



Bylaws  
of the Towamencin Chapter  
National Society,  
Daughters of the American Revolution



# **Bylaws of the Towamencin Chapter**

National Society, Daughters of the American Revolution

## ARTICLE I

### NAME

The name of this chapter shall be the Towamencin 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 National Society Daughters of the American Revolution (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. Eligibility. Any woman is eligible for membership in the National Society of the Daughters of the American Revolution, who is not less than eighteen (18) years of age, and who is lineally descended from a man or woman who, with unflinching 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. No chapter may discriminate against an eligible applicant for membership. 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 within one year, unless granted extension by the chapter. Signatures of endorsement on applications are optional.

Section 3. Transfers and Reinstatements. A member desiring to unite with the chapter by transfer, either from another chapter or from member-at-large, or by reinstatement, shall be proposed or accepted by the

chapter in the same manner as a new member.

Section 4. Associates.

- a) Members whose membership is in another chapter may be admitted as associate members provided that any member so admitted shall be a chapter member in good standing and is not an associate member in more than two chapters at the same time.
- b) An associate member shall not be counted toward representation or have a right to vote or to hold office in the chapter. An associate member shall have the privilege of attending all meetings and of speaking, but shall not make motions or represent the chapter as a delegate or an alternate. She shall have the right to serve as a member of a chapter committee but not chair a committee.
- c) Associate membership shall cease automatically in the event of termination of membership in her home chapter.

Section 5. Resignations. Any member desiring to resign shall present her resignation in writing to the registrar who, after consultation with the regent and the treasurer, shall immediately report the resignation to the Office of the Organizing Secretary General, via e-Membership or Document OSG- 1002, Membership Change Form. A member whose dues are delinquent shall not be entitled to resign from membership.

ARTICLE IV  
FEES AND DUES

Section 1. Application Fee. The application fee to the National Society shall be as determined by the Continental Congress; the fee includes the application cost, first year of National Society dues, Pennsylvania State Society Dues and Assessments. The application fee to the chapter shall be \$20 to defray the cost of processing the application.

Section 2. Chapter Dues. The annual chapter dues shall be \$73.50 as determined by the executive board in keeping with the amounts required by the National Society (\$45) and the Pennsylvania State Society DAR (\$8), donation to the President Generals Project (\$2.50), plus the needs of the chapter (\$18) to meet its obligations. All dues are payable in advance on or before the October regular meeting so the treasurer can ensure on time payments of members' annual dues to the National Society and Pennsylvania State Society. Any increase in dues by the National Society or Pennsylvania State Society shall automatically result in an increase in chapter dues of the same amount without advance notice of amendment of these Bylaws.

Section 3. New Member Dues. The dues of a member admitted or reinstated on or after July 5 shall be credited for the upcoming dues year, which begins on the first day of December.

Section 4. Delinquent Dues. On the first day of December, the treasurer shall notify all members whose dues have not been paid that their dues are delinquent and that such members are ineligible to vote or represent the chapter as a delegate and that such member is ineligible to vote in chapter business. The treasurer shall provide a list of delinquent members to the regent. The National Society will

automatically terminate membership if dues are not received showing a Federal Post Service, or other carrier, cancellation date no later than the last day of February.

Section 5. National Dues. The annual national dues for each member shall be sent by the 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.

Section 6. State Dues. The annual state dues for each member shall be sent by the treasurer to the State Treasurer, payable to PSSDAR, showing a Federal Postal Service, or other carrier, cancellation date no later than the first day of December for the ensuing calendar year.

Section 7. Fiscal Year. The fiscal year shall be from June 1 to May 31, inclusive.

Section 8. Supplemental Fees. The supplemental application fee to the National Society shall be \$75. The application fee to the chapter shall be \$10 to defray the cost of processing the application, unless the member processes the application herself, in which case the \$10 processing fee is waived.

Section 9. Readmission Fees. 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. A member having resigned from membership may be reinstated to membership providing her reinstatement shall be approved by the chapter executive board and the National Board of Management and all assessed fees and dues are paid to bring the member into good standing.

Section 10. Associate Member Dues. The annual dues of an associate member shall be \$15, payable in advance on or before the October regular meeting with the evidence of her membership in good standing in another chapter. She shall pay no national or state dues through the Towamencin Chapter. Payment of dues by an associate member shall be subject to the same conditions as a regular chapter member, except that the associate membership shall automatically cease upon removal from National Society membership or when she specifically requests removal as an associate member.

## ARTICLE V OFFICERS

Section 1. Officers. The required elected officers of this chapter shall be a Regent, First Vice Regent, Recording Secretary, Treasurer and Registrar and no one member may hold two these offices. Other elected officers may include Second Vice Regent, Chaplain, Corresponding Secretary, Historian, and Librarian. If necessary, the chapter should vote to combine offices to fill the positions of Chaplain, Corresponding Secretary, Historian, and Librarian. Officers shall be installed at the regular meeting in June.

Section 2. Nominations. In the year of an election, at a regular meeting no later than March, a nominating committee consisting of three (3) members shall be elected by the chapter. It shall be the duty of this committee to nominate a candidate, whose consent to serve has been obtained, for each office to be filled at the annual meeting. Additional nominations may be made from the floor, provided the consent of the nominee shall first have been obtained.

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. Requests for exceptions may be submitted to the National Board of Management by a vote of a majority of the executive board and the chapter members.

Section 4. Term of Office. Election of officers shall be by ballot and a majority vote shall elect. If there is only one nominee for any office, the elections for that office may be by voice vote. All officers shall hold their offices for three (3) years or until their successors are elected. Their term of office shall begin at the close of the annual meeting at which they are elected. No member shall serve more than two (2) consecutive terms (six (6) consecutive years) in the same office, unless approved by the executive board (with the exception of regent and treasurer who may only hold office for 2 consecutive terms). 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 the case of a vacancy in the office of regent, the first vice regent shall become regent. If the first vice regent is unable to fill the vacancy of the regent, the vacancy shall be filled by vote of the chapter from the floor provided the consent of the nominee shall first have been obtained. Vacancies in other offices shall be filled on an interim basis by appointment by the executive board. The interim board member serves until the next annual meeting when the chapter shall vote to fill the vacancy for the remainder of the term.

Section 6. Retirement. Upon retirement from office, the regent shall be presented with a Past Chapter Regent pin as a gift from the chapter. The treasurer shall assume the responsibility of securing the pin through chapter funds.

Section 7. Records and Property. The outgoing recording secretary will ensure that each officer and chair shall deliver to her successor all official properties and records in her possession within thirty days following their retirement from office. These records are the property of the chapter and must not be retained by the individual or disposed of privately. The outgoing recording secretary will also ensure each new officer and chair signs a Chapter Property Agreement stating that the received materials are the property of the chapter. Signed original agreements will be filed with the new recording secretary.

## ARTICLE VI DUTIES OF OFFICERS

Section 1. Officers. The officers shall perform the duties prescribed by these Bylaws, the Bylaws of the National Society, the Bylaws of the Pennsylvania State Society, the parliamentary authority, and such other duties as shall be ordered by the chapter. All officers and chairs will provide written reports of their accomplishments at the annual meeting.

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) serve as the chief executive officer of the chapter;
- c) approve all orders for the disbursement of chapter funds by the treasurer;

- d) appoint all committees except the nominating committee;
- e) appoint an auditing committee to examine the treasurer's books and report to the chapter;
- f) serve as ex officio member of all committees except the nominating committee;
- g) report all member deaths to the Pennsylvania State Chaplain via e-Membership or Document CHG-1001, the Chapter Chaplain's Report Form in a timely manner;
- h) prepare an annual report of chapter activities to be sent to the Pennsylvania State Recording Secretary by the first day of March;
- i) The Chapter regent shall complete the Chapter Master Report, or ensure it is completed, and submit it as instructed by the State Regent.
- j) oversee the preparation of the Chapter Achievement form to be submitted to the Pennsylvania State Chapter Achievement Award Chair by the first day of February;
- k) The Chapter regent, as soon as possible following her election, shall furnish:
  - A list of chapter officers on NSDAR Form OSG-CS-1000 (Annual Report of State Officers) to the office of the Organizing Secretary General, the State Regent and the State Corresponding Secretary;
  - A current copy of the Chapter bylaws to the State Parliamentarian;
  - Printed or electronic copies of the Chapter Yearbook to the State Corresponding Secretary prior to the Fall Meeting.
- l) appoint a parliamentarian when necessary.

**Section 3. The **First Vice Regent** shall:**

- a) perform the duties & responsibilities of the Regent in her absence or inability to serve;
- b) serve as chair of the program committee and responsible for creating the chapter meeting programs
- c) be responsible for April Luncheon: location, invitations, etc.
- d) perform other duties as assigned.

**Section 4. The **Second Vice Regent** shall:**

- a) perform the duties & responsibilities of the Regent in the absence or inability to serve of both the Regent and First Vice Regent;
- b) serve as oversight in conjunction with Regent for committees and consolidating committee communication to the chapter
- c) perform other duties as assigned

**Section 5. The **Chaplain** shall:**

- a) conduct such religious services as occasion may require;
- b) communicate, whenever possible, with members who are ill or in distress;
- c) express condolences on behalf of the chapter to families of deceased members;

- d) notify the Chaplain General of any deceased members who served as a current or past National Officer or National Board of Management member on Document CHG-1002, the Necrology Report;
- e) plan and conduct memorial services for deceased members.

Section 6. The **Recording Secretary** shall:

- a) record the proceedings of the meetings of the chapter and of the executive board;
- b) be custodian of all records, including, but not limited to, the minutes of chapter meetings and board meetings, Chapter Property Agreements, and chapter officer and chair for annual reports;
- c) notify members of the election results;
- d) notify officers and chairs of committees of votes affecting their duties, as appropriate.
- e) ensure official properties and records transitioned between outgoing and incoming officers and the transitions are recorded (5:7).

Section 7. The **Corresponding Secretary** shall:

- a) send out notices of meetings;
- b) compile, edit and publish the chapter directory;
- c) conduct such correspondence as may specifically belong to other offices or as may be requested by the Regent or required by action of the chapter or executive board.

Section 8. The **Treasurer** shall:

- a) act as custodian of the funds of the chapter;
- b) receive all funds of the chapter and deposit them in a bank or banks as may be designated by the chapter or the executive board;
- c) disburse funds as directed by the chapter or executive board and pay only those bills with the written authorization of the regent;
- d) prepare an annual budget covering the fiscal year based on annual dues received the preceding December 1 and other anticipated revenue and expenses;
- e) remit national dues to the Office of the Organizing Secretary General, prior to the first day of December (for every active member as of the first of August and found on e-Membership) and state dues to the Pennsylvania State Treasurer by the last day of August (for every active member as of the first of June);
- f) present a printed Treasurer's Report of the financial state of the current balance, expenditures and credits at each regular meeting of the chapter;
- g) submit IRS form 990, Return of Organization Exempt From Income Tax, via e-postcard on or before the 15<sup>th</sup> day of August;
- h) prepare and provide an annual financial statement for the fiscal year, signed by a representative of the Audit Committee to the Pennsylvania State Treasurer by the 15<sup>th</sup> day of August.
- i) In preparation of the retirement of a regent, the treasurer shall secure the past regent pin through

chapter funds. (5:6)

Section 9. The **Registrar** shall:

- a) advise and assist prospective members with new applications and advise members completing supplemental applications;
- b) furnish application papers (including a Working Sheet) to prospective members;
- c) see that these application 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;
- d) keep a record of all past officers and chapter members serving the state and national societies;
- e) upon member request to transfer in or out of the chapter, process the application papers in accordance with instructions of the National Society;
- f) update the Office of the Organizing Secretary General, via e-Membership, all changes in membership (marriage, divorce, deaths, resignations, transfers and changes of address);
- g) notify the regent, the recording secretary, the corresponding secretary, and the treasurer of the election of new members by the National Society;
- h) be the custodian of duplicate application and supplemental application papers of members in either electronic or hard copy format.

Section 10. The **Historian** shall:

- a) direct such historical work as may be requested by the chapter in accordance with the historical objectives of the National Society and of the Pennsylvania State Society;
- b) be custodian of historical and biographical papers, which the chapter may acquire.

Section 11. The **Librarian** shall:

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

ARTICLE VII  
MEETINGS

Section 1. The regular meetings of the chapter shall be held on the second Saturday of each month, September through June inclusive, unless otherwise ordered by the chapter or by the executive board.

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

Section 3. Meetings shall be held at a selected location, except that provision may be allowed for members who are unable to attend in person 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 or standing rules adopted to govern such participation, and at reasonable expense to the



state or committee. Electronic mail (email) shall not be used to conduct meetings. If a virtual platform meeting is to be authorized, special rules of order or standing rules should be adopted that specify the type of platform; the rules of participation; and the use of a secure, anonymous voting platform that meets the requirements of ballot voting. These rules should be specific to the needs of the chapter.

Section 4. Special meetings may be called by the regent, executive board, or by the written request of five (5) members. Except in cases of emergency, three (3) days' notice shall be given. The business transacted at any special meeting shall be limited to that stated in the call to the meeting. Ten (10) voting members shall constitute a quorum for any special meeting of the chapter.

Section 5. Eighteen (18) voting members shall constitute a quorum of a regular 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.

Section 8. Cancelled Meetings. In case of emergency, three chapter officers may collectively agree to cancel a regularly scheduled meeting due to adverse weather or other circumstance beyond the control of the chapter or members. Every attempt will be made to provide timely notification to members.

## ARTICLE VIII EXECUTIVE BOARD

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

Section 2. The executive board shall have general supervision of the affairs of the chapter between its meetings and shall make recommendations to the chapter. The executive 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 of the executive board shall be at the call of the regent, or upon the written request of four (4) members of the board.

Section 4. A majority of the members of the board shall constitute a quorum.

Section 5. With the consent of the members of the executive board, the regent may extend to chapter chairmen an invitation to attend meetings of the executive board and to participate in discussion at such meetings. Chapter chairmen shall not make motions, second motions, or vote.

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.

Section 8. A minimum of two (2) board meetings are required annually.

Article IX  
COMMITTEES

Section 1. Program Committee. A program committee, with the first vice regent as chair and at least two (2) members, shall be appointed by the regent. The duties of this committee shall be the planning of the chapter's programs each year consistent with the National Society's objectives subsequent to the approval of the executive board.

Section 2. Finance Committee. A finance committee, consisting of the treasurer and at least two (2) members, shall be appointed by the regent to consider requests for funds, prepare a budget for approval by the chapter executive board in August and adoption at the regular meeting in September, and recommend to the chapter such expenditures as the committee shall deem expedient.

Section 3. Audit Committee. An audit committee, consisting of two (2) members shall be appointed by the regent to audit the accounts of the treasurer prior to each September meeting.

Section 4. Other Committees. Such other committees, standing or special, (including chairmen) shall be appointed by the regent as the chapter may authorize or as the National Society and/or the Pennsylvania State Society may require.

Section 5. Notice. Unless members indicate otherwise to the Chair, in writing, all communications required in these bylaws, including meeting notices, may be sent using electronic measures, including email.

ARTICLE X  
REPRESENTATION/ELECTION OF DELEGATES

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

Section 2. The representation of the chapter at meetings of the Pennsylvania State Society shall be as provided in the Bylaws of the Pennsylvania State Society.

Section 3. The chapter shall elect delegates and alternates for Continental Congress and for Pennsylvania State Conference at the regular meeting prior to the deadline.

ARTICLE XI  
FUND-RAISING EVENTS

Section 1. All fund-raising, including through the use of social media and other electronic sales platforms, must comply with federal, state and local regulations concerning sales and solicitations by charitable organizations. The chapter shall abide by the policies set forth by State DAR society.

ARTICLE-XII

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 applicable, and in which they are not inconsistent with the Bylaws and any rulings of the National Society of the Daughters of the American Revolution or any special rules of order of the Pennsylvania State Society or of this chapter.

ARTICLE XIII-  
AMENDMENTS TO THE BYLAWS

Section 1. These Bylaws may be amended by a two-thirds vote at any regular meeting of the chapter, provided the proposed amendment has been submitted in writing at the previous regular meeting or distributed to the voting members at least 15 days but not more than 30 days before the regular meeting. Unless otherwise provided, prior to its adoption or in the motion to adopt, an amendment shall become effective upon adjournment of the meeting at which it is adopted.

Section 2. Any amendment adopted by the National Society or Pennsylvania State Society affecting the work of this chapter shall become law of the chapter without further notice.

ARTICLE XIV  
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 Executive Board to, and only to, the state organization.

Amended by the By-Laws Committee:

Holly Hayick	<i>signature on file</i>
Joan LaMonica	<i>signature on file</i>
Susanne Johnston, Regent ex-officio	<i>signature on file</i>
Diane Hustead, Parliamentarian	<i>signature on file</i>

*Revised November 8, 2003*

*Revised September 8, 2012*

*Amended October 14, 2017*

*Amended February 9, 2019*

*Amended February 11, 2023*

*Amended June 10, 2023*