

**LADIES AUXILIARY**  
**OF**  
**THE FLORIDA SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION**

Organized: 05 Oct 1998

Chartered NFP: 30 Jul 1999

ARTICLE I: NAME

The name of this organization shall be the Ladies Auxiliary of the Florida Society Sons of the American Revolution, hereafter called the **Auxiliary** as stated in **Article I**, Section 6 of the FLSSAR Bylaws.

*Article I Section 6 FLSSAR Bylaws May 2013*

*Ladies Auxiliary (LAFSSAR)*

*Women who are related to an SAR of the FLSSAR shall be assisted by the FLSSAR to establish and join a separate, autonomous organization to be known as the LADIES AUXILIARY, FLORIDA SOCIETY, SONS OF THE AMERICAN REVOLUTION (LAFSSAR), which shall organize and operate under its own Bylaws and Charter with its stated purpose to assist, support, and further the objectives of the FLSSAR. No member, or members, of the LAFSSAR shall have any authority to speak for the FLSSAR, nor to obligate the FLSSAR in any way unless specifically authorized by the FLSSAR, by the BOM, or Annual Meeting of the members.*

ARTICLE II: OBJECTS

The objects of this Auxiliary shall be to promote the objectives of the Florida Society of the Sons of the American Revolution.

- Section 1      To maintain a nonprofit association of women interested in the objectives and activities of the Florida Society of the Sons of the American Revolution, hereafter called FLSSAR.
- Section 2      To stimulate greater interest in and to support the FLSSAR.
- Section 3      To assist the FLSSAR in the promotion of membership and in furthering the objectives and patriotic activities of the Society, as listed in the Articles of Incorporation and Bylaws of the FLSSAR.
- Section 4      To provide educational activities for the wives and other interested relatives of the members of the FLSSAR.

ARTICLE III: SEAL

- Section 1      This organization shall have a common oval shaped seal with the words Florida Society at the top, Ladies Auxiliary on the bottom and a silhouette of Abigail Adams in the center.
- Section 2      The said Seal shall be used, as approved, by the general membership i.e. letterhead, stationary and pins.

ARTICLE IV: ELIGIBILITY

- Section 1 Eligibility for membership in the Auxiliary shall be limited to those who subscribe to the objects and patriotic activities of the FLSSAR and the Auxiliary; wives, widows, mothers, daughters, granddaughters, sisters or nieces of SAR members and those interested in the objects of our Auxiliary.
- Section 2 A woman may join the Auxiliary by completion of the membership form and payment of dues. She shall receive all rights and privileges of the Auxiliary and will be eligible to hold office.

ARTICLE V: BOARD OF DIRECTORS

- Section 1 The Board of Directors of the Auxiliary shall consist of elected and appointed committee chairmen as provided by Article V; Section 5.
- Section 2 The officers of the Auxiliary shall be President, Vice President, Chaplain, Secretary, Treasurer, Registrar and Historian.
- Section 3 A Nominating Committee of three (3) members shall be elected by the Auxiliary at the Fall meeting and consist of one (1) past president and two (2) members, all in good standing. 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. Which shall coincide with the Spring meeting of the FLSSAR. Additional nominations may be made from the floor, provided the consent of the nominee shall have been obtained prior to the nomination.
- Section 4 Election of officers shall be by, majority vote, at the annual meeting which will coincide with the Spring meeting of the FLSSAR. Their term of office shall begin at the close of the annual meeting at which they are installed. All officers shall hold offices for one (1) year or until their successors are elected. No member shall hold office for more than three (3) consecutive terms. A member who has served more than half a term in any office shall be considered to have served a full term.
- Section 5 The Board of Directors may authorize the President to appoint one or more committees or coordinators. The chairman of each committee and each coordinator shall be a member of the Board for the current term of the Board or until the committee or coordinator is discharged by the Board, whichever occurs first.
- Section 6 In case of a vacancy in the office of President, the Vice President shall become the President. Vacancies in other offices shall be filled, by appointment, by the Board until the next general election. Vacancies of appointed members of the Board shall be filled by appointment of the President. A vacancy shall occur upon death, resignation, removal or absence from three (3) consecutive meetings of the Board of Directors without satisfactory explanation.

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Section 7 A member of the Board of Directors may be removed by two-thirds vote of the Board Members present, the member involved not being included in the vote.

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

#### ARTICLE VI: DUTIES OF THE ELECTED OFFICERS

Section 1 The officers shall perform the duties prescribed by these Bylaws, and the Bylaws of the FLSSAR and the NSSAR and by the parliamentary authority of the NSSAR.

Section 2 The President shall preside at all meetings of the Auxiliary and the Board. She shall be the chief executive officer and direct the affairs of the Auxiliary in accordance with the wishes of the membership and the Board of Directors. She shall appoint all committees except the Nominating Committee and be ex-officio member of all committees except the Nominating Committee. She shall make such other appointments as are authorized by the Board of Directors.

Section 3 The Vice President shall, in the absence of the President, perform the duties pertaining to that office. She shall serve as Administrative to the President and Chairman of the Program Committee. She shall serve as the Projects Coordinator of the Auxiliary. She shall submit all proceeds to the treasurer.

Section 4 The Chaplain shall conduct such religious services as occasion may require. She shall communicate whenever possible with members who are ill or in distress.

Section 5 The Secretary shall keep a record of the proceedings of all meetings of the Auxiliary and the Board of Directors. She shall provide copies of the minutes to the Board of Directors and the SAR Liaison. She shall keep a current copy of the Bylaws, the general membership and create forms for contest winners. She shall send the updated membership to the Registrar and Treasurer. She shall keep attendance record of each meeting. She shall keep on file all committee reports.

Section 6 The Treasurer shall have charge of all funds and securities of the Auxiliary. She shall collect and receive all monies due the Auxiliary. The funds shall be deposited in a financial institution designated by the Board. She shall pay budgeted bills and shall keep full and accurate records of receipts and disbursements. She will make a financial report at each meeting of the Auxiliary and the Board of Directors meetings. She shall serve as chairman of the Budget and Finance Committee. She is authorized to pay annually, before May 1<sup>st</sup>, the Florida Department of State Division of Corporations (Sunbiz.org) to retain the Auxiliary status of a nonprofit organization. She shall announce notices of annual dues to membership. She shall coordinate with the Registrar to keep the Roster current. Upon completion of term, shall request an independent audit.

Section 7 The Registrar shall maintain a current record of the membership of the Auxiliary and coordinate with the Treasurer. Notification of any changes should go through her. She

shall process all applications for membership as directed by the Board. She shall present new members with a copy of Bylaws and current roster.

Section 8 The Historian shall be the custodian of historical and biographical papers of the Auxiliary. She shall compile a history book of Auxiliary activities. She shall submit Auxiliary activities to the FLSSAR Auxiliary website and retain an electronic file of activities.

Section 9 The President may appoint a Parliamentarian who shall be a member of the Board of Directors.

#### ARTICLE VII: MEETINGS

Section 1 Two (2) meetings per year shall be held for the membership, Spring and Fall, to coincide with the meetings of the FLSSAR. Six (6) members shall constitute a quorum. The annual meeting shall be the Spring meeting for the election of officers.

Section 2 In some situations meetings can be validly transacted through electronic meetings. A vote may be conducted by electronic media which must be ratified at the next regular meeting.

Section 23 Special meetings may be called by the President and shall be approved by the Board of Directors. A written notice of every membership, including the annual meeting shall be printed in the News from the Ladies Auxiliary section of the Florida Patriot magazine.

Section 34 The Board of Directors shall meet at least twice during the year. The first meeting shall be held immediately following the adjournment of the Spring Annual membership meeting, for the purpose of organization, appointment of committee chairmen and the transaction of business. Four (4) members of the Board shall constitute a quorum. An electronic meeting can be held as needed.

#### ARTICLE VIII: COMMITTEES

Section 1 The Standing Committees shall be Budget and Finance.

Section 2 A Corresponding Secretary may be appointed by the President for her term of office. Committee chairmen shall be appointed by the President for her term of office.

#### ARTICLE IX: FEES AND DUTIES

Section 1 The Annual dues shall be determined by the Board of Directors. Annual dues shall be payable on or before the first (1<sup>st</sup>) of December and are delinquent after the first (1<sup>st</sup>) of February.

Section 2 On or before the Fall BOM annually, the Treasurer will announce notice of annual dues to the membership. New members, after the Fall BOM, will have dues paid for the

following year. Roster will be divided into active members and inactive members (dues only paid before 2017). Active members will be sent Meeting Minutes and other notices. Inactive members will only be sent Dues Notices.

### **ARTICLE X: PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order Newly Revised shall govern the Auxiliary in all cases in which they are not inconsistent with the Bylaws of the LAFSSAR, FLSSAR, NSSAR or the State of Florida.

### **ARTICLE XI: AMEMNDMENT OF BYLAWS**

These Bylaws may be amended at any regular meeting of the Auxiliary by a vote of two-thirds of the members present, provided that notice of the proposed amendment shall have presented or mailed to each member thirty (30) days prior to the meeting. The amendment shall become effective upon the adjournment of the meeting at which it is adopted.

### **ARTICLE XII: DISSOLUTION**

Section 1 In the event that it becomes necessary to disband or dissolve the Auxiliary, all assets will become the property of the FLSSAR.

Section 2 All lawful debts of the Auxiliary will be paid.

Section 3 Any property loaned to the Auxiliary will be returned to the donor whenever possible. A resolution shall be adopted designating and remaining historical documents and/or artifacts will be given to the FLSSAR.

Section 4 After payment of debts, monies remaining in the Auxiliary treasury will be given to the FLSSAR.

Section 5 Official minutes of the Auxiliary and all other records will be sent to the FLSSAR President and Secretary and become the property of the FLSSAR.

Section 6 Original applications held by the Auxiliary will be destroyed.

Section 7 The Auxiliary Seal and pins owned by the Auxiliary will be sent to the FLSSAR.

Adopted: 05 October 1998  
Mildred Wilson, President, Cocoa, FL  
Jean Buchanan, Parliamentarian

Amended: 24 April 1999  
Mildred Wilson, President, Ft. Lauderdale, FL  
Barbara Makant, Parliamentarian

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Amended: 10 May 2002  
Patricia Wallin, President, Panama City, FL  
Elizabeth "Beth" Schaffer, Parliamentarian

Amended: 04 October 2014  
Debbie McMurry, President, Osprey, FL

Amended: 19 May 2018  
Ellie Folk, President, Brookville, FL

Amended: 12 June 2020  
Anne McGuire, President, Cape Coral, FL

### **STANDING RULES**

Standing Rules may be considered at any meeting of the Board of Directors. Upon recommendation of the Board, changes may be proposed and voted on at any regular meeting of the Auxiliary, with a majority vote of those present for adoption.

1. The fiscal year of the Auxiliary shall be from January 1<sup>st</sup> to December 31<sup>st</sup> of one year.
2. The Budget shall cover from January 1<sup>st</sup> to December 31<sup>st</sup>. It shall be prepared by the Budget and Finance Committee and shall be subject to review and approval of the Board and presented to the membership for adoption at the Fall meeting.
3. Dues shall be paid on or before December 1<sup>st</sup> of each year and shall be \$10.00.
4. Any member whose dues have not been paid by February 1<sup>st</sup> cannot enjoy any membership privileges, serve on a committee or hold office. They are no longer members in good standing of the Auxiliary.
5. Members should notify the Registrar of any change in name, address, telephone or email address.
6. All expenses of officers and chairmen shall be supported by invoices and/or itemized bills when presented to the Treasurer for payment.
7. The Auxiliary will not be responsible for the Hospitality Room during any regular meeting, but may assist the Hostess Chapter, as individuals, if a request is made.
8. The Auxiliary Pin, an enameled white oval with blue silhouette portrait of Abigail Adams, with Ladies Auxiliary on top and Florida Society SAR on the bottom, may be worn by members in good standing. The National and State pin may be purchased from the Treasurer for \$10.00. All unbudgeted disbursements in excess of \$100 shall be approved by the Board of Directors.
9. A committee, composed of the President, 1<sup>st</sup> Vice President and Treasurer, shall be empowered to determine if the dues of a member incapacitated or financially unable to

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pay her dues should be paid by the Auxiliary. The finding of this committee need not be divulged to the membership.

10. Permission to address the membership will be recognized by the Chair and a limit of five (5) minutes will be permitted for discussion. To speak again, required permission from the assembly.
11. No member shall have the authority to speak for or represent the Auxiliary in any matter unless specifically authorized in advance by the Board.
12. The Board of Directors shall appoint an auditor, to audit the financial books of the Auxiliary, at the end of the fiscal year.

2014-10-04 Revised and Amended Debbie McMurry, President  
2016-10-14 Revised and Amended Naomi Wess, President  
2018-05-19 Revised and Amended Ellie Folk, President  
2020-06-12 Revised and Amended Anne McGuire, President

## OFFICERS DUTIES

### PRESIDENT

Preside at all meetings.

Direct the affairs of the Auxiliary in accordance with the wishes of the membership and the Board of Directors.

Call all meetings.

Appoint Committee Chairpersons.

If a vacancy occurs, appoint the Chaplain, Secretary, Historian and Parliamentarian and serve to end of term of office, as authorized by the Board.

Serve as an ex-officio member of all committees, except the Nominating Committee.

### VICE PRESIDENT

Serve as Administrative Assistant to the President.

Serve as Program Chairman.

Preside over meetings in the absence of the President.

Supervise the Ways & Means activities of the Auxiliary. Turn all proceeds over to the Treasurer.

### SECRETARY

Keep the official minutes of both the Board of Directors meetings and general membership meetings.

Keep a current copy of the bylaws and general membership of the Auxiliary.

Keep a file on a committee reports.

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Send a written notice of every membership meeting to each active member at least 10 days in advance and to the Historian to post on the FLSSAR website.

Conduct the general correspondence of the Auxiliary, that is, correspondence which is not proper to other officers or committees.

### TREASURER

Collect and receive all monies due the Auxiliary. The funds shall be kept in a checking or savings account as directed by the Board of Directors.

Pay approved bills when due.

Keep full and accurate accounts of receipts and disbursements.

Make a financial report at each meeting of the membership and Board of Directors.

Send notices to members for annual dues.

Send State and/or National Auxiliary pin(s) as required.

Serve as Chairperson of Budget and Finance Committee.

### REGISTRAR

Keep current record of the membership and update all membership changes of the Auxiliary. Process all applications for membership and send a copy of application and payment to the Treasurer.

### HISTORIAN

Shall be the custodian of historical and biographical papers of the Auxiliary. She shall compile a history book of Auxiliary activities. She shall submit Auxiliary activities to the FLSSAR Auxiliary website and retain an electronic file of activities.

Amended 2014 Oct 04 Debbie McMurry, President

Amended 2018 May 19 Ellie Folk, President

Amended 2020 June 12 Anne McGuire, President