

**THE LINCOLN CHAPTER OF
THE NEBRASKA SOCIETY OF
THE SONS OF THE AMERICAN REVOLUTION**

Effective - October 5, 2024

BYLAWS

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BYLAW No. 1 - NAME

The name of the Chapter shall be The Lincoln Chapter of the Nebraska Society of the Sons of the American Revolution (hereafter referred to as The Lincoln Chapter).

BYLAW No. 2 – PURPOSES AND OBJECTS

The purposes and objects of The Lincoln Chapter shall be as prescribed by The Lincoln Chapter, the Nebraska Society of the Sons of the American Revolution (NESSAR) and the Sons of the American Revolution (NSSAR) Constitutions and Bylaws.

BYLAW No. 3 – MEMBERSHIP

Section 1. Eligibility: Eligibility for membership in The Lincoln Chapter shall be as prescribed in the Nebraska Society of the Sons of the American Revolution (NESSAR) and NSSAR Constitutions and Bylaws.

Section 2: The methods, reinstatement, transfer, dual membership, acceptance, resignation, demission, removal, admission fees, dues, life membership, change in state residence, forfeiture of membership, and change of address process and procedures shall be as prescribed in the NSSAR and NESSAR Constitutions and Bylaws.

BYLAW No. 4 – ELECTED OFFICERS AND RESPONSIBILITIES

Section 1. Elected Officers: The elected Lincoln Chapter Officers shall be President, Vice President, Secretary, Treasurer, and Registrar.

Section 2. President:

- a. Shall provide overall leadership to The Lincoln Chapter by implementing programs fulfilling the purposes and objects of the NSSAR and NESSAR in accordance with the policies and guidelines delineated in the NSSAR and NESSAR Constitutions and Bylaws.
- b. Shall be responsible for the conduct of The Lincoln Chapter in accordance with the guidelines established by NSSAR and NESSAR.
- c. Shall preside at all Lincoln Chapter and Executive Committee Meetings and shall have a casting vote/ballot.
- d. Shall enforce strict observance of The Lincoln Chapter Constitution and Bylaws.
- e. Shall appoint members to Lincoln Chapter Committees listed in ARTICLE VIII – COMMITTEES, Sections 2 through 4.
- f. Shall provide oversight and direction to all committees for accomplishing assigned responsibilities.

Section 3. Vice President:

- a. Shall, in the absence of the President, perform all the duties and responsibilities of The Lincoln Chapter President.
- b. Shall assist The Lincoln Chapter President in appointing Committee members.
- c. Shall source and schedule programs for Lincoln Chapter meetings.
- d. Shall serve as the Chairman of The Lincoln Chapter Constitution and Bylaws Committee and the Audit Committee.
- e. Shall perform such other duties as may be assigned by The Lincoln Chapter President.

Section 4. Secretary:

- a. Shall keep complete and accurate records of all the proceedings and orders of The Lincoln Chapter.
- b. Shall prepare and disseminate all Lincoln Chapter communications.
- c. Shall distribute copies of minutes of all Lincoln Chapter meetings either electronically or have copies available at all meetings.
- d. Shall, under the direction of the President, give due notice of the date, time, and location of all Lincoln Chapter meetings at least 10 days prior to said meeting.
- e. Shall maintain a roster of all Lincoln Chapter members in good standing: Name, Title, Address, Telephone number, Spouse's name, and Email address.
- f. Shall forward to NESSAR officers required and requested reports and information.
- g. Shall serve as the Secretary of the Executive Committee.
- h. Shall perform such other duties as may be assigned by The Lincoln Chapter President.

Section 5. Treasurer:

- a. Shall receive and maintain a record of any and all fees, dues, and other funds of The Lincoln Chapter either in a ledger or computer generated accounting program.
- b. Shall maintain an up-to-date back-up copy if records are computer maintained.
- c. Shall keep a regular accounting of all Lincoln Chapter Funds.
- d. Shall expend funds when directed by The Lincoln Chapter President with approval of the members by simple majority.
- e. Shall deposit all funds into the NESSAR account no more than one (1) week after receipt of said funds.
- f. Shall present information relative to the funds of The Lincoln Chapter at each chapter meeting and as Chapter Officers may request.
- g. Shall serve as the Chairman of the Budget and Finance Committee.
- h. Shall perform such other duties as may be assigned by The Lincoln Chapter President.

Section 6. Registrar:

- a. Shall receive all applications for membership and proofs of eligibility for all Lincoln Chapter applicants.
- b. Shall assist applicants in perfecting and completing any and all Lincoln Chapter applications for membership.
- c. Shall forward all completed Lincoln Chapter applications to the NESSAR Registrar for review, approval, and forwarding to the NESSAR Board of Managers for approval.
- d. Shall serve as the Chairman of the Membership Committee and as a member of the History Committee.
- e. Shall perform such other duties as may be assigned by The Lincoln Chapter President.

Section 7. Term of Office: The term of office for officers of The Lincoln Chapter shall be in accordance with The Lincoln Chapter Constitution (Article V, Section 2).

Section 8. Vacancy: The Lincoln Chapter officer vacancies shall be filled in accordance with The Lincoln Chapter Constitution (Article V, Section 3).

BYLAW No. 5 – EXECUTIVE COMMITTEE

Section 1. Composition: The Executive Committee shall consist of all the officers listed in Article V - Officers, Section 1 of The Lincoln Chapter Constitution. The immediate past President shall serve as an ex-officio member of this Committee.

Section 2. Authority: The Executive Committee shall have the authority to act on behalf of The Lincoln Chapter between meetings on urgent matters. All such actions

shall be subject to ratification by The Lincoln Chapter at the next scheduled chapter monthly meeting by simple majority.

Section 3. Quorum: A minimum of three (3) members of this Committee shall be required to act on behalf of The Lincoln Chapter.

BYLAW No. 6 – REGISTERED AGENT

The registered agent of The Lincoln Chapter shall represent this chapter to the Nebraska Secretary of State.

BYLAW No. 7 – COMMITTEES

Section 1. Standing Committees.

- a. Constitution and Bylaws
 - i. Shall be comprised of The Lincoln Chapter Vice President as Chairman and at least one (1) additional Lincoln Chapter member.
 - ii. Shall provide all Lincoln Chapter members a copy of the Constitution and Bylaws.
 - iii. Shall review The Lincoln Chapter Constitution and Bylaws as deemed necessary as circumstances may require. This review with proposed amendments shall be presented to Lincoln Chapter members for acceptance at the next regular meeting in compliance with The Lincoln Chapter Constitution (Article XII).
 - iv. Maintain records of these reviews.
- b. Budget and Finance
 - i. Shall be comprised of The Lincoln Chapter Treasurer as Chairman and at least one (1) additional Lincoln Chapter member.
 - ii. Shall exercise management of all Lincoln Chapter finances.
 - iii. Shall prepare an annual budget with itemized categories and accounts of anticipated income and expenses for The Lincoln Chapter Year (January 1 to December 31).
 - iv. Shall present The Lincoln Chapter Proposed Annual Budget at the November Monthly Meeting for approval at the December Monthly Meeting.
- c. Audit
 - i. Shall be comprised of The Lincoln Chapter Vice President as Chairman and at least one (1) additional Lincoln Chapter member.
 - ii. Shall accomplish a review of Lincoln Chapter financial accounts as soon as possible after December 31 and submit an oral and written review report with findings and recommendations to The Lincoln Chapter membership as soon as possible.

Section 2. Appointed Committees: The Lincoln Chapter President shall appoint, with the assistance of the Vice President, the following committees:

- a. Nominating
 - i. Shall be comprised of a chairman and at least one (1) additional Lincoln Chapter member.
 - ii. Shall be appointed in October of odd-numbered years to present nominations in writing to The Lincoln Chapter Secretary for The Lincoln Chapter Elected Officers at the November meeting for election at the December meeting.
 - iii. Nominations may be accepted from the floor.
- b. Membership
 - i. Shall be comprised of The Lincoln Chapter Registrar as Chairman and at least one (1) additional Lincoln Chapter member.
 - ii. Shall submit Committee names and contact information for publication on the NESSAR Website.
 - iii. Shall maintain a log of all prospective Lincoln Chapter members.
 - iv. Shall monitor the NESSAR Website for application status.
- c. Publicity
 - i. Shall be comprised of a chairman and at least one (1) additional Lincoln Chapter member.
 - ii. Shall provide articles about The Lincoln Chapter to the editors of the NESSAR "Husker Patriot" newsletter and/or "The SAR Magazine".
 - iii. Shall prepare and submit to local and social media information about Lincoln Chapter activities.
 - iv. Shall, if warranted, contact local media to schedule coverage of Lincoln Chapter events.
- d. First Responders
 - i. Shall be comprised of a chairman and at least one (1) additional Lincoln Chapter member.
 - ii. Shall nominate to The Lincoln Chapter individuals in the public service sectors: Law Enforcement, Fire Safety, and Emergency Medical Services for Commendation Medals.
 - iii. Shall forward such nominations not awarded by The Lincoln Chapter to the NESSAR First Responders Committee for recipient determination and presentation.
 - iv. Shall coordinate with The Lincoln Chapter Publicity Committee for press releases and/or media coverage of Lincoln Chapter events.
- e. Eagle Scout
 - i. Shall be comprised of a chairman and at least one (1) additional Lincoln Chapter member.
 - ii. Shall contact local Boys Scout Mid-America Council troops explaining the NESSAR Eagle Scout Program.
 - iii. Shall request nominations for the Arthur M. & Berdena King Eagle Scout Award

- iv. Shall vet nominations and select The Lincoln Chapter winner and forward the application to NESSAR Eagle Scout Committee.
- v. Shall coordinate with NESSAR Eagle Scout Program Chairman for the presentation.
- vi. Shall coordinate with The Lincoln Chapter Publicity Committee for press releases and/or media coverage of Lincoln Chapter events.
- f. Reserve Officer Training (ROTC)/Junior Reserve Officer Training (JROTC)
 - i. Shall be comprised of a chairman and at least one (1) additional Lincoln Chapter member.
 - ii. Shall order the requisite number of Medals and Certificates from NSSAR.
 - iii. Shall contact all schools with ROTC/JROTC Programs from the listing provided by NESSAR and deliver Medals and Certificates to each participating school.
 - iv. Shall schedule Lincoln Chapter Compatriot(s) to present the Medals and Certificates.
 - v. Shall maintain a record of Medals awarded: When, To whom and the Presenter.
 - vi. Shall coordinate with The Lincoln Chapter Publicity Committee for press releases and/or media coverage of Lincoln Chapter events.
- g. Flag
 - i. Shall be comprised of a chairman and at least one (1) additional Lincoln Chapter member.
 - ii. Shall assist, encourage, motivate, and organize Lincoln Chapter members to participate in the chapter, NESSAR and NSSAR Flag Program and present Flag Certificates to deserving individuals, corporations, businesses, fire and police departments, schools, libraries, etc. The Lincoln Chapter may present an unlimited number of Flag Certificates.
 - iii. Shall reach out to youth groups and present education programs about the proper respect for the Flag and its history
 - iv. Shall encourage Lincoln Chapter members to display the Flag outside their homes and businesses.
 - v. Shall maintain a record of Flag Certificates awarded: When, To whom and the Presenter.
 - vi. May organize a special recognition event for Flag Day within The Lincoln Chapter or assist city officials.
 - vii. May collect and destroy worn or soiled flags and conduct a flag retirement ceremony.
 - viii. Shall coordinate with The Lincoln Chapter Publicity Committee for press releases and/or media coverage of Lincoln Chapter events.
- h. Color Guard
 - i. Shall be comprised of a Color Guard Captain and at least two (2) additional Lincoln Chapter members - preferably four (4) total members minimum.
 - ii. Shall parade the Colors at chapter meetings and public events in accordance with the NSSAR Color Guard Handbook (revised).

- iii. Shall schedule and coordinate all The Lincoln Chapter Color Guard Flag presentations.
- iv. Shall maintain records of Flag presentations to include, but not limited to: Date of presentation, Location of presentation, and Compatriots who participated.
- v. Shall maintain a roster of all Lincoln Chapter Color Guard members and their contact information.
- vi. Shall maintain an inventory of all The Lincoln Chapter Color Guard equipment.
- vii. Shall keep The Lincoln Chapter President informed of all Color Guard activities and members.
- viii. Shall keep the NESSAR Color Guard Commander informed of all The Lincoln Chapter Color Guard activities.
- ix. Shall coordinate with The Lincoln Chapter Publicity Committee for press releases and/or media coverage of Lincoln Chapter events.
- i. Medals and Awards
 - i. Shall be comprised of a chairman and at least one (1) additional Lincoln Chapter member.
 - ii. Shall be responsible for chapter medals, awards and certificates except First Responder, Eagle Scout, ROTC/JROTC, Flag, or Color Guard Medals, Awards, or Certificates.
 - iii. Shall consult with The Lincoln Chapter President for NESSAR Chapter, Society, and National Medals and Awards nominations in November to recognize Lincoln Chapter members for efforts furthering the purposes and objects of the Sons of the American Revolution for presentation at the NESSAR Spring Meeting or NESSAR Congress.
 - iv. Shall approve or disapprove Medal, Award and Certificate nominations.
 - v. Shall forward approved nominations to The Lincoln Chapter President for approval.
 - vi. Shall forward Lincoln Chapter approved nominations to the Chairman of the NESSAR Medals and Awards Committee.
 - vii. Shall maintain a record of: Recipient's name, Level of medal, award, or certificate (Chapter, Society, or National), Date of presentation, and the Presenter.
 - viii. Shall coordinate with The Lincoln Chapter Publicity Committee for press releases and/or media coverage of Lincoln Chapter events.
- j. History
 - i. Shall be comprised of The Lincoln Chapter Registrar, The Lincoln Chapter Historian, appointed by The Lincoln Chapter President, and additional Lincoln Chapter members, as needed, appointed by The Lincoln Chapter President.
 - ii. Shall have custody and maintain an official record of all Lincoln Chapter historical, geographical, genealogical papers, books, manuscripts, and relics.
 - iii. Shall maintain a register of names, dates of admission, transfer, resignation, and death of Lincoln Chapter members.

- k. Americanism
 - i. Shall be comprised of a chairman and at least one (1) additional Lincoln Chapter member appointed by The Lincoln Chapter President.
 - ii. Shall track, compile and record Lincoln Chapter activities and participants according to NSSAR's Americanism report guidelines.
 - iii. Shall submit The Lincoln Chapter's Americanism Report to NSSAR by the annual submission deadline; and, to NESSAR in a timely manner for inclusion in NESSAR's Americanism Report to NSSAR.
 - iv. Shall coordinate with The Lincoln Chapter Publicity Committee for press releases and/or media coverage of Lincoln Chapter events

Section 3. Ad Hoc Committees: The Lincoln Chapter President shall appoint, in accordance with The Lincoln Chapter Bylaws, ad hoc committees, as necessary, to address one-time, emergent issues not requiring or within the purview of a standing or appointed committee.

Section 4. Volunteers: The Lincoln Chapter President may appoint, at his discretion and with chapter member consent, a volunteer to conduct committee business in lieu of a committee.

BYLAW No. 8 – REPORTS

The Lincoln Chapter recurring and annual reports shall be submitted in accordance with NSSAR and NESSAR requirements.

BYLAW No. 9 – MEETINGS

Section 1. Monthly Meetings: The Lincoln Chapter shall hold monthly meetings at the place and at the time determined by a majority vote of the Executive Committee (currently meeting at Charles H. Gere Branch Library, 2400 South 56th Street, Lincoln, NE 68506, at 11:00 AM). No monthly meeting shall be held in July.

Section 2. Special Meetings: Special meetings of The Lincoln Chapter may be called by the President or by the Secretary at the written request of any four (4) Lincoln Chapter members. All Lincoln Chapter members shall be notified either electronically or by telephone at least ten (10) days prior to the Special meeting.

Section 3. Quorum: No Monthly or Special meeting of The Lincoln Chapter may be termed official and no business shall be conducted unless there be present a quorum of at least two (2) elected officers for a total of three (3) members of The Lincoln Chapter eligible to vote. All members present must vote or cast a ballot. No voting/balloting by proxy shall be allowed in elections or other matters of business before The Lincoln Chapter.

Section 4. Emergency Operation:

- i. In the event a local, state, or national authority issues a directive preventing The Lincoln Chapter from meeting in-person, the chapter may, at the discretion of The Lincoln Chapter President and upon a majority vote of the Executive Board, hold meetings through use of alternative means in multiple locations for the duration of the directive. Alternative means shall be limited to the use of any means of communication by which all individuals participating may simultaneously communicate with each other and have the capability of document sharing either in advance of or during the meeting. More than one member may participate through a single communication link. Voting on all matters shall be permitted, with votes cast by individualized voice vote of authorized voters or by an electronic vote tabulation means by which the presiding officer shall be able to confirm the submission of a vote by an authorized voter. Proxy voting shall not be permitted.
- ii. The term location for purposes of this Bylaw shall include designation of a meeting as occurring by alternative means in multiple locations.
- iii. In the event of a multi-month national or local emergency preventing in-person meetings at the time of The Lincoln Chapter elections, the Executive Committee shall electronically poll the desires of the existing chapter officers for willingness and ability to remain in office pending an in-person meeting for officer nominations and election to fill the remaining term. Those willing to remain in said office shall with a two thirds (2/3) voice vote of the Executive Committee, remain in said office until The Lincoln Chapter membership can meet and hold an in-person election. In the event a person is not willing or able to remain in said office, the Executive Committee shall find a nominee and approve, with a two thirds (2/3) voice vote, each new officer. The Secretary shall document all actions. At the next in-person meeting The Lincoln Chapter membership may approve actions taken by simple majority vote/ballot.

Section 5. Monthly Meeting Order of Business:

- a. Call to Order/Welcome
- b. Pledge of Allegiance
- c. SAR Pledge
- d. Introductions
- e. Reading/Review and Approval of minutes from previous meeting
- f. Officers' and Committee Reports
- g. Initiations
- h. Communications
- i. Unfinished/Old Business
- j. New Business
- k. Bills
- l. Any Other Business
- m. Illness and Distress

- n. President's Remarks
- o. "This Day in Revolutionary War History"
- p. Next Meeting Date/Time/Location
- q. Closing - Until We Meet Again
- r. Adjourn

Section 6. Presidential Discretion. The Lincoln Chapter President may modify the sequence of the Order of Business and omit items if not warranted.

Section 7. Voting Procedure. The ayes and nays shall be called for business requiring a vote of The Lincoln Chapter membership. A roll call vote, or a ballot, shall be taken upon the demand of three (3) members eligible to vote.

BYLAW No. 10 – BYLAWS AMENDMENT

Section 1. Bylaws Amendment: The Lincoln Chapter Bylaws may be amended at any monthly meeting of The Lincoln Chapter provided The Lincoln Chapter Secretary has received notice in advance and;

- a. The Proposed Amendment is submitted in writing to The Lincoln Chapter Secretary and read to Lincoln Chapter members at the preceding meeting, and;
- b. The Secretary notifies all Lincoln Chapter members in writing, electronically, or by telephone of the impending change not less than fifteen (15) days prior to the monthly meeting, and;
- c. A quorum is present at the monthly meeting, and;
- d. The amendment is approved by a favorable two-thirds (2/3) vote of the members present and eligible to vote.

Section 2. Bylaws Review: These Bylaws may be altered, amended, or repealed in the manner provided for changing The Lincoln Chapter Constitution (Article XII).

BYLAW No. 11 – REVOCATION

Upon adoption of these The Lincoln Chapter Bylaws, all prior The Lincoln Chapter Bylaws and Amendments are hereby revoked.