

**BYLAWS OF THE LADIES AUXILIARY  
OF  
THE TEXAS SOCIETY SONS OF THE AMERICAN REVOLUTION**

**ARTICLE I - NAME:**

The name of the organization shall be the Ladies Auxiliary of the Texas Society Sons of the American Revolution (LATXSSAR.)

**ARTICLE II - PURPOSE:**

The purpose of the Auxiliary is to maintain an Association of women interested in the patriotic, historical and educational objectives and purposes of the Texas Society Sons of the American Revolution, hereafter called TXSSAR, to foster fellowship among women relatives of the members of TXSSAR, and to be of help to TXSSAR and the Chapters when asked. Also to stimulate greater interest in support of TXSSAR, assist the promotion of membership and attendance, and further the objectives and patriotic activities of the Society.

**ARTICLE III - MEMBERS:**

**Section 1.** Membership shall be limited to those who subscribe to the objectives and patriotic activities of the TXSSAR and the Auxiliary, and are wives, widows, mothers, daughters, granddaughters, stepdaughters, sisters, or nieces of SAR members in good standing

**Section 2.** An eligible woman may join the Auxiliary by completion of the membership form and payment of dues. She shall receive all the rights and privileges of the Auxiliary and will be eligible to hold office

**ARTICLE IV. OFFICERS.**

**Section 1.** The elected officers of the Auxiliary shall be President, Vice President, Secretary, Treasurer /Registrar.

**Section 2.** The Parliamentarian, Chaplain and Historian shall be appointed by the President with approval of the Executive Board.

**Section 3.** The Executive Board consists of the five elected and three appointed officers, plus the wife of the TXSSAR President who is the Ambassador of the Auxiliary. The Board shall meet the day after taking office to plan and approve appointments made by the President.

**Section 4.** The Executive Board may authorize the President to appoint one or more special committees or coordinators. The President shall be an ex-officio of all committees except the nominating committee.

**Section 5.** In the year of an election a nominating committee of three members in good standing (dues paid) shall be elected at the November meeting. They shall present a slate of officers at the following meeting.

**Section 6.** Election of officers shall be at the Annual TXSSAR Meeting. The officers shall be elected by the membership for a term of two years. Additional nominations may be made from the floor. Newly elected officers take office immediately. Installation is to be arranged by outgoing President.

**Section 7.** Vacancies of elected members of the Board (except the President) shall be filled by appointment by the remaining Board members. Vacancies of appointed members of the Board shall be filled by appointment by the President.

**Section 8.** The Executive Board shall have authority to transact the business of the Auxiliary between meetings and such other business as may be referred to it by the Auxiliary.

## ARTICLE V. MEETINGS

The three meetings are to be held in conjunction with the TXSSAR Board of Managers meetings and the TXSSAR Annual Conference. The Annual Meeting will be held at the time of the TXSSAR Annual Conference.

## ARTICLE VI: FINANCES

Section 1. Dues shall be \$5.00 per year (*unless changed by the Executive Board with approval of the membership at an Annual Meeting*) and are due each year at the date of the Annual Meeting. Members of LATXSSAR are considered members of the NLASAR without further payment of dues.

**Section 2.** The Budget and Finance Committee shall be made up of the past Treasurers, the President and a member at large appointed by the President, with the approval of the Board. They shall prepare the budget for the year, for approval by the Board. Any unbudgeted expenditure over \$100.00 must be approved by the membership.

**Section 3.** The fiscal year of the Auxiliary shall be from April 1 to March 31. The Executive Board shall appoint an auditor to audit the books at the end of the year.

**Section 4.** Although the period of the duration of the Auxiliary is perpetual, if for any reason it is to be dissolved or otherwise terminated all money and any other assets are to be given to The Texas Society Sons of the American Revolution.

## ARTICLE VII. DUTIES OF OFFICERS

**Section I.** The officers shall perform the duties prescribed by these Bylaws and by the Bylaws of the National Ladies Auxiliary of the Sons of the American Revolution and such other duties as shall be ordered by the Auxiliary.

**Section 2.** The **President** prepares the agenda and presides at all meetings. She shall make arrangements for all meetings. She shall direct the affairs of the Auxiliary in accordance with the wishes of the Executive Board and membership. The President along with an appointed member in good standing shall be representatives to the National

Auxiliary. She prepares and sends out an Annual Letter following the Annual meeting and information before the other meeting.

**Section 3.** The **Vice President** presides at meetings when the President is absent. She shall be aware of all the President's duties and helps in any way asked.

**Section 4.** The **Secretary** is responsible for keeping an accurate record of all meetings of membership and the Board of the Auxiliary. She shall keep a copy of the current Bylaws, and of the current members. She shall provide copies of the minutes to all members of the Executive Board in a timely manner.

**Section 5.** The **Treasurer/Registrar** shall receive all dues and monies. She shall keep an accurate record of all monies and pay bills. She shall submit to the President, Vice-President, and Secretary a quarterly report of the current membership list and a report of income, expenditures and the account balance. She shall send the annual membership report to the National Ladies Auxiliary.

**Section 7.** The **Chaplain** is responsible for a short invocation at the beginning of the meeting and a benediction at the conclusion. She should send cards in times of illness or bereavement. Members should keep her informed of any cards needed.

**Section 8.** The **Historian** is responsible for keeping the records of the Auxiliary's History with pictures, articles and other items that are relevant to the Auxiliary. Members should send any pictures or information of interest to the Historian

#### **ARTICLE VIII: AMENDMENTS**

These Bylaws may be altered or amended at any regular meeting of the Auxiliary by two-thirds vote of the members present, provided that notice of the proposed amendment shall have been mailed to all members at least 45 days before the said meeting.

#### **ARTICLE IX: PARLIAMENTARY AUTHORITY**

All meetings shall be conducted according to Robert's Rules of Order, Newly Revised, except when in conflict with these Bylaws or with the laws of the State of Texas.

#### **ADDITIONAL DUTIES OF THE PRESIDENT**

The President should be in contact with the SAR member of the Chapter that is host to the meeting several months before the meetings, to be sure necessary arrangements for needed hospitality and meeting rooms are being negotiated. She should contact members of the Auxiliary in that Chapter to see if they are making their services available in helping where they can. A few weeks before the meeting she should again make contact to be sure the arrangements are agreeable. She should ask the hours the Hospitality Room will be open and offer to arrange to have that covered if the Chapter does not have the help to do so. She should also find out what arrangements have been made for lunch and any trips etc. She will tactfully let them know that she needs information about the arrangements so she can send information about the upcoming meeting to the Auxiliary members to inform the wives about the activities, so they know what to expect at the meeting. Hopefully with this information they may encourage their husbands to register to attend, consequently increasing the attendance at SAR meetings as well.

She should see that a notice of all information pertaining to activities for the Ladies is sent to each Auxiliary member at least two weeks before the date of each meeting.

She will be available, or see that another officer is available, in the Hospitality Room at all times to foster friendships, recruit new members and inform and promote the purpose of the society.

All interface with SAR officers and members should be conducted with tact and appreciation, remembering that we are there only to be of help to them, not to be a problem, thus letting them realize that our increased knowledge of their plans and needs can be of help to them in furthering their goals.

Revisions made at BOM October 2011