/or data. Upon incorporating any corrections to the first draft minutes, he shall then distribute a copy of the minutes to the appropriate members and indicate he will seek approval of these minutes at the next meeting.
- c. At the next meeting of each group, when called upon, he will request a motion to dispense with the reading of the minutes of the previous meeting. When motion is made, seconded and passed, he will proceed to request a motion to

accept the minutes of the previous meeting as presented. When that motion is made, seconded, and passed, he will conclude his presentation.

- d. All approved minutes for each group will be published and archived on the Chapter Website in the secure Members Only Section. A copy will also be sent to the *Brevard Beacon* Editor.
- e. The Recording Secretary will provide assistance in collecting and recording payments prior to any Regular Meeting or other Chapter event, when requested.

## **7. Members at Large**

- a. There are two (2) Members at Large Elected Officers. They shall be known as Member at Large One (1) and Member at Large Two (2). The numerical designation is used to determine which Compatriot is serving in which office. Each Officer represents the entire Chapter Membership.
- b. Ideally, this position will be used to seek Chapter Regular Members who have shown an interest in wanting to assist in helping to promote and manage Chapter activities. Members at Large serve on the EXCOM and the BOM.
- c. The President may request a Member at Large to represent him and/or the Chapter at a meeting or event outside of the Chapter, or to participate in a special project.
- d. The President may appoint a Member at Large to serve on any Chapter Standing Committee.
- e. Both Members at Large should plan to arrive an hour before Regular Meetings to provide assistance in collecting and recording payments, and to greet Chapter members before the meeting starts.
- f. A Member at Large should have:
  - 1) been a Regular Member for a minimum of three (3) full years,
  - 2) served on at least one Standing Committee and/or served as an Appointed Officer, and
  - 3) participated in the administrative management or support of at least one (1) Annual Last Naval Battle Observance event.
- g. A Member at Large shall not serve longer than a total of three (3) consecutive terms, regardless of which Member at Large Office he has held.

### **ARTICLE 3 – EXECUTIVE COMMITTEE (EXCOM)**

- A. In addition to voting on certain Presidential actions requiring EXCOM approval or concurrence, the EXCOM shall serve as a council to advise the President on planning, budgeting and operational matters about which he deems the counsel of the EXCOM to be needed and helpful.
- B. During intervals between meetings of the BOM, the EXCOM shall have the duty to meet on call of the Chairman and to act for the BOM *ad interim* on any matters the Chairman deems to be of a nature for which immediate action is required. The Recording Secretary shall take Minutes of all EXCOM Meetings, and ensure that a copy of the EXCOM Minutes is reported at the next meeting of the BOM.
- C. In order to conduct Chapter business, the EXCOM must have a Quorum of four (4) Elected Officers in person or virtually by Electronic Means, with at least one (1) of the Quorum to include the President, the First Vice-President or the Second Vice-President. An Elected Officer who holds a second Elected Officer position by virtue of By-Law Article 2 - Elected Officers, Section A - Conventions, Sub-Section 2 & 4, shall only be able to cast one (1) vote per motion in any meeting, and only count as one (1) Elected Office for the purpose of establishing a Quorum.
- D. The President may call a meeting of the EXCOM with Notice to all Elected Officers, in person or virtually by Electronic Means, and said notice shall include the date, time and place of the meeting as well as an agenda. The EXCOM may waive the above Notice requirement by majority vote.

### **ARTICLE 4 – APPOINTED OFFICERS**

#### **A. Appointed Officers Conventions**

- 1. Appointed Officers are appointed by the President with the concurrence of the EXCOM.
- 2. The regular term of office for Appointed Officers shall be for one (1) year. Appointed Officers shall serve for the term of the appointing President.
- 3. Appointed Officers are encouraged to have an Assistant for help with the workload, and to familiarize and train future Compatriots in that specialty. Any Assistant so selected must be approved by the President and confirmed by the EXCOM. When approved, any Assistant will serve only during the term of the Appointing President.
- 4. In the absence of the Appointed Officer for whom the Assistant is working, the Assistant may attend, participate and vote in Regular, Special, EXCOM, and BOM Meetings on those subjects only that relate to that Appointed Officer.

## **B. Appointed Officers Duties 1. Chancellor**

He shall be the legal advisor to the Chapter and shall be an attorney duly licensed to practice in the state of Florida preferably, otherwise in any other state, or may be a retired attorney who is not practicing law.

### **2. Chaplain**

- a. He shall be responsible for the opening and closing of each meeting and shall have charge of all matters pertaining to the spiritual welfare of the Chapter.
- b. He shall endeavor to participate in memorial services, particularly of a deceased Compatriot.
- c. He shall strive to be aware of sick or injured Compatriots and so advise the Chapter.

### **3. Commander of the Color Guard**

- a. He shall send all required reports to the FLSSAR Color Guard Commander in a timely manner.
- b. He shall be responsible for contacting Color Guard members concerning upcoming events; and shall keep an up-to-date list of all members of the Chapter Color Guard.
- c. He shall have supervision of Chapter Color Guard participation in any public or private ceremonies.
- d. He shall be responsible for the maintenance and good order of all colors, standards, signs, muskets and any other property of the Chapter assigned to the Color Guard.
- e. He shall be responsible for the proper Flag arrangement behind the podium and for protocol at all Chapter meetings.
- f. He shall keep on hand Official SONS OF LIBERTY – FLORIDA BRIGADE Hat Pins and Red Hat Ribbons for New Color Guard Members.

### **4. Editor**

- a. He shall produce at least four (4) newsletters titled *BREVARD BEACON* each year, and have them distributed to Chapter Members, and others who may have an interest in the Chapter's activities.



- b. The primary method of newsletter distribution will be by e-mail. A copy of the newsletter shall be sent to the Secretary for distribution. Printed copies shall be sent to members without email addresses.
- c. He shall be an ex officio member of the Program Committee.

## **5. Genealogist**

- a. The Genealogist is responsible for helping a Prospective Chapter Applicant, or a Chapter Member, find a Patriot Ancestor to whom they are related with the necessary supporting generational documentation to establish that a bloodline lineal descent relationship exists to the scrutiny and satisfaction of NSSAR Genealogy Standards.
- b. The National Society of the Sons of the American Revolution (NSSAR) utilizes genealogy in establishing "the lineal descendant of an ancestor who was at all times unfailing in loyalty to, and rendered active service in, the cause of American Independence."
- c. There are a number of organizations in Brevard County that foster public confidence in genealogy as a respected branch of history by promoting an attainable, uniform standard of competence and ethics among genealogical practitioners, and by publicly recognizing persons who meet that standard. They are the Brevard Genealogical Society in Cocoa; the Genealogical Society of North Brevard in Titusville; and the Genealogical Society of South Brevard in Melbourne. There are several national genealogical organizations and among them is the Board for Certification of Genealogists (BCG) with the same general purposes.
- d. The Genealogist shall offer advice or assistance to the Registrar upon request.
- e. The Genealogist will report to the BOM at each meeting, the number of Prospective Chapter Applicants or Chapter Members who are currently being helped to find a Patriot Ancestor and to obtain generational lineal descent documentation to prove their relationship.

## **6. Historian**

- a. He shall maintain the Chapter history started by Compatriot Benjamin M. DuBose, 1999 Chapter President and Chapter Patriot Medal Recipient.
- b. Assist the State Historian and National Historian General in their efforts to maintain a history of FLSSAR and NSSAR.
- c. He shall be responsible for alerting the Chapter of upcoming holidays or anniversaries of National Patriotic or Revolutionary War importance.

- d. He shall encourage Chapter members to submit a brief presentation at Chapter meetings about their Patriot Ancestor and related research.

## **7. Parliamentarian**

- a. He shall be prepared to give opinions concerning parliamentary procedure, if called upon by the President, according to the authority adopted by the Chapter.
- b. He shall use the most recent *Roberts Rules of Order* as his guideline. The Chapter Secretary will respond when the Parliamentarian is not present.
- c. He shall be prepared to give opinions concerning NSSAR Official Policies, Procedures, and Protocols as contained in the SAR Handbook.

## **8. Property Custodian**

The Property Custodian shall maintain a record of Chapter property to include a listing of items, location and date of acquisition. He shall conduct an annual inventory and report results at the January BOM meeting. All donated or purchased acquisitions of non-disposable property shall be reported to the Property Custodian.

## **9. Publicist**

- a. He shall be responsible for maintaining contact with the local, state and national media for the release of relevant information about Chapter activities to the public after clearing same with the President.
- b. He shall prepare and send out Press Releases when appropriate, after clearance with the President.
- c. He shall collect and preserve all press relation references of the Chapter and forward them to the FLSSAR Publicity Chairman for entry into the George Marlin Contest.
- d. He shall be an ex officio member of Program Committee.

## **10. Registrar**

- a. The Registrar is responsible for reviewing and approving all NSSAR Applications generated for Prospective Chapter Applicants, or prepared by Chapter Members, before forwarding them to the FLSSAR Registrar for approval and submission to the NSSAR Genealogy Staff.
- b. The Registrar shall pay particular care to determine the Compatriot who will sign the new member sponsor certification on the first line of the application was the Compatriot who recruited the new member and worked with him

continuously to satisfactorily complete his application, thus satisfying the NSSAR Liberty Medal Award criteria.

- c. Since the geographic distance between the northern and southern borders of Brevard County FL is 70 miles long, and there are several population centers, the Registrar may request the President to appoint one or more Assistant Registrar positions to work for the Registrar to help a Prospective Chapter Applicant with his application. For this purpose, Brevard County is currently divided into sections which may later be adjusted: North Brevard, to include Port St. John, Titusville and Mims; Central Brevard, to include Cocoa, Rockledge, Merritt Island and the Central Barrier Island beaches north of the Pineda Causeway; and South Brevard, to include Melbourne, Viera, Palm Bay, and the South Barrier Island beaches south of the Pineda Causeway down to Sebastian.
- d. To become an Assistant Registrar, a Compatriot must have completed the NSSAR Registrar and Genealogist Training Modules 1-7. In addition, he must have read the Genealogy Committee Policies (Manual) and the Application Preparation Guide (Manual). He must also become familiar with the NSSAR Website, generally, and specifically, (1) the Genealogy Resources Link, (2) the Patriot Research System, and (3) the Online Application System Link, as well as the DAR Website, generally, and specifically, their Genealogical Research System (GRS). These sources will be referred to regularly by an Assistant Registrar, as they are by the Registrar and all Compatriots who work with NSSAR Applications.
- e. The goal of an Assistant Registrar is to submit to the Registrar an error free application with legible supporting documents, properly marked by generation and with pertinent parts underlined in red ink. When satisfied that this goal has been consistently complied with, the Registrar may allow the Assistant Registrar to send completed Application packages directly to the FLSSAR Registrar for approval and forwarding to NSSAR.
- f. The Registrar may solicit advice or assistance from the Genealogist.
- g. The Registrar will make a report to the BOM at each meeting advising the number, type and status of Chapter applications in progress.

## **11. Sergeant at Arms**

The Sergeant at Arms shall assist in preserving order during Chapter Meetings as the President may direct. He shall retain custody of the items used by the President in conducting a Chapter meeting and shall maintain them in a proper state of repair, deliver them and install them as necessary.

## **12. Surgeon**

He shall be a physician and a duly qualified medical officer, licensed to practice or retired. The duties of the Surgeon shall extend only to the membership during Chapter meetings or events.

## **13. Webmaster**

- a. He shall be responsible for setting up and maintaining the Brevard Chapter Website. The Chapter Website shall provide public access for general information and a restricted section for members only.
- b. He shall assure the website domain registration remains current and that all fees for the maintenance of the said website are included in any budget requests submitted annually to the Treasurer and BOM for review and approval.
- c. He shall submit to the Treasurer itemized invoices for the payment of said website maintenance, hosting, domain registration and other related costs.
- d. He shall ensure there is a back-up or assistant Webmaster who shall have access to the website and will be able to perform webmaster duties when necessary.

## **ARTICLE 5 – STANDING COMMITTEES**

### **A. Standing Committee Conventions 1. Chairmen Duties**

- a. All Committee Chairmen shall be responsible to the President and to the BOM for the proper and timely functioning of their Committees. In the absence of any member of their Committee which would be detrimental to its proper functioning if prolonged, the President shall make temporary appointments so its functions shall not be delayed or neglected.
- b. All Committee Chairman are also Chapter Officers.

### **2. Standing Committee Viability**

- a. A Standing Committee must have at least three (3) members to be considered viable and to function on behalf of the Chapter. Each committee shall be comprised of a Chairman and at least two (2) full time members, which may include the declared full time membership of the President on a committee. The President (ex officio) shall not count as one of the minimum number to achieve viability. The first meeting of each Standing Committee shall occur within thirty (30) days after the Chairman has been appointed.
- b. Meetings may be held in person or via Electronic Means. Minutes shall be taken for each meeting and a copy of the minutes shall be transmitted by the Chairman within ten (10) days after each meeting to the President, the Editor of the *Brevard Beacon* and the Recording Secretary.

## **B. Standing Committee Roles 1. Constitution & By-Laws Committee**

- a. The Second Vice-President shall be Chairman of the Constitution & By-Laws Committee. At least two (2) additional Members shall be appointed to the committee, one (1) of whom shall be the Parliamentarian.
- b. Article XIII B. of the Constitution defines the process for the disposition of a proposed amendment to the Constitution and By-Laws. After referral by the BOM, the Committee will review the proposed amendment for any technical problems and any conflicts with existing Articles. The Committee will report their findings and recommendations to the BOM for their consideration.
- c. All proposals to change the Constitution and/or By-Laws must be presented to the membership for a vote in a Regular or Special Meeting by the BOM within thirty (30) days after the Committee has indicated their preferred action.

## **2. Flag Committee**

- a. The President shall appoint a Chairman of the Flag Committee, and he shall appoint two (2) additional members to the Committee with the approval of the President.
- b. The Flag of the Chapter shall be similar to the Flag of the Florida Society of the Sons of the American Revolution. On the center, or white bar, there shall be an Insignia of the Society and, in the appropriate place, the name 'BREVARD CHAPTER', shall appear.
- c. The Flag Committee is the custodian of the Chapter flags, except those flags assigned to the Chapter Color Guard.
- d. The Flag Committee shall present SAR Flag Certificates to homeowners and business owners that have noteworthy American Flag displays.

## **3. Last Naval Battle (LNB) Committee**

- a. The President shall serve as Chairman of the Last Naval Battle (LNB) Committee, or appoint a Chairman. The Committee should include members who have had previous experience with planning, organizing and/or executing this event. All Committee Members shall be appointed by, or with the approval of, the President.
- b. The Last Naval Battle Committee shall plan, organize and execute the Last Naval Battle Observance event each year.
- c. The location shall always be at the Veterans Memorial Center (VMC) in Merritt Island, FL.

#### **4. Medals and Awards Committee**

- a. The Second Vice-President shall serve as Chairman. He shall appoint two (2) additional members to this Committee with the approval of the President. The Secretary shall be an ex officio member.
- b. The Committee shall prepare a list of members who may be eligible for various SAR medals and present said list to the President. The President shall present these to the Chapter BOM to consider and approve the recommendations, and any others brought to their attention.
- c. He shall be responsible for maintaining a supply of all Chapter Medals, Awards and Certificates, and for re-ordering these items when needed.
- d. The Chairman or any member of the Medal & Awards Committee may nominate Non-Members for the various SAR Medals and Awards available by presenting said nomination to the President along with documentation of why the award should be presented.
- e. The Chapter Medal shall be of the design adopted in 2003 dedicated to the Spaceship COLUMBIA and its Crew. It shall be suspended by a Red, White and Blue ribbon and be placed after any and all other authorized SAR Medals. The Chapter Medal shall be available for purchase by any Chapter member.
- f. The Committee shall track member service time as officers and/or committee members. The Secretary shall keep Certificates representing 5, 10, 15, 20, & 30 years of Service on hand, and they shall be awarded at the May meeting.
- g. 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 NSSAR Regulations.

#### **5. Membership Committee**

- a. The Secretary shall serve as Chairman. The Chairman shall appoint additional Committee members, with the approval of the President. Committee members should arrive at least an hour before all Chapter meetings are scheduled to begin, and act as 'Greeters'.
- b. The Committee shall be responsible for greeting and welcoming Chapter members. The Committee should encourage Members who attend regularly to become more involved in Chapter activities, such as committee membership and participation in Chapter events.

- c. The committee members shall also encourage Chapter Members who do not regularly attend Chapter meetings and sponsored events, to become more involved in Chapter activities, such as committee membership, as well as ensuring retention in the active Chapter membership confirming their contact information is current.
- d. The committee members shall also be responsible for contacting Compatriots who did not renew their annual Chapter membership the past AY, or in previous years. They should seek to find out why, and alternatively, offer committee membership activities or sponsored events, such as the LNB, High School JROTC Awards, Parades and Veteran Assistance, as a way of encouraging them into active Chapter participation.
- e. The Committee shall assist in recruiting new members and refer them to the Chapter Registrar for follow-up.

## **6. Nominating Committee**

- a. The Chairman of the Nominating Committee shall be the Immediate Past Chapter President, provided that he is a Regular Member. If the Immediate Past President cannot fulfill this duty, he shall contact the next most recent Past President who is a Regular Member and offer the Chairmanship to him, and so on, until a Chairman is found. The committee may also have at least two (2) additional members who shall be Past Presidents. The Chairman shall report at the January BOM Meeting that the Nominating Committee has been convened. He shall also report the names of the additional committee members.
- b. The purpose of the Nominating Committee shall be to produce a Committee Report to the March BOM Meeting of each year that provides a Slate of only one Elected Officer Candidate for each Chapter elective office that will be used at the May Annual Meeting for the Election of Officers. The Report must also certify that each Nominee is a Regular Member, has agreed to be on the Slate and has agreed to serve if elected. The BOM shall direct the Editor of the *BREVARD BEACON* to publish the Nominating Committee Report in an issue that will be distributed before the April Regular Meeting.
- c. The Committee Chairman shall present the Slate at the April Regular Meeting and at the May Annual Meeting immediately prior to the Election of Officers. After the Slate has been presented, any Regular Member may make a nomination from the floor naming the Regular Member he is nominating and for what Elected Office. If the Nominated Regular Member is in attendance at the April or May Regular Meeting, he must stand and indicate to the Chairman that he agrees to be nominated for the Elected Office indicated and will serve if elected. If the Nominated Regular Member is not at the April or May Regular Meeting, then before his name can be added to the Slate, the Chairman must

contact the proposed Nominee to obtain a signed written statement agreeing to be nominated for the Elected Office indicated and agreeing to serve if elected.

- d. Any Elected Office having more than one nomination will require a Secret Ballot Election prior to presentation of the Slate. The President shall appoint a Lead Teller and two (2) Assistant Tellers to conduct the Secret Ballot Election. The Tellers will be responsible for preparing, distributing and collecting the Secret Ballots, as well as declaring after counting the ballots that they all agree on the results of the Secret Ballot Election. The Lead Teller will announce the results to the Chapter. The Lead Teller will be responsible for shredding the secret ballots immediately after the meeting.
- e. If there are no nominations from the floor, or if the Secret Ballot Election has concluded, the Chairman will then proceed with conducting the Election of Officers and announce the results to the Chapter.
- f. The newly Elected Officers shall be installed at the end of the Election and begin their term of office immediately. In the event that no National or State Officers are present, the Chairman shall perform the Installation of Officers Ceremony. The newly elected and installed President shall preside for the continuation of the Chapter Meeting.

## **7. Program Committee**

- a. The First Vice-President shall serve as Chairmen. He shall appoint two (2) additional members to the Committee with the approval of the President. He shall designate one (1) member to be Vice-Chairman.
- b. The Editor and Publicist shall be ex officio members of this Committee.
- c. The Committee shall recommend future luncheon meeting venues, meal choices, and topics/speakers for all meetings of the Chapter on an AY basis.
- d. After approval by the President, the Committee shall publish a Program Committee Report and distribute copies to the BOM, and update the report during the AY, as needed.

## **8. ROTC/JROTC Committee**

- a. The President shall appoint a Chairman of the ROTC/JROTC Committee, and he shall appoint two (2) additional members to the Committee with the approval of the President.
- b. A Silver ROTC Medal and Certificate is awarded to a college level ROTC cadet based on general leadership qualities, military bearing, and general excellence



as prescribed by the NSSAR. A Bronze JROTC Medal and Certificate is awarded to a JROTC cadet in a high school meeting the same qualifications.

- c. In 1997 the President General of the SAR authorized the enhancement of the JROTC program, (Enhanced JROTC Program). Each Chapter can select an Outstanding JROTC Cadet and enter the cadet into the FLSSAR Society's Outstanding Cadet Program. The winner is then entered into the NSSAR contest where significant financial and personal recognition rewards are made. The rules of competition are promulgated annually by the National ROTC/JROTC and Academies Subcommittee.
- d. U S Naval Sea Cadets (Sea Cadets). Brevard Chapter supports two Sea Cadet Battalions. Sea Cadets is the Navy's youth development program and is also supported by the U S Coast Guard. Sea Cadets are young men and women, age 10 to 18. Their mission is to build leaders of character. At a young age Cadets are given leadership opportunities by staffing summer training events, planning unit events and teaching others. A Bronze Good Citizenship Medal is awarded each year to an outstanding cadet.
- e. The committee shall maintain contact with the Primary Military Instructor, (PMI) of any school with an ROTC/JROTC program to ensure their awareness of these programs where applicable and to encourage their participation. The PMI in schools change from time to time and a continued awareness effort will be helpful.
- f. The committee shall arrange for a Chapter Compatriot to attend each ROTC/JROTC and Sea Cadet Award Ceremony to present the SAR ROTC/JROTC Medal, Good Citizenship Medal and Certificates to the honored cadet.

#### **9. Veteran's Affairs Committee**

- a. The President shall appoint a Veteran as Chairman, and he shall appoint at least two (2) additional Veteran members to the Committee with the approval of the President.
- b. The Committee assists all members who are veterans of US Armed Forces and helps with any special needs or requirements related to Chapter activities.
- c. The Committee also coordinates Chapter activities with the Brevard Veterans Memorial Center (VMC) when necessary.

#### **10. Veterans Memorial Center (VMC) Committee**

- a. The President shall appoint members to this committee who currently work or volunteer at the VMC, including the Chairman.

- b. The Committee shall ensure the continuation of the VMC Tennant Status of our Chapter at the VMC.
- c. The Committee shall pay particular attention to the condition and maintenance of the Cannon and Base on display in the VMC Memorial Park, as well as other SAR memorials.
- d. The Committee shall coordinate the location, storage and use of the Trailer and Canopy with the VMC Staff.

#### **11. Youth Program Committee**

- a. The President shall appoint a Chairman of the Youth Program Committee, and he shall appoint two (2) additional members to this Committee with the approval of the President.
- b. The Committee shall conduct as many SAR youth programs as possible each AY.
- c. Youth Programs include, but are not limited to, the Eagle Scout program, oration contest, essay contest, and good citizenship awards. The Committee shall ensure that members of the Chapter are assigned to attend as many youth presentation ceremonies as possible to present the respective youth awards to the recipients.

#### **ARTICLE 6 – BOARD OF MANAGEMENT (BOM)**

- A. The BOM shall have general supervision of Chapter activities and shall control all administrative and financial affairs.
- B. The BOM may meet as often as necessary, generally at least as often as Regular Meetings.
- C. In order to conduct Chapter business, the BOM must have a Quorum of four (4) Elected Officers in person or virtually by Electronic Means, with at least one (1) of the Quorum to include the President, the First Vice-President or the Second VicePresident.
- D. Any Chapter Member may attend and participate in any Chapter BOM Meeting, however, only BOM Members may make or second a motion, and vote.
- E. Unless otherwise noted herein, no officer shall receive any form of remuneration for the exercise of his office from the Chapter.

- F. 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 statement to the Treasurer for reimbursement. Approval of the BOM is required prior to the payment of items not included in the current budget, or specifically authorized at a request of, or special meeting of, the Chapter.
- G. A BOM member who holds a second BOM position shall only be able to cast one (1) vote per motion in any meeting, and only count as one (1) BOM position for the purpose of establishing a Quorum.
- H. The President may call a meeting of the BOM with Notice to all BOM Members, in person or virtually by Electronic Means, and said notice shall include the date, time and place of the meeting as well as an agenda. The BOM may waive the above Notice requirement by majority vote.

### **ARTICLE 7 – REGULAR MEETINGS**

- A. The Brevard Chapter shall hold an Annual Meeting during the AY for the purposes of Election of Officers and consideration of any amendments to the Constitution and/or By-Laws. The Chapter Fiscal Year shall be the Calendar Year (CY) for accounting and compliance with the Internal Revenue Service (IRS) rules and regulations.
- B. There shall be no Regular Meetings in the months of July and August.
- C. The Chapter shall have Regular Meetings on the second (2<sup>nd</sup>) or third (3<sup>rd</sup>) Saturday of selected months, minimizing conflicts with holidays and state/national events. The EXCOM shall have the authority to change the dates of, or cancel, any Regular, NonRegular or Special Meetings.
- D. The Brevard Chapter may join with the Chapters of the National Society of the Daughters of the American Revolution (NSDAR) in Non-Regular Meetings to celebrate the United States of America on U.S. Constitution Day in September, on Washington’s Birthday in February and on Flag Day in June.
- E. Should there not be a Quorum of the Chapter Regular Members present at a Regular Meeting, including the Annual Meeting for Election of Officers, for continuity and the good of the Chapter, the Regular Meeting shall automatically be declared a BOM Meeting, provided there is a Quorum of the BOM present. When a Quorum of the BOM is present, a Regular Meeting, including the Election of Officers shall proceed with those in attendance. If not, the meeting must be re-scheduled by the BOM.

### **ARTICLE 8 – SPECIAL MEETINGS**

- A. The Notice of every Special Meeting shall state the business to be transacted at said meeting and include the date, time and place, if a physical location. A Special Meeting may also be conducted by Electronic Means and the Notice shall state the same

information as above with the addition of participation procedures. An Electronic Means Notice of such meetings shall be sent to each member at least five (5) days prior to the meeting date. It is each Chapter Member's responsibility to keep the Chapter Secretary informed of his current contact information so he can receive official Chapter Notices.

- B. Electronic Means Meetings, if conducted according to requirements in the latest edition of *Roberts Rule of Order*, are permitted for any Chapter Meetings, to wit: Special, EXCOM, BOM and any Standing or Ad Hoc Committee. It shall not apply to a Regular Chapter Meeting, however.

### **ARTICLE 9 – FLSSAR BOARD OF MANAGEMENT (BOM) MEETINGS**

- A. Before each FLSSAR Board of Management (BOM) Meeting, the Chapter will be notified as to how many FLSSAR BOM Voting Delegates it will be allocated. By FLSSAR By-Law, the Chapter President, Immediate Past President and any Patriot Medal Awardee, shall automatically be declared Voting Delegates from the initial Chapter Voting Delegates allocation.
- B. The President, with the approval of the EXCOM, may fill the remaining unfilled FLSSAR BOM Chapter Voting Delegates allocation, by appointment of the First Vice-President, the Secretary and any Regular Member, to complete the Chapter's Voting Delegate allocation.
- C. The term of each Chapter Voting Delegate to a FLSSAR BOM Meeting shall be the same as the term of office of the incumbent Chapter President at the time of his appointment.
- D. All Chapter Regular Members may attend and participate in a FLSSAR BOM Meeting; however, only designated Chapter Voting Delegates may cast a vote, pursuant to FLSSAR By-Laws.

### **ARTICLE 10 – AMENDMENTS**

The procedures by which the Chapter Constitution or By-Laws can be amended are described in Article XIII of the Constitution.