

BY-LAWS

ARTICLE I - Applications for Membership

Applications for membership into the Governor Isaac Shelby Chapter (GISSAR) shall be made pursuant to the requirements of the Kentucky Society, Sons of the American Revolution (KYSSAR) and the National Society, Sons of the American Revolution (NSSAR).

ARTICLE II - Annual Dues

Section 1. Annual Chapter dues for GISSAR members are payable through the KSSAR, to NSSAR. Payment of the annual dues must be current must be current for a member to be considered in good standing.

Section 2. The Chapter Treasurer shall notify the Treasurer of the Kentucky Society, Sons of the American Revolution, of the amount of Annual Chapter dues approved if and when changed.

Section 3. The accounting year for the Chapter shall begin the first day of the month following the Annual Meeting.

ARTICLE III - Meetings

Section 1. There shall be a Monthly Meeting, unless otherwise specified. The Monthly meeting can be held in person, via teleconference, or via video conference.

Section 2. The Annual Chapter Meeting will be held during the month of December. A surcharge will be assessed for necessary expenses, i.e. dining and serving supplies, food, non-alcoholic beverages, ice, etc., to support the meal.

Section 3. Written (E-Mail) notice of Chapter Meetings should be sent out by the Secretary prior to the meeting. Notice of the meeting must state clearly the date, the time, and place of the meeting.

Section 4. Quorum – Seven (7) members, including at least three officers, present at a general meeting shall constitute a quorum for the transaction of business.

Section 5. Order of Business. (1) Call to order by the Chapter President. (2) Posting of Colors. (3) Opening prayer by the Chaplain. (4) Pledge of Allegiance. (5) SAR Pledge. (6) Dismissal of Color Guard. (7) Reading and approval of minutes of previous meeting. (8) Treasurers Report. (9) Reports of other Officers. (10) Reports of Standing Committees. (11) Reports of Ad Hoc Committees. (12) Reports on Special Assignments. (13) Unfinished Business (14) New Business. (15) Announcements. (16) SAR

Recessional. (17) Closing prayer by the Chaplain. (18) Retirement of Colors. (19) Adjournment.

ARTICLE IV - Election of Officers

Section 1. A Nominating Committee for new officers shall be appointed by the President soon after he takes office. The committee shall be composed of the Vice President and four other members. The Vice President shall serve as Chairman of the Committee. He can only vote in case of a tie. The committee shall select a slate of officers and report the names of proposed officers to the members at the March meeting. It is the duty of the Committee to get approval from the proposed nominees before they are nominated. After the slate of Officers has been presented at the March meeting, the President shall call for nominations from the floor. If none, a voice vote shall be taken for the entire slate. If there are nominations from the floor, a vote shall be taken on each office.

Section 2. A majority vote by those members in good standing present and voting shall be necessary for election.

Section 3. Where there are two or more nominees for office, voting shall be by written ballot.

Section 4. New Officers shall be installed at the April Chapter meeting and their terms shall date from that meeting.

ARTICLE V - Duties of Officers

Section 1. The President shall preside at all meetings of the Chapter and shall exercise the usual functions and duties of the presiding officer. He shall be responsible for the enforcement of the Chapter Constitution & By-Laws. The President shall appoint two or more members to the Standing Committees. He may appoint Ad Hoc committees and members as needed, subject to ratification by the membership, at the next regularly scheduled meeting. He may appoint members to Special Assignments to assist him in carrying out the duties of his office. He shall serve as ex-officio member of all committees.

Section 2. The Vice President shall act in the absence of the President and serve as Chairman of the Nominating Committee and the Awards Committee. He, or his designee, shall serve as the Chapter DAR liaison representative. He shall perform any other duties that may be assigned to him by the President.

Section 3. The Secretary shall conduct the correspondence of the Chapter. He shall have charge of the written, membership and business records of the Chapter. He shall keep these records in a binder/file. He shall provide minutes of Chapter meetings to all members, as soon after the last meeting as practicable. He shall advise the Membership

Committee of the status of all members including members removed and new members as soon as notified. The Membership Committee shall maintain a current membership roll, complete with contact information, and notify the Chapter of any change of status.

Section 4. The Treasurer shall collect all funds due the Chapter and shall deposit them in a public bank to the credit of the Chapter. He shall disburse such funds as are authorized by the Chapter in accord with the Constitution & By-Laws. He shall keep a true account of all receipts and disbursements and shall make a report of same to the membership at all monthly meetings. The Treasurer shall be responsible for all finances of the Chapter. All funds shall be disbursed by check which shall be signed by the Treasurer. No sum, for extraordinary expense, shall be paid out of Chapter funds unless authorized. The Chapter President's and Chapter Secretary's signatures should also be on the "bank approved signatures card" as a backup for emergencies only, such as the Treasurer being gravely ill or otherwise unavailable. The Treasurer will submit the financial records for an annual audit.

In addition to the above, the Treasurer is to ensure each of the following practices are followed:

- 1) When errors are identified in the chapter account(s), attempts to resolve the error will occur within 72 hours of the error(s) being discovered. If resolution of the error(s) requires contacting the bank directly, the bank will be contacted within 72 hours of discovery of the error. If the error(s) is not resolved within the time frames specified in the preceding, the executive committee is to be informed of the situation. Once resolved, the error(s) and how it was resolved will be reported at the next chapter meeting.
- 2) All fiscal year bank and financial records are to be maintained for a period of seven (7) years. The Chapter Treasurer will maintain these records which are to be made available to members of the Executive Committee and/or the Audit Committee upon request within 48 hours.
- 3) The chapter bank account will be properly balanced and reconciled each month with the bank statement. The balanced monthly bank statements will be printed for record keeping. Documentation demonstrating the account has been balanced will be provided as part of the Treasurer's report at the next chapter meeting.
- 4) The chapter issued checks will be printed with text indicating they will not be valid after 90 days of the date written on the check.
- 5) The chapter's account(s) will be maintained as an on-line account with a minimum of one executive committee member, other than the Treasurer, having access to the on-line records of the account.

- 6) Recording practices for the account will adhere to the following:
 - a. Checks will be recorded in numerical order based on the check number,
 - b. A description or purpose shall be recorded for each check written,
 - c. Deposits will be recorded in chronological order,
 - d. All deposit slips will be maintained for seven years.

Section 5. The Registrar shall furnish application forms to candidates and assist prospective members whenever he can in preparing their application papers. He shall see that the applications are review ready before they are sent to the State Registrar. The Registrar shall provide a status report of Applications submitted to the State Registrar for review. The Registrar shall be a member of and work with the Membership Committee.

Section 6. The Chancellor shall give opinions on legal matters affecting the Chapter.

Section 7. The Historian shall serve as the primary contact with the KYSSAR Historian and provide chapter information and support as needed. He will be the custodian of our Constitution and By-Laws, records of our original charter and membership, and records of any historically important events submitted by committee chairmen. He shall perform other duties as may appropriately pertain to this office.

Section 8. The Chaplain shall perform such duties as ordinarily pertain to his office at Chapter functions.

ARTICLE VI - Committees

Section 1. Standing Committees - The membership of Standing Committees may be volunteers, solicited by the Committee Chair or Chapter President. The appointments shall be made with due regard to the interests and wishes of the individual members of the Chapter. The Standing Committees are listed as follows: (1) Audit Committee; (2) Awards Committee (3) Color Guard Committee (4) Membership Committee (5) Nominating Committee (6) Public Relations Committee (7) Service to Veterans Committee (8) Youth Activities & Awards Committee; and (9) Blue Licks Planning Committee.

Section 2. Ad Hoc Committees – The Chairmen and members of the Ad Hoc Committees shall be appointed by the President, with approval of the Executive Committee, as he may deem desirable and necessary to assist him in carrying out the duties of his office. The objectives and duties of Ad Hoc Committee’s will be defined at their establishment. These committees will provide a status report at each monthly meeting until they have completed their assignment.

Section 3. Committee Reports – All committees will report activities for the previous 30 day period at each Monthly Meeting. If there is nothing to report, then such a statement by the committee chair constitutes a report by that committee. Reports of historically significant events should be reported to the Historian.

ARTICLE VII – Standing Committees Duties

Section 1. Standing Committees - Each Standing Committee of the Chapter is described in the By-Laws of the Chapter as to its purpose and composition as follows:

Audit Committee – This Committee shall consist of three members appointed by the President immediately after assuming office. This Committee shall, within 30 days of when chapter officers are installed, conduct an annual audit of Chapter general and endowment funds records for the period back to the previous audit. In addition to the accuracy of the accounting of the Chapters funds, the committee shall also ensure proper procedures are being followed in all financial matters. A report of the audit findings and any recommendations resulting from the audit should be prepared and submitted to the membership during the Monthly Meeting following installation of the chapter officers. Should there be a change in the Office of Treasurer during the course of the year; an audit shall immediately be conducted of all accounts. A report to the membership shall be provided subsequent to the completion of the audit.

Awards Committee – An Awards Committee shall be appointed by the President shortly after assuming office. The Vice-President shall serve as Chairman of this committee. This Committee shall advise the Chapter on appropriate awards to be made in the name of the Chapter.

Color Guard Committee - The Color Guard Commander shall be appointed by the President and will serve as the Chairman of the Color Guard Committee. His tenure shall be for one (1) year and he may succeed himself if reappointed. The members of the Color Guard should be members of the Chapter whenever possible. The Color Guard Committee is responsible for the following:

- Presenting the Colors at all Chapter Monthly Meetings
- Serving as Color Guard for Chapter events as scheduled by the membership including Revolutionary War Veterans grave dedications, parades and educational and honor events.
- Maintaining the Chapter flags in proper display condition.
- Recommending new and/or replacement flags as deemed appropriate.
- Arrange for training of Chapter members on the proper procedures for carrying flags, posting colors, carrying arms and conducting gun salutes.
- Oversee, administering and scheduling cross-chapter participation in local, state, regional, or national historic and patriotic events as assigned by the President.

Membership Committee – The Chairman and membership of the Membership Committee shall be appointed by the President not later than July of the calendar year. The Registrar shall be a member of the committee. It shall be the duty of the Chapter membership as well as this committee to identify and recruit new members. The Membership Committee shall additionally assist prospective new members in the obtaining of information for documentation in the preparation of their applications. This committee shall contact all new members and invite them to our next scheduled Monthly Meeting as soon as notified by the Secretary of the approval of their Application for membership in KYSSAR & GISSAR. The Membership Committee shall provide all new members with a package of information about KYSSAR, this Chapter and their duties & responsibilities as members. This committee shall annually review and revise, as required, the GISSAR Handbook & Instructional Guide for compliance with KYSSAR Constitution & By-Laws.

Nominating Committee – The Nominating Committee shall be composed as provided in Article IV, Section 1. of the Chapter Constitution and appointed by the President not later than July of the calendar year. The committee shall identify qualified members to serve as new officers. A slate of new officers shall be presented to the Secretary ten (10) days prior to the March Monthly Meeting for inclusion in the Agenda.

Public Relations - The Public Relations Committee Chairman and membership shall be appointed by the President. This committee shall report to the local press and other media of public information on activities of the Chapter. Additionally, this committee will coordinate activities with other external organizations. The objectives of the committee is the reporting of activities of the Chapter which promote interest in the history of our country, an intelligent understanding of its government and basic documents such as the Constitution and Declaration of Independence and their underlying principles; an understanding of liberty. Examples of Chapter activities warranting reporting include but are not limited to Revolutionary War & War of 1812 Veterans Grave Marking Ceremonies; Honor Flight celebrations; Flag Day ceremonies; 9/11 ceremonies; Veteran Service Recognition; youth activities; joint SAR, CAR & DAR activities; public parade participation & Flag Retirements. Reporting of such activities demonstrates our efforts to effectively promote patriotism and loyalty to the United States and its institutions.

Service to Veterans Committee – The Chairman and membership of the Service to Veterans Committee shall be appointed by the President shortly after assuming office. The Veterans Service Committee Chairman will coordinate chapter service with the Veterans Administration Volunteers Service Committees at various Veterans Administration (VA) hospital locations served by the Chapter. This Committee shall coordinate with Veterans organizations for participation at Honor Flights, Veteran Day ceremonies, Wreaths Across America and the accumulation of donation materials for VA Hospitals.

Youth Activities Committee - The Chairman and membership of the Youth Activities Committee shall be appointed by the President shortly after assuming office. The Chairman of this Committee shall serve as the Chapters CAR liaison representative. This Committee shall appoint members within the committee as project leaders to cover each

of the following: the Chapter Eagle Scout Essay Contest; the Chapter Rumbaugh Oration Contest, the Knight Essay Contest; the Grade School Americanism Poster Contest and the JROTC Medals Awards.

Blue Licks Planning Committee –The Blue Licks Planning Committee will oversee the Battle of Blue Licks Memorial Ceremony (hereafter referred to as “the ceremony”) conducted at the Battle of Blue Licks State Resort Park. The chairman and membership of the Blue Licks Planning Committee shall be appointed by the president within 30 days after assuming office. The committee chairman will coordinate the planning activities of the committee members. The objectives of the committee are to; 1) promote the ceremony within the local community, Kentucky Society, Central District, and general membership of the SAR, DAR, and CAR, 2) plan the ceremony including communication/coordination with the management of the Blue Licks State Resort Park, and 3) supervise the ceremony according to the plans previously developed by the committee. The committee will also plan and arrange all functions supporting the ceremony including invitations, announcements, and logistics. The Board of Governors of the Kentucky Society of the Sons of the American Revolution shall annually appoint two non-voting members of its choosing to the Governor Isaac Shelby Chapter’s Blue Licks Planning Committee.

ARTICLE VIII - Political Pronouncements

It is prohibited to use the name of this organization for the purpose of endorsing any candidate for public office or otherwise subscribe, as a body, to the principles of any political party.

ARTICLE IX - Amendment

These By-Laws may be amended by a majority vote of GISSAR members in good standing present and voting at any Chapter Meeting, provided notice of the proposed amendments shall have been sent in writing or electronically to each member not less than ten (10) days prior to the date of the meeting.

ARTICLE X- Youth Protection Training Policy

The following members of the chapter are required to possess a current and valid NSSAR's Youth Protection Training certificate: chapter officers, as specified in Article VI “Officers“ of the Gov. Isaac Shelby chapter Constitution; Youth Activities Committee members, as specified in Article VII, “Youth Activities Committee” of the Gov. Isaac Shelby chapter By-Laws; chapter members who provide in person presentations to children (under the age of 18) or otherwise encounter children while participating in chapter activities; and members of the chapter color guard. Chapter officers required to possess a Youth Protection Training certificate shall submit a copy of their certificate to the chapter secretary within thirty days of being installed or appointed to their respective office. Other chapter members required to possess a Youth Protection Training certificate shall submit a copy of their certificate to the chapter secretary prior to

participating in any chapter activity where children will be present. Members under the age of 18 years are exempt from this training requirement.

Revised & Approved:
18 May 2023
Scott Giltner, Chapter Secretary

Amendments:

Article VII Nominating Committee – November changed to March	16 January 2020
Article III Meetings, Section 1 - Second Thursday of month removed. Added in person, teleconference or video conference as meeting options.	19 November 2020
Article III Meetings, Section 2 – Removed \$3 for surcharge. Removed paper plates, cups, napkins and added dining and serving supplies, food, non-alcoholic beverages.	19 November 2020
Article V – Duties of Officers, Section 2 – Added ‘or his designee’.	19 November 2020
Article VI – Added “Blue Licks Planning Committee to list of standing committees.	2 March 2023
Article VII – Added duties of the Blue Licks Planning Committee.	2 March 2023
Article X – Added Youth Protection Training Policy.	18 May 2023