

**BYLAWS OF THE GENERAL DAVID FORMAN-PENELOPE HART CHAPTER
OF THE NATIONAL SOCIETY OF THE DAUGHTERS OF THE AMERICAN REVOLUTION**

National Chapter No. 2-027-NJ

State Chapter No. 13



CHAPTER BYLAWS (Revised July 2018)

ARTICLE I.

Name

The name of this chapter shall be the General David Forman-Penelope Hart Chapter of the National Society of the Daughters of the American Revolution.

ARTICLE II.

Objects

The objects of this chapter shall be to promote the objects of the National Society of the Daughters of the American Revolution, hereinafter referred to as National Society or NSDAR.

1. To perpetuate the memory and spirit of the men and women who achieved American independence, by the acquisition and protection of historical spots and the erection of monuments; by the encouragement of historical research in relation to the Revolution and the publication of its results; by the preservation of documents and relics, and of the records of the individual services of Revolutionary soldiers and patriots; and by the promotion of celebrations of all patriotic anniversaries;
2. To carry out the injunction of Washington in his farewell address to the American people, "to promote, as an object of primary importance, institutions for the general diffusion of knowledge," thus developing an enlightened public opinion, and affording to young and old such advantages as shall develop in them the largest capacity for performing the duties of American citizens;
3. To cherish, maintain and extend the institutions of American freedom; to foster true patriotism and love of country, and to aid in securing for mankind all the blessings of liberty.

ARTICLE III.

Membership.

Section 1. **Eligibility.** Any woman is eligible for membership in the National Society of the Daughters of the American Revolution who is not less than eighteen years of age, and who is

lineally descended from a man or woman who, with unfailing loyalty to the cause of American Independence, served as a sailor, or a soldier or civil officer in one of the several Colonies or States, or in the United Colonies or States or as a recognized patriot, or rendered material aid thereto, provided an applicant for chapter membership is personally acceptable to the chapter.

Section 2. **Admission.** An applicant for membership through this chapter may be endorsed by two members of the chapter who are in good standing and to whom the applicant is personally known. The chapter may not discriminate against the applicant on the basis of race or creed. Within one year, unless granted extension by the chapter, the applicant shall submit all required documents, prepared in accordance with instructions established and distributed by the National Society, and accompanied by the prescribed fees and dues.

a. **Membership Committee.** The Membership Committee shall include the chairman of the Membership Committee, the registrar and one other member appointed by the regent to serve throughout her term of office.

b. **New Membership Process.**

1. Any member of the General David Forman - Penelope Hart Chapter, NJDAR, wishing to propose a prospective member may bring her to a regular meeting and introduce her as a guest to the attending membership.
2. The prospective member, with the assistance of the registrar, shall fill out the application papers in the form required by the National Society and shall sign as registrar and secure signature of the chapter regent. The registrar shall secure the signatures of two endorsers. The registrar will submit the completed application for the proposed member, to the chapter regent.
3. The registrar shall submit the application to the National Society. The prospective member may attend regular meetings of the chapter until her papers are accepted or rejected by the National Society.
4. Prospective members shall submit their application for membership within one year of their invitation for membership. In the event the prospective member is having difficulty completing her papers, the timeframe for submittal may be extended at the discretion of the Board. When necessary, the registrar shall contact the prospective member to ascertain her decision. In the event the prospective member is unable to consider membership at the time she is contacted, her name must be presented again as outlined above if she wishes to join at a later date.

Section 3. **Transfers.** A member desiring to unite with the chapter by transfer, either from another chapter or from membership-at-large, shall be accepted. The chapter registrar shall submit the form to National.

Section 4. **Resignations.** Any member desiring to resign from the chapter shall present her resignation in writing to the corresponding secretary. The chapter regent and/or the chapter treasurer, shall immediately report the resignation to the Treasurer General. The

resignation of a member whose dues are in the arrears or have been covered one year by the chapter without reimbursement shall not be accepted.

Section 5. **Associates.** A member of another chapter in good standing may be an Associate member of the chapter. Associate membership shall cease automatically in the event of termination of membership in her chapter.

An associate member shall have the privilege of attending all meetings and of speaking, but shall not make motions, vote, hold office or represent the Chapter as a delegate or an alternate. She shall have the right to serve as a member of a committee, but not as Chairman thereof.

Section 6. **Children of the American Revolution.** An applicant from the Children of the American Revolution (C.A.R.) desiring to join the Daughters of the American Revolution after her eighteenth birthday; but, before her twenty-second birthday shall present a member-in-good-standing card from the C.A.R. within one year from the date on the card to the Treasurer General in lieu of the application fee of the National Society.

ARTICLE IV. Fees and Dues.

Section 1. **Application Fee.** The application fee to the National Society shall be as determined by the Continental Congress.

Section 2. Annual Dues.

a. The annual chapter member dues which shall be set periodically by the executive committee, taking into consideration the dues as determined by the National Society and the State Society, shall be payable in advance on or before the first day of November of each year. From the amount, the Chapter shall pay the member's annual dues to National Society and to the State Society.

b. The dues of a member admitted or reinstated on or after April first of any year shall be credited to the next succeeding calendar year.

c. Prior to February 1 of the calendar year, the chapter treasurer shall notify all members whose dues have not been paid that their dues are delinquent. The National Society will automatically terminate membership if dues are not received showing a Federal Postal Service, or other carrier, cancellation date no later than the last day of February.

d. The annual national dues for each member shall be sent by the chapter treasurer to the Office of the Organizing Secretary General, payable to the Treasurer General, showing a Federal Postal Service, or other carrier, cancellation date no later than the first day of December for the ensuing calendar year.

e. The dues and fees for readmission of a resigned member and of a member dropped for non-payment of dues shall be as prescribed by the bylaws of the National Society.

f. The annual dues of an associate member shall be the amount of Chapter dues payable on or before November first of each year with the evidence of her membership in good standing in another chapter. She shall be enrolled as an associate member upon payment of the annual dues. She shall pay no application fee, nor any national or state dues through this chapter.

Payment of dues by an associate membership shall be subject to the same conditions as for a Chapter member, except that her associate membership shall cease automatically upon removal from the locality of the Chapter, unless she specifically requests that she be retained as an associate member.

g. On or before the first day of December each year, the chapter treasurer shall send to the State Treasurer that amount so designated by the State Society as annual dues for each member.

ARTICLE V.

Officers.

Section 1. **Officers.** The elected officers of the chapter shall be a regent, first vice regent, recording secretary, corresponding secretary, treasurer, registrar, historian and librarian. No one member in any chapter shall hold the office of chapter regent and chapter treasurer at the same time.

Section 2. **Nomination.** In the year of an election, a nominating committee of five members shall be elected by the chapter at the regular meeting in December. It shall be the duty of this committee to nominate a candidate for each office to be filled at the annual meeting. Additional nominations shall be made from the floor, provided the consent of the nominee shall first have been obtained. No member shall be eligible to office who has not been a member of the Chapter for at least one year.

Section 3. **Eligibility.** To be eligible for the office of regent or first vice regent, a member shall have belonged to the chapter for one continuous year preceding her election to office.

Section 4. **Term of Office.** Officers shall be elected by ballot for a term of three years or until their successors are elected. A majority vote shall elect. The term of office shall begin at the close of the annual meeting at which they are elected. No member shall serve as chapter regent for more than two terms (six consecutive years). A member who has served more than half a term in any office shall be considered to have served a term.

Section 5. **Vacancies.** In case of a vacancy in the office of chapter regent, the first vice regent shall become regent. Vacancies in other offices shall be filled by the executive board until the next annual meeting when the chapter shall fill the vacancy for the unexpired term.

Section 6. **Honorary Status.** In recognition of valuable service to the chapter a member who has served as regent may, upon her retirement from office, be elected Honorary Chapter Regent. Election may be by voice vote.

ARTICLE VI.
Duties of Officers.

Section 1. **Duties.** The officers of the General David Forman-Penelope Hart Chapter shall perform the duties prescribed by these bylaws, and such others as the (Articles of Incorporation), the bylaws of the National Society, the bylaws of the New Jersey State Society, and the parliamentary authority, and such other duties as shall be ordered by the chapter. Upon illness or resignation of an officer, the Chapter's records shall be transferred within two weeks to the chapter regent or other officer.

Section 2. The **regent** shall:

- a. preside at all meetings of the chapter and of the executive board, and shall have general supervision of the affairs of the chapter;
- b. be the chief executive officer of the chapter;
- c. appoint all committees except the nominating committee; and
- d. be ex-officio a member of all committees except the nominating committee.

Section 3. The **first vice regent** shall:

- a. perform the duties and responsibilities of the chapter regent in her absence or inability to serve; and
- b. produce a Yearbook the first year of a new chapter regent's term and Supplemental Updates the other two years.

Section 4. The **chaplain** shall:

- a. conduct such religious services as required;
- b. communicate, whenever possible, with members who are ill or in distress; and
- c. send birthday greetings to chapter members over the age of 90.

Section 5. The **recording secretary** shall:

- a. record the proceedings of the meetings of the chapter and executive board;
- b. be custodian of all records not otherwise provided for;
- c. notify officers of their election;
- d. notify committees of their appointment; and
- e. keep a roll of members of committees and of the chapter.

Section 6. The **corresponding secretary** shall:

- a. send notices of meetings; and
- b. conduct correspondence as requested by the Regent, may not specifically belong to other offices, or required by action of the chapter or the Executive Board.

Section 7. The **treasurer** shall:

- a. receive all funds of the chapter and deposit them in a bank or banks as may be designated by the chapter;
- b. disburse funds as directed by the chapter and pay only those bills authorized by the regent;

- c. remit national dues to the Office of the Organizing Secretary General, prior to the first day of December, and state dues to the State Treasurer by the first day of December, of every active and associate member, and
- d. prepare the accounts for review or audit before each annual meeting.

Section 8. The **registrar** shall:

- a. furnish application papers to prospective applicants;
- b. see that these papers are in the proper form and accompanied by the applicant's personal check, made payable to the chapter for application fees and national dues, procure the chapter check from the treasurer before mailing the complete application packet;
- c. maintain a file a file of the member of the chapter, for her records, any new members or change in status of members of the chapter including change of name, address, date of transfer, resignation or reinstatement, and death;
- d. notify the regent, recording secretary, corresponding secretary, treasurer and new member of acceptance by the National Society for membership;
- e. act as custodian of duplicate application papers and supplemental application of members; and
- f. upon transfer out of the chapter, send the member's application to the member (if transfer is to member-at-large) or the receiving chapter, in accordance with instructions of the National Society;

Section 9. The **historian** shall:

- a. direct such historical program of the National Society and of the New Jersey State society; and
- b. be custodian of historical and biographical papers which the chapter may possess.

Section 10. The **librarian** shall:

- a. cooperate with the State Librarian in securing books for the DAR Library in Washington, DC; and
- b. provide other library work as the National Society and the New Jersey State society may authorize.

ARTICLE VII. Meetings.

Section 1. **Monthly Meetings.** The regular meetings of the chapter shall be held on the second Saturday of each month from October to December and March to June inclusive, unless otherwise ordered by the chapter or executive board.

Section 2. **Annual Meeting.** The regular meeting in May shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3. **Special Meetings.** Special meetings, limited to members only, may be called by the Regent and shall be called upon the written request of five members. Except in cases of

emergency, three days notice shall be given. The business transacted at any special meeting shall be limited to that stated in the call to the meeting.

Section 4. **Electronic Meetings.** The majority of regular and special chapter meetings shall be held in-person, except that provision may be allowed for members who are unable to attend in person to participate electronically, so long as all members can simultaneously hear each other and participate, subject to any limitations established in special rules of order adopted to govern such participation, and at no expense to the chapter. Electronic mail (email) shall not be used to conduct meetings.

Section 5. **Quorum.** Ten members of the chapter shall constitute a quorum for a regular or special meeting.

Section 6. **Proxy voting.** There shall be no proxy voting.

Section 7. **Notice.** Unless members indicate otherwise to the regent and recording secretary in writing, all communication required in these bylaws, including meeting notices, may be sent electronically.

ARTICLE VIII. Executive Board.

Section 1. **Officers.** The elected officers of the chapter shall constitute the executive board.

Section 2. **Authority.** The executive board shall have general supervision of the affairs of the chapter between its meetings and shall make recommendations to the chapter. The board is subject to the orders of the chapter and none of its acts shall conflict with action taken by the chapter.

Section 3. **Meetings.** Meetings of the executive board shall be at the call of the regent, or upon written request of four members of the executive board.

Meetings/special meetings shall be held at a central location, but executive board members who are not present in person may be permitted to participate electronically, so long as all members can simultaneously hear each other and participate, subject to any limitations established in special rules of order adopted by the executive board to govern such participation, and at no expense to the chapter.

Section 4. **Quorum.** Four members of the executive board shall constitute a quorum for a regular or special meeting.

Section 5. **Proxy Voting.** There shall be no proxy voting.

ARTICLE IX - Committees

Section 1. **Program Committee.** A Program Committee consists of the chapter's executive board and shall plan the programs for the year.

Section 2. **Budget Committee.** A budget committee consisting of the executive board shall consider requests for funds, prepare a budget, and submit it to the chapter for approval at a regular meeting. The treasurer shall serve as chair.

Section 3. **Financial Review Committee.** A Financial Review Committee of three members, appointed by the regent, shall examine the Treasurer's accounts at the close of the fiscal year and report at the annual meeting. Such report will be adopted by the members.

Section 4. **Other committees.** Such other committees, standing or special, shall be appointed by the regent as the chapter may authorize or as the National Society or the New Jersey State Society may require.

Section 5. **Meetings.** Committee meetings shall be held at the call of the chair or upon the request of the majority of the members of the committee. Meetings shall be held at a central location, except that provision may be allowed for members who are unable to attend in person to participate electronically, so long as all members can simultaneously hear each other and participate, subject to any limitations established in special rules of order adopted to govern such participation, and at no expense to the chapter. Electronic mail (email) shall not be used to conduct meetings.

Section 6. **Quorum.** Four of the members of the committee shall constitute a quorum.

Section 7. **Proxy voting.** There shall be no proxy voting.

Section 8. **Notice.** Unless members indicate otherwise to the chair, in writing, all communication required in these bylaws, including meeting notices, may be sent electronically.

Section 9. **Email Voting.** In matters that require urgency and when a meeting is not critical to a decision, and with the written permission of every member, a vote may be conducted by electronic mail (email) which must be ratified at the next meeting.

ARTICLE X. Representation.

Section 1. **Continental Congress.** The representation of the chapter at Continental Congress shall be as provided in the bylaws of the National Society.

Section 2. **State Conference.** The representation of the chapter at meetings of the New Jersey Daughters of the American Revolution shall be as provided in the bylaws of the New

Jersey Daughters of the American Revolution.

Section 3. **Delegates.** The chapter shall elect delegates and alternates for Continental Congress and for the State Conference at the October meeting.

**ARTICLE XI.
Parliamentary Authority.**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the chapter in all cases to which they are not inconsistent with the bylaws, or the bylaws, special rules of order, standing rules or any rulings of the National Society of the Daughters of the American Revolution or the New Jersey Daughters of the American Revolution.

**ARTICLE XII.
Amendment to Bylaws.**

Section 1. **Proposed Amendments.** These bylaws may be amended at any regular meeting of the chapter by a two-thirds vote, provided the proposed amendment has been submitted in writing at the previous meeting. Unless otherwise provided prior to its adoption or in the motion to adopt, an amendment shall take effect immediately upon its adoption.

Section 2. **Mandatory Amendments.** Any amendment adopted by the National Society, or by the New Jersey Daughters of the American Revolution affecting the work of this chapter shall become the law of the chapter without further notice.

**ARTICLE IX.
Dissolution.**

Although the period of duration of the chapter is perpetual, if for any reason the chapter is to be dissolved or otherwise terminated, no part of the property of the chapter or any of the proceeds shall be distributed to or inure to the benefit of any of the officers or members of the chapter. Upon the dissolution of the chapter, assets shall be distributed by the chapter executive board to and only to the state organization of the National Society Daughters of the American Revolution.

Any such assets not so disposed of shall be disposed of by the local United States District Court, exclusively to such organization or organizations as said Court shall determine, which are organized and operated within the meaning of section 501 (c)(3), with purposes and objectives consistent with those of the chapter.

Approved October 2018

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