



Nevada State Society Daughters of the American Revolution

BYLAWS

May 6, 2018 (full revision adopted)

**BYLAWS OF THE NEVADA STATE SOCIETY OF THE NATIONAL SOCIETY OF THE DAUGHTERS  
OF THE AMERICAN REVOLUTION**

**ARTICLE I - Name**

***The name of this society shall be the Nevada State Society of the National Society of the Daughters of the American Revolution hereinafter referred to as NSSDAR.***

**ARTICLE II - Objects**

***The objects of this society shall be to promote the objects of the National Society of the Daughters of the American Revolution, hereinafter referred to as the 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 - Members**

***Section 1. Membership. The membership of the NSSDAR shall consist of the chapters in good standing of the National Society Daughters of the American Revolution in the state of Nevada.***

Section 2. Good Standing. A chapter is considered to be in good standing if the chapter treasurer has paid state and National dues by December 1 each year.

***Section 3. New Chapters. The recording secretary shall enroll a chapter newly confirmed by the National Society as a member of the NSSDAR upon receipt of the following information from the chapter: name of the chapter; the date of its organization; the names of its officers and of its members.***

Section 4. Legal Entity. Any chapter, whether presently confirmed, organizing, or to be organized shall be an independent legal entity from the NSSDAR, and shall be solely responsible in all instances, for its debts, legal obligations, liabilities, expenditures, and for all claims against it and any actions taken by its' members.

Section 5. Assets. Members shall not profit from their relationship with the NSSDAR, or shall any part of the assets of the NSSDAR benefit or be distributed to its members or private person. The NSSDAR shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Articles of Incorporation of the Daughters of the American Revolution.

#### **ARTICLE IV – Fees, Dues and Finances**

Section 1. Fiscal Year. The fiscal year shall be July 1 through June 30.

Section 2. Dues Year. The dues year will commence December 1 and continue through November 30 of the following year.

***Section 3. Annual Dues. The annual state dues for each chapter shall be \$11.00 for the dues year starting December 1, 2018, \$13.00 for the dues year starting December 1, 2020 and \$15.00 for the dues year starting December 1, 2022 per member which shall be sent by the chapter treasurer and shall be postmarked no later than December 1. A chapter whose dues have not been paid by December 1 shall be notified by the treasurer that the chapter shall not be entitled to representation at the state conference.***

Section 4. New Chapters.

- A. Chapters confirmed by the National Society between May 15 and November 30, inclusive, of the current dues year are exempt from state dues until the following dues year.
- B. Chapters confirmed by the National Society between December 1 and May 14, inclusive, shall pay annual state dues for the current dues year within 60 days of chapter confirmation for members who have not already paid state dues for the current dues year.

Section 5. Registration Fees. A registration fee, the amount of which shall be recommended by the planning committee and approved by the Executive Board, shall be paid by all members of the National Society attending state conference or any called state meeting except those who are invited guests of the regent (not to exceed four). Registration fees are to be applied to the expenses pertaining to the meeting for which the fee was charged.

Section 6. Regent Travel Budget. If the regent is unable to attend Continental Congress, the regent's budgeted travel expense may be made available to the vice regent upon recommendation of the Executive Board. If neither the regent nor the vice regent can attend Continental Congress, the budgeted travel expense shall not be available to any other person.

Section 7. Authorized Funds. The Authorized Funds of the NSSDAR are:

- A. the Nevada State Society DAR General Fund;

- B. the Ila Warner Scholarship Fund;
- C. the Southern Nevada State Conference Fund;
- D. the Northern Nevada State Conference Fund;
- E. the History of DAR in Nevada Fund;
- F. the State Regent's Project Fund – at the end of each regent's term, her project funds shall remain in the fund for use by the succeeding regent;
- G. the Junior Club;
- H. the Cameo Club;
- I. the Nevada State Officers Club; and,
- J. additional funds authorized by the Executive Board.

Section 8. Authorized Check Signers.

- A. Authorized check signers for those funds detailed in Article IV, Section 8. A., B., E., and F. shall be the regent, vice regent and treasurer. One signature is required for each check.
- B. Authorized check signers for those funds detailed in Article IV, Section 8.C. and D. shall be the treasurer, vice regent and the Conference Committee chairman in each area, North or South. One signature is required per check.
- C. Authorized check signers for those funds detailed in Article IV, Section 8.G., H. and I. shall be those designated by the respective club.

**ARTICLE V - Officers**

Section 1. Officers. ***The elected officers of the NSSDAR shall be a regent, vice regent, chaplain, recording secretary, corresponding secretary, organizing secretary, treasurer, registrar, historian, and librarian.***

Section 2. Term of Office. The term of office shall be for two years or until their successors are elected. ***The term of office shall begin no earlier than at the close of the Continental Congress at which the regent and vice regent are confirmed.*** A member having served more than one-half a term in office shall be deemed to have served a full term.

Section 3. Eligibility.

- A. To be eligible for the office of regent or vice regent, a member shall hold and have held membership in a chapter within Nevada for at least five years prior to her election, have successfully served a term as chapter regent and be a member in good standing
- B. To be eligible for the office of treasurer, a member shall hold and have held membership in a chapter within Nevada for at least three years, have successfully served a term as chapter treasurer and be a member in good standing.
- C. To be eligible for any other office a member shall hold and have been a member of a Nevada chapter for at least three years, have served a term as a chapter officer and be a member in good standing
- D. Except for the regent, no two officers shall be members of the same chapter.
- E. ***A member holding two or more offices each carrying a vote at an annual state conference shall be limited to vote only in one of the offices held by said member.***

- F. The regent may only serve one term as regent and no other officer shall be eligible to serve more than two consecutive terms in the same office. No member who has served two terms in a state office is eligible to serve in any other state office except that of regent or vice regent. Upon expiration of term in office, two years must pass before seeking another state office.

Section 4. Member in Good Standing. A member whose chapter, state and national dues have been paid by December 1.

**Section 5. Vacancy.** A vacancy in any office except that of regent shall be filled by vote of the Executive Board who shall serve for the remainder of the term. ***If the office of regent becomes vacant, the vice regent shall become regent automatically provided she has been confirmed as vice regent.***

Section 6. Honorary State Regent. A regent may be eligible to be elected honorary state regent after serving at least one year of her term. Election may be by voice vote at state conference and a majority shall elect. An honorary state regent shall have voting rights at state conferences as long as she remains a member in good standing within a Nevada chapter.

## **ARTICLE VI - Nominations**

Section 1. Nominating Committee.

- A. Each chapter shall elect by February 1 of the non-election year, a representative and two alternates to serve on the nominating committee. Each representative and alternate shall have been a member of the NSSDAR for at least three years and shall be a member in good standing.
- B. The immediate past regent shall serve on the committee as chairman and may vote only in case of a tie.
- C. The names of the chapter elected representative and alternates shall be sent by the chapter regent to the chairman of the nominating committee by February 1 of the non-election year.
- D. The names of the representatives and alternates will be announced at the state conference held in the non-election year.
- E. The committee will meet during the state conference held in the non-election year to elect a vice chairman, who will serve as chairman if the immediate past regent cannot serve, and schedule future meeting dates.
- F. It is preferable that a nominating committee member not be a candidate for office.

Section 2. Chapter Endorsement. Each chapter may endorse up to three candidates for state office from its membership. A written chapter endorsement listing those members endorsed for state office and their qualifications, signed by the chapter regent and chapter recording secretary, must be submitted to the chairman of the nominating committee no later than June 1 of the non-election year. The chairman, after receiving the candidates' endorsements, resumes, and other information shall share all the candidates' information with the nominating committee members no later than July 31, but at least fourteen days prior to the meeting to select the nominees.

Section 3. Duties of the Nominating Committee. The nominating committee shall meet as necessary to:

- A. verify that candidates meet the eligibility requirements for office as outlined in Article V, Section 3.;
- B. nominate at least one nominee for each office to be filled from the eligible candidates in Article VI, Section 2.;
- C. obtain the written acceptance by the member nominated;
- D. notify the Executive Board of the nominees for office no later than sixty days prior to the first business session of state conference in an election year;
- E. publish the names of all nominees with their qualifications in the Call to Conference for the election year;
- F. present a report to the state conference in an election year; and,
- G. make arrangements for printing ballots, which shall include blank lines for nominations from the floor, for the tellers committee.

Section 4. Insufficient Number of Candidates. Should there be an insufficient number of eligible candidates for office presented to the nominating committee, the Executive Board, with a 2/3 vote, may waive the eligibility requirements of Article V, Section 3., B., C., D. or F. The Executive Board, with a 2/3 vote, may waive the eligibility requirements of Article V, Section 3. A., only in accordance with the National Bylaws Article IX, Section 3(j).

Section 5. Quorum. Delegates representing at least 50% of the state chapters in addition to the chairman shall constitute a quorum for the nominating committee.

Section 6. Meetings. Meetings shall be held during state conference or at a central location.

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

Section 8. Notice. Unless members indicate otherwise to the chairman of the nominating committee, in writing, all communication required in these bylaws, including meeting notices, may be sent using electronic measures.

Section 9. Floor Nominations. Nominations may be made from the floor if the nominee provides the chairman of the nominating committee with a written chapter endorsement, as called for in Article VI, Section 2., and evidence that the nominee meets the eligibility requirements for office as outlined in Article V, Section 3. Any candidate planning to run from the floor for any state office may not announce her candidacy prior to the call to conference.

## **ARTICLE VII - Elections**

Section 1. Officers. Officers shall be elected by ballot at the annual state conference held in even numbered years. A majority vote shall elect. If there is only one nominee for any office, the election for that office may be by voice vote. Following an election, all teller reports and ballots shall be transferred to the recording secretary who shall destroy

them after the close of the state conference.

Section 2. Vice President General. A candidate for Vice President General shall be a member in good standing of a Nevada chapter and have been endorsed for the office by a majority vote by ballot at state conference. The motion for endorsement shall designate the specific Continental Congress at which she desires to be a candidate for election and shall be made not more than eighteen months in advance of the Congress so designated.

## **ARTICLE VIII - Duties of Officers**

Section 1. Duties. The officers shall:

- A. perform the duties prescribed by these bylaws, by the bylaws of the National Society of the Daughters of the American Revolution, and by the parliamentary authority adopted by the National Society; and,
- B. transfer all NSSDAR property and records to new officers within thirty days from the end of previous officers' term.

Section 2. The regent shall:

- A. preside at all meetings of the NSSDAR and the Executive Board, and have general supervision of the affairs of the society;
- B. appoint a parliamentarian who shall attend Executive Board meetings, state conferences and any other NSSDAR meeting, serving in an advisory capacity only, without a vote. The parliamentarian shall maintain a file of current chapter and state bylaws
- C. appoint committee members and committee chairmen of all standing and special committees not otherwise provided for in these bylaws, unless authority to appoint is reserved by the Executive Board or state conference upon creation of the special committee;
- D. be an ex officio member of all committees except the nominating committee and audit committee;
- E. sign checks in the absence of the treasurer;
- F. sign all contracts and agreements made in the name of the NSSDAR and authorized by the state conference or the Executive Board; and,
- G. perform such other duties as the National Society may require or as directed by the Executive Board.

Section 3. The vice regent shall:

- A. perform the duties and responsibilities of the regent in her absence or inability to serve;
- B. fill the unexpired term if a vacancy occurs in the office of the regent;
- C. sign checks in the absence or inability of the regent and treasurer;
- D. chair the Yearbook Committee;
- E. serve on the History of DAR in Nevada Committee, have oversight of the state planning committees, and perform all state conference duties as assigned to assist the regent; and,
- F. perform such other duties as may be directed by the regent or the Executive Board.

Section 4. The chaplain shall:

- A. open and close all meetings with the reading of scripture and prayer;
- B. conduct memorial services and religious services as may be required or requested;
- C. keep a file of all deceased Nevada daughters;
- D. conduct installation of new officers at state conference;
- E. send letters of condolence to families of deceased members;
- F. send birthday greetings to members age ninety and older; and,
- G. perform such other duties as may be directed by the regent or the Executive Board.

Section 5. The recording secretary shall:

- A. keep a record of the proceedings of all Executive Board, state conference and other NSSDAR meetings;
- B. be custodian of the NSSDAR records for four years and thereafter transfer same to the historian;
- C. notify officers and chairs of votes and of proceedings of these meetings which affect their duties;
- D. submit a draft copy, either paper or electronic, of the minutes of all meetings no later than sixty days following said meetings to the regent and members of the Executive Board;
- E. call the meeting to order in the absence of the regent and vice regent and immediately call for the election of a chairman pro tempore; and,
- F. perform such other duties as may be directed by the regent or the Executive Board.

Section 6. The corresponding secretary shall:

- A. give notice of all Executive Board, state conference and other NSSDAR meetings;
- B. conduct correspondence as may be requested by the regent;
- C. serve on the Yearbook Committee;
- D. notify members of their election or appointment to any office or committee within thirty days; and,
- E. perform such other duties as may be directed by the regent or the Executive Board.

Section 7. The organizing secretary shall:

- A. assist in organizing new chapters, the merging of chapters, and the disbanding of chapters;
- B. consult with the regent concerning chapters whose membership falls below the number specified by NSDAR bylaws and chapters in danger of disbanding, and assist such chapters; and,
- C. perform such other duties as may be directed by the regent or the Executive Board.

Section 8. The treasurer shall:

- A. be custodian of all funds and securities;
- B. disburse funds by check only as authorized by an approved budget, the Executive Board or the state conference;
- C. deposit the funds in federally insured banks or financial institutions designated by the Executive Board;
- D. prepare a detailed financial statement representing funds received and disbursed for

- the prior fiscal year to be presented to the state conference;
- E. close the books at the end of the fiscal year for review by the audit committee no later than August 1 of each year;
  - F. provide NSDAR with a copy of the appropriate IRS form 990 or confirmation that the 990-N epostcard has been filed, a copy of the NSSDAR's annual financial report, and a copy of the audit report or financial review;
  - G. ensure that all chapters comply with IRS and state filing requirements, receive a copy of the chapter's filed federal tax return(s) or confirmation that the 990-N epostcard has been filed, and that any electronic state forms have been filed as required;
  - H. cooperate with the chairman of the credentials committee in determining the number of members of each chapter whose national dues were paid by December 1;
  - I. prepare a quarterly financial statement reporting income and expenses and distribute a copy to the Executive Board;
  - J. maintain an inventory of all assets, real and tangible, belonging to the NSSDAR;
  - K. notify chapter regents by November 15<sup>th</sup> if dues have not yet been received;
  - L. advise chapters whose dues were not received by December 1 that they are not in good standing and will not be entitled to representation at the State Conference;
  - M. continue her duties until all accounts have been audited and transferred to the newly elected treasurer; and,
  - N. perform such other duties as may be directed by the regent or the Executive Board.

Section 9. The registrar shall:

- A. monitor the e-membership database for the record of all members;
- B. provide member information, as needed, to the chaplain for the preparation of the annual memorial service;
- C. serve as consultant to chapter registrars regarding application requirements;
- D. send a report to the corresponding secretary, following each National Board of Management meeting, listing the names and addresses of all new Nevada members;
- E. prepare the membership rolls and create a permanent record by current electronic means for NSSDAR archived records storage system at the end of her term in office; and,
- F. perform such other duties as may be directed by the regent or the Executive Board.

Section 10. The historian shall:

- A. keep a record of historical and commemorative work done in the state;
- B. when released by the recording secretary, be custodian of the NSSDAR records, maintaining a catalog of archived materials in the NSSDAR's record storage system;
- C. perform such other historical works as may be designated by the office of the Historian General;
- D. serve as the chairman of the History of DAR in Nevada Committee;
- E. send a report of each state conference for publication in the National Daughters newsletter distributed to members with their American Spirit magazine;
- F. prepare a scrapbook for the regent if requested; and,
- G. perform such other duties as may be directed by the regent or the Executive Board.

Section 11. The librarian shall:

- A. solicit and collect historical and genealogical books, with emphasis on Nevada, for

- the NSDAR Library and file duplicate copies in the NSSDAR library;
- B. perform other duties designated by the office of the Librarian General; and,
- C. perform such other duties as may be directed by the regent or the Executive Board.

## **ARTICLE IX – NSSDAR Meetings**

Section 1. State Conference. The annual meeting of NSSDAR shall be held between February 15 and May 15, or as required by the National Society to accommodate the President General's visit schedule. The purpose of the annual meetings is to receive reports, elect officers and transact necessary business. The regent shall determine the location for the state conference.

Section 2. Special Meetings. Special meetings of the NSSDAR shall be called by the regent when requested by petition of twenty members, representing at least eight chapters. The business for which the special meeting is called shall be stated in the call and no other business shall be transacted at the special meeting.

**Section 3. Voting Members. The voting members for all NSSDAR meetings shall be:**

- A. **the elected state officers as provided in these bylaws;**
- B. **the national officers and honorary national officers whose membership is within the state;**
- C. **the chapter regent or in her absence the first vice regent or her alternate;**
- D. as determined in Article IX, Section 4. below, a multiple of **the elected delegates or alternates of each chapter of the state entitled to representation at the Continental Congress or special meeting of the National Society;** and,
- E. the honorary state regents of Nevada.

**Section 4. Chapter Representation.**

- A. The number of representatives from each chapter shall be three times the number allowed by the National Society at Continental Congress. Chapter representation shall be based on the number of paid members as of December 1.
- B. Delegates and alternates shall have belonged to the chapter at least one continuous year immediately preceding the state conference to be eligible to represent the chapter at a state conference,
- C. A chapter organized less than one year shall be allowed representation by its regent only, or in her absence, by the vice regent.
- D. Each chapter may elect two alternates for each delegate.
- E. The delegates and alternates selected shall be delegates and alternates to attend any special meeting of the NSSDAR which may be held prior to the annual state conference of the next year.
- F. Chapter delegates and alternates shall be elected before February 1 preceding the state conference. The delegate and alternate report, on forms prescribed by the credentials committee, shall be sent (email, postmarked or hand delivered) by February 1 each year to the regent and the chairman of the credentials committee.

Section 5. Quorum. Twenty voting members representing eight (8) chapters shall constitute a quorum for the NSSDAR state conference or special meeting.

Section 6. Attendance. All delegates of the NSSDAR in good standing shall be entitled to the privilege of the floor at state conference.

***Section 7. Proxy Voting. There shall be no proxy voting at any state meeting.***

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

#### **ARTICLE X - Executive Board**

Section 1. Members. The officers of the NSSDAR shall constitute the Executive Board.

Section 2. Duties and Powers. The Executive Board shall have general supervision of the affairs of the NSSDAR between its business meetings, make recommendations to the NSSDAR and perform such other duties as are specified in these bylaws.

Section 3. Meetings. The Executive Board shall meet at the call of the regent, or upon written request of six of its members.

Section 4. Quorum. Six members of the Executive Board shall constitute a quorum.

Section 5. Removal from Office. If an officer has not attended two meetings or is not completing her required duties, the regent may request the officer's resignation or removal from office, with the approval of the Executive Board. The resulting vacancy will be filled by rules denoted in these bylaws.

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

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

#### **ARTICLE XI - Committees**

Section 1. Standing Committees. The regent shall appoint the following Standing Committees: audit; bylaws; budget; credentials; state planning (North and South); History of DAR in Nevada; Ila Warner; newsletter; tellers and yearbook. Standing committees shall meet at the call of the chair of the committee or the regent.

Section 2. An Audit committee comprised of a sufficient number of members, but no less than two, to accomplish the task shall:

- A. annually review all the financial records of the treasurer;
- B. prepare a report of their review for approval by the Executive Board; and,
- C. present the approved report at the NSSDAR state conference.

Section 3. A Bylaws committee comprised of a sufficient number of members, but no less than two, to accomplish the task shall:

- A. review the state bylaws for compliance with NSDAR bylaws;
- B. give consideration to all proposed amendments properly submitted;
- C. edit and correlate proposed amendments before notice is given; and,
- D. prepare the notice of proposed amendments for distribution by the corresponding secretary to the Executive Board and for inclusion in the call to conference .

Section 4. A Budget committee comprised of a sufficient number of members, but no less than two, to accomplish the task, with the regent and treasurer as ex officio members. The committee shall:

- A. prepare an annual budget based on receipts and expenditures of the preceding year;
- B. present the budget for approval by the Executive Board; and,
- C. present the approved budget for adoption at the state conference.

Section 5. A Credentials committee of six members, three members from the North and three members from the South shall be appointed to:

- A. design or update a state credentials form to be approved by the Executive Board prior to mailing to chapters;
- B. verify the membership and eligibility of each Daughter elected to serve as delegate or alternate to state conference, provide voting credentials to delegates and determine voting strength; and,
- C. provide a credentials report for approval at the beginning of each business session of the state conference.

Section 6. State Planning committees (North and South). Each chapter shall select two members and one alternate member to serve on the planning committees. The North planning committee shall be composed of the two members selected from each chapter in the northern area and South planning committee shall be composed of the two members selected from each chapter in the southern area. The chairmen shall be appointed by the regent. If a chairman was from the ranks of the committee, then the alternate chosen by the respective chairman's chapter shall become an active member of the committee. The committee shall:

- A. plan the appropriate state conference and events the regent deems appropriate;
- B. secure facilities and date for these meetings with the approval of the regent;
- C. be responsible for the receipts of all fees and payment of bills for these meetings;
- D. prepare a financial report for the regent and Executive Board within thirty days following the conference; and,
- E. provide the financial report and the original conference financial documentation to the treasurer within thirty days following the meeting.

Section 7. A History of DAR in Nevada committee comprised of a sufficient number of members, but no less than two, to accomplish the task, of which the historian is the chairman. The committee shall:

- A. compile and publish updates to the 100-year Centennial History Book published in 2010 every ten years beginning in the year 2020;
- B. obtain from the chapters on electronic media, copies of minutes, treasurer reports,

- officer and chairmen reports, and other information deemed historical in nature;
- C. store information in archived records storage;
- D. be the custodian of archived records storage (one in the North and one in the South); and,
- E. report on its funds and activities to state conference.

Section 8. An Ila Warner DAR Scholarship committee comprised of a sufficient number of members, but no less than two, to accomplish the task shall:

- A. prepare an announcement containing guidelines for making application for any scholarship. The announcement shall be available online through the Nevada High Schools;
- B. screen the applications received and the chairman shall notify the applicants, regent and the treasurer of the committee's selections;
- C. in consultation with the treasurer, determine the scholarship monies available for distribution each year. The amount for each scholarship will be the same; and,
- D. divide the scholarships equally between northern and southern areas of the state. If sufficient funding is not available, priority will be given to committed prior year scholarships first in order to honor our commitments.

Section 9. A Newsletter committee comprised of a sufficient number of members, but no less than two, to accomplish the task. The Committee shall edit and publish a NSSDAR newsletter in accordance with the timetable and specifications approved by the regent and the Executive Board.

Section 10. A Tellers committee comprised of a sufficient number of members, but no less than two, to accomplish the task shall:

- A. monitor the voting process when voting is done by ballot;
- B. ascertain the validity of ballots, count the ballots, and report the result of the vote; and,
- C. upon acceptance of election results, forward all teller reports and ballots to the recording secretary as required under Article VII, Section 1.

Section 11. A Yearbook committee comprised of a sufficient number of members, but no less than two, to accomplish the task, with the vice regent and corresponding secretary as members. The committee shall:

- A. secure bids for printing and submit recommendations to the Executive Board;
- B. assemble and organize material for the yearbook; and,
- C. proof read copy as directed by the chairman who shall review the final yearbook proof before forwarding it to the regent for final approval.

Section 12. Committee Members. Committee Members shall:

- A. be members in good standing;
- B. be members of a chapter within Nevada, except an organizing regent;
- C. serve terms concurrent with the term of the regent making the appointment; and,
- D. serve no more than two consecutive terms as chairman of a committee, unless the position cannot be filled. Any committee chairman having served more than one-half of a term shall be considered to have served a full term.

Section 13. Quorum. A quorum of each committee shall be a majority of the committee members.

Section 14. Reports. Standing Committee chairmen shall prepare a report for state conference, with a copy of the report given to the regent, the recording secretary and conference chairman.

**Section 16. Proxy Voting. There shall be no proxy voting.**

**Section 17. Notice. Unless members indicate otherwise to the chair, in writing, all communication required in these bylaws, including meeting notices, may be sent electronically.**

#### **ARTICLE XII – Electronic Meeting Participation**

Provision may be allowed for members who are unable to attend in person all meetings enumerated within these bylaws to participate by electronic means 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 reasonable expense to the NSSDAR or committee. Electronic mail (email) shall not be used to conduct meetings. Unless otherwise stated in these bylaws, in matters that require urgency, a vote may be conducted by electronic mail (email) and must be ratified at the next meeting. Three days must be allowed for electronic (email) voting, unless all members have voted. Electronic (email) voting will not be allowed for state conference or other special state meetings.

#### **ARTICLE XIII - Chapter Responsibilities**

Section 1. The chapter regent, immediately following her election shall furnish:

- A. a list of chapter officers to the office of the Organizing Secretary General, the regent, the corresponding secretary and the yearbook chairman;
- B. the names of the chapter committee chairmen to the yearbook chairman;
- C. a current copy of the chapter bylaws to the parliamentarian;
- D. a current copy of the chapter yearbook or directory to the NSSDAR officers and each chapter regent.

Section 2. The chapter regent shall complete the *Chapter Master Report*, or ensure it is completed, and submit it as instructed by the regent.

Section 3. The chapter regent shall prepare a report of the chapter activity for the prior year for state conference, with a copy of the report given to the regent, historian and the recording secretary.

Section 4. The chapter treasurer shall file their annual financial reports, including the IRS 990 form or confirmation that the 990-N epostcard has been filed, with the treasurer within thirty (30) days of their completion.

#### **ARTICLE XIV - Parliamentary Authority**

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

#### **ARTICLE XV – Amendment of Bylaws**

Section 1. Notice. These bylaws may be amended by a 2/3 vote at any state conference provided a copy of the proposed amendment has been sent by the chairman of the bylaws committee to the Executive Board, chapter regents, honorary state regents and the national officers and honorary national officers whose membership is within the state within forty-five days prior to the first business day of state conference. The notifications may be by email utilizing addresses in the official records of the corresponding secretary.

Section 2. Corrections. The bylaws committee is authorized to correct article and section designations, spelling, punctuation, and cross references to these bylaws and the standing rules. It may also make other technical and conforming changes as may be necessary that do not change the intent of the NSSDAR.

Section 3. Effective. Any amendment to the bylaws shall take effect at the close of the state conference at which it is adopted unless otherwise provided for prior to its adoption or in the motion to adopt.

Section 4. Copies of Bylaws. After amendment or revision, a copy of the updated NSSDAR Bylaws shall be sent by the chairman of the bylaws committee, via electronic or other means, to the National Parliamentarian, each national officer and honorary national officer whose membership is within the state, each member of the Executive Board, each honorary state regent, and each chapter regent. Chapter regents will distribute the bylaws to their membership by paper or electronic means. The Bylaws will be posted on the members' only NSSDAR website within sixty days from the close of state conference.

***Section 5. Mandatory Amendments. Any amendment to the bylaws of the National Society shall become the law of the NSSDAR without further notice.***

#### **ARTICLE XVI - Dissolution**

***Although the period of duration of the NSSDAR is perpetual, if for any reason the NSSDAR is to be dissolved or otherwise terminated, no part of the property of the NSSDAR or any of the proceeds shall be distributed to or inure to the benefit of any of the officers or members of the NSSDAR. Upon the dissolution of the NSSDAR, assets shall be distributed by the Executive Board to and only to 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 NSSDAR.]**

## **NSSDAR STANDING RULES**

### **Standing Rule No. 1:** Southern and Northern Nevada State Conference Fund Procedures

- A. Southern and Northern Nevada State Conference Funds shall be maintained in the amount of \$3,000.00 in each account.
- B. The State Planning committee chairmen, North and South, shall receive funds, disburse funds and make a full accounting to the treasurer within the timeframe established in the bylaws, Article XII, Section 6. E.
- C. The initial state funds of \$3,000.00 must be restored into the Fund accounts at the end of each conference. Conference receipts remaining after all expenses are paid, and the original funds restored, reverts to the Nevada State Society DAR General Fund.
- D. The state conference and other meetings shall be self-sustaining.
- E. The state planning committee shall include the costs of all Conference materials in the budget for the annual conference. They will be responsible for obtaining, printing or photocopying of materials to be included in the Conference packet; including, but not limited to, the treasurer's reports (financial statements and proposed budget), audit report, meal event programs, and memorial service materials. All materials are to be submitted to the appropriate state planning committee fourteen days in advance of event. If material is not presented to the committee timely, the responsibility to produce for the meeting becomes that of the person responsible for the material.
- F. Members wishing reimbursement for conference expenses must provide the request and receipt within two weeks of the conference to allow for time to process within the deadlines to close the financial records.
- G. Hotel and meal costs of the regent's guests, not to exceed 4 guests including the President General, shall be an expense of the committee.

### **Standing Rule No. 2:**

The Executive Board is authorized to spend up to a limit of \$250 for unanticipated expenses which may arise from conducting the business of the NSSDAR.

### **Standing Rule No. 3:**

A full page photograph ad of the regent is to be placed in the NSDAR Daughters Newsletter during the first year (election year) of her term. Each chapter will pay an amount of \$50.00, based on 2017 current ad rate, towards the cost of the regent's ad publication. Chapter treasurers shall send the amount to the treasurer by June 1 of the election year. Any remaining cost will be paid by the NSSDAR from General Funds.

### **Standing Rule No. 4:**

A request for any proposed special recognition or activity to be conducted at the state conference shall be approved at the discretion of the State Regent.

**Standing Rule No. 5:**

The credentials desk at state conference shall close fifteen minutes prior to the stated time for the start of a business session or the revised time announced by the regent during the conference. This standing rule shall be printed in the call to conference and conference program.

**Standing Rule No. 6:**

NSSDAR will accept unrestricted gifts and gifts for specific programs and purposes, provided that such gifts are consistent with NSSDAR's stated mission, purposes and priorities. NSSDAR will not accept gifts that are too restrictive in purpose or too difficult to administer.

**Standing Rule No. 7:**

Chapters or committees wishing to recommend a Bylaw change shall submit the following information to the Bylaws chairman prior to August 15:

- A. The wording of the proposed amendment;
- B. The rationale for making the amendment;
- C. The name of the chapter or committee proposing the amendment; and,
- D. The signature of the chapter regent or committee chair.

**Standing Rule No. 8:**

The highest ranking state officer at Continental Congress, after the regent, shall purchase and present a corsage, not to exceed \$60.00 in total cost, to the regent prior to delivery of her State Report at Continental Congress. That cost will be reimbursed by the NSSDAR.

**Standing Rule No. 9:**

Upon the election of an honorary state regent, the treasurer shall purchase an Honorary State Regent's pin for the newly elected honorary. The pin may be presented at the Continental Congress after the installation of the new regent.

**Standing Rule No. 10:**

Copies of agendas and scripts for the state conference, Executive Board or other NSSDAR meetings shall be provided to the recording secretary prior to such meeting.