

**BYLAWS
OF THE
WEST VIRGINIA STATE SOCIETY
OF THE
NATIONAL SOCIETY DAUGHTERS OF THE AMERICAN REVOLUTION**

ARTICLE I - Name

The name of this corporation shall be the West Virginia State Society of the National Society Daughters of the American Revolution, hereinafter referred to as the State Society.

ARTICLE II - Objects

The object of this Society shall be to bring into closer relationship the chapters of West Virginia and to promote the three objects of the National Society Daughters of the American Revolution, hereinafter referred to as the National Society:

- (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 American 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 - Membership

SECTION 1. The membership of the State Society shall consist of the chapters in good standing of the National Society Daughters of the American Revolution in the State of West Virginia.

SECTION 2. The State Organizing Secretary and State Registrar shall enroll a chapter newly confirmed by the National Society as a member of the West Virginia State Society upon receipt of the following information from the chapter: name of the Chapter, the date of its organizing, the names of its officers, names of its members, and by sending the State dues and assessments to the State Treasurer.

SECTION 3. A member-at-large shall not be eligible as a delegate or an alternate to the meetings of the National or State Societies, nor hold a National, State or Chapter Office, nor serve on a National, State or Chapter Committee.

SECTION 4. Such Chapters, whether presently existing, in formation, or to be organized, shall be independent legal entities from the State Society, and solely responsible in all instances, for their debts, legal obligations, liabilities, expenditures, claims made against them, and any actions taken by them.

SECTION 5. Members shall not profit from their relationship with the State Society, nor shall any part of the assets of the State Society benefit or be distributed to its members, chairs, executive members, or other private persons, except that the State Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribute in furtherance of the purposes set forth in the Articles of Incorporation of the Daughters of the American Revolution.

ARTICLE IV - Fees and Dues

SECTION 1. The annual state dues and conference fees for each chapter covering the period December 1 through November 30 shall be remitted with a postmark date no later than December 1. After the State Treasurer determines paid dues and Chapters' membership on December 1, the State Treasurer shall confer with the State Credentials Committee Chair who shall notify the chapters that shall not be entitled to representation at the State Conference. Annual State Dues and Conference Fees shall be:

- (a) for a member of a chapter, annual state dues - five dollars (\$5.00); annual conference fee – one dollar (\$1.00) and,
- (b) for a member admitted at-large for the purpose of organizing a new chapter, five dollars (\$5.00).

SECTION 2. During the months of December through June, annual state dues and conference fees for new members admitted, members transferring into West Virginia, or members reinstating shall be applied to the current dues year, to be remitted within thirty (30) days of notification of approval. During the months of July through November, annual state dues and conference fees for new members admitted, members transferring into West Virginia, or members reinstating shall be applied to the next dues year and are remitted with the annual state dues remittance.

SECTION 3. One-third of the State dues shall be paid to the State Regent to defray expenses associated with her office.

ARTICLE V – Officers

SECTION 1. The elected officers of the State Society shall be a State Regent, State Vice Regent, State Chaplain, State Recording Secretary, State Corresponding Secretary, State Organizing Secretary, State Treasurer, State Registrar, State Historian, and State Librarian. No two State Officers shall be members of the same Chapter except the State Regent and the State Corresponding Secretary. The State Parliamentarian shall be appointed by the State Regent and shall not be a voting member of the Executive Committee.

SECTION 2. The term of office shall begin no earlier than at the close of the Continental Congress at which the State Regent and State Vice Regent are confirmed.

SECTION 3. 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.

SECTION 4. If the office of State Regent becomes vacant, the State Vice Regent shall become State Regent automatically, provided she has been confirmed as State Vice Regent.

ARTICLE VI – Nominations and Elections

SECTION 1. Duties of State Nominating Committee members. The State Nominating Committee members shall:

- (a) contact the Chapters in her district asking that Applications and Résumés for State Officers, limited to one candidate per chapter unless in the case of State Regent and State Corresponding Secretary, be submitted to the State Nominating Committee Chair and to each member of the State Nominating Committee. A candidate may apply for **one** office **ONLY**. The member applying for State office must include an endorsement from her chapter **only**;
- (b) inform the candidates of the requirements, duties, potential expenses, and obligations involved in being a state officer;
 - (1) Make nominees aware of the need for each state officer to attend all State Society Executive Board Meetings.
 - (2) To be eligible for the office of State Regent or State Vice Regent, a member shall have served a term previously as a State Officer and Chapter Regent and have held membership in a chapter or chapters within the West Virginia State Society for at least five (5) years prior to her election. (NSDAR Bylaws, **ARTICLE XV - States**, SECTION 6.);

- (3) To be eligible for any other State Office, a member shall hold and have held membership in a chapter or chapters within the West Virginia State Society two (2) years prior to her election. No member shall be eligible for the same State Office for two (2) consecutive terms, and no member who has served one term in any State Office shall be eligible for any other State Office except that of State Vice Regent or State Regent until the expiration of at least one year.
- (c) No two state officers shall be members of the same chapter except the State Regent and the State Corresponding Secretary; the candidate for State Regent shall have the privilege of suggesting the name of a member for the office of State Corresponding Secretary.
- (d) inform each candidate to submit her Application and Résumé along with her chapter endorsement **only** to the State Nominating Committee members by October 15.
- (e) As of October 16, if a State Office has received no candidate, the State Nominating Committee will inform the membership which office/s has/have received no candidate/s via WVSSDAR. All required documents for the office including an endorsement from the candidate's own chapter shall be received by October 31 by the State Nominating Committee. By November 1, State Nominating Committee members will inform the membership of those members who are candidates for each State Office via the WVSSDAR email system.
- (f) after receiving the résumés, applications, and chapter endorsements on October 31, meet in person to review the applications and résumés and prepare the November 1 announcement.
 - (1) Four (4) members shall constitute a quorum; and,
 - (2) No proxy voting may occur.
- (g) have the authority to select the best candidates to fill the position regardless of any District not being represented on the slate. Therefore, there is no need for any endorsement other than the candidate's own chapter.
- (h) nominate a candidate for each office to be filled and shall obtain the written consent of each nominee contained in her application and résumé;
- (i) send the State Nominating Committee report with the Call to Conference.

SECTION 2. Nominations for State Nominating Committee. This committee shall consist of one member from each of the five districts.

- (a) Nominations for this committee shall be from the floor, provided the nominee has permitted her name to be submitted.
- (b) A State Nominating Committee shall be elected by ballot at the State Conference during the second year of the administration. A secure, anonymous vote conducted through the designated voting platform shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be by ballot. The State Nominating Committee and VPG Election Tellers shall destroy the ballots following the State Regent's declaration of election results.
- (c) The nominees receiving the highest vote for each of the five districts at the State Conference shall be declared elected. The nominee receiving the highest number of votes shall act as chair. If the highest vote is a tie, the committee shall elect its chair.

SECTION 3. Elections.

- (a) Per RONR 46:6, additional nominations for officer candidates, accompanied by a chapter endorsement, may be made from the floor at the State Conference, provided the consent of a nominee has been obtained as well as a sponsoring statement in writing from her chapter. (Refer to WVDAR Floor Nomination form, 2024) Floor nominations may be made if the nominee *provides the State Nominating Committee with a written chapter endorsement*, (a), and evidence that the nominee meets the eligibility requirements for the office as outlined in **ARTICLE VI, SECTION 1. (b) (2) and (3)**, *no later than 15 days prior to the start of business for the West Virginia State Conference*. Any candidate planning to run from the floor may not announce her candidacy prior to the Call to Conference.
- (b) The Officers of the State Society shall be elected by ballot at the triennial annual State Conference. A majority vote shall constitute an election. A secure, anonymous vote conducted through the designated voting platform shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be by ballot. The Officers of this Society shall hold office for three (3) years.

- (c) All State Officers shall assume Office when the Continental Congress confirms the election of the State Regent and the State Vice Regent.
- (d) As soon as the State Regent declares the election results are valid and accepted by the State Conference, the ballots shall be destroyed by the tellers.

SECTION 4. Vacancy. Should the office of the State Regent become vacant, the State Vice Regent shall accede to that office for the remainder of that term. (NSDAR Bylaws, **ARTICLE XV - States**, SECTION 7.) Other vacancies occurring in office shall be filled by the Executive Committee until the next meeting of the State Board of Management, when the Board shall fill the vacancy for the unexpired term. Any member having served in a vacancy for more than one-half of a term in any office shall be deemed to have served a term.

SECTION 5. In recognition of valuable service to the State Society, the title of Honorary State Regent may be conferred for life by a majority voice vote of any State Conference upon a member who has held the office of State Regent. An Honorary State Regent shall have voting rights at all business meetings at State Conferences as long as she remains a member in good standing within a WVDAR Chapter.

SECTION 6. Nominations for the candidate for the office of Vice President General from West Virginia shall:

- (a) be made at the annual State Conference not more than 18 months prior to the indicated election at the desired Continental Congress and,
- (b) present a motion for endorsement that designates the specific Continental Congress at which she desires to be a candidate for election and shall be made not more than eighteen (18) months in advance of the Continental Congress so designated. Nominations for a candidate for the office of Vice President General from West Virginia shall be made by the State Nominating Committee at the annual State Conference. There may be nominations from the floor. The vote shall be by ballot or selected voting platform. A majority vote shall be necessary for endorsement.

ARTICLE VII - Duties of Officers

SECTION 1. The officers shall perform the duties prescribed by these Bylaws, the Bylaws of the National Society, and the parliamentary authority adopted by the National Society.

SECTION 2. The State Regent shall:

- (a) be the chief executive officer and the official spokesperson for the State Society;
- (b) preside at all meetings of the State Society, the State Board of Management, and the Executive Committee;
- (c) appoint a State Parliamentarian who shall attend the Executive Board, State Board of Management, State Conference meetings with other WVDAR meetings, serving in an advisory capacity only, without a vote. The State Parliamentarian shall maintain a file of current Chapter, District, and State Bylaws.
- (d) appoint all committees, issue the Call to State Conference, and call all special meetings;
- (e) be an ex-officio member of all committees except the Nominating Committee and the Tellers Committee;
- (f) sign checks in the absence of the State Treasurer;
- (g) sign all contracts and agreements made in the name of the State Society authorized by the State Conference or State Executive Committee;
- (h) appoint an Audit Committee to perform annually an audit of the books of the State Society;
- (i) have authority to request duties to the State Officers, District Directors, and State Committee Chairs; and,
- (j) perform such other duties as the National Society may require or as directed by the Executive Committee, State Board of Management, or State Conference.

SECTION 3. The State Vice Regent shall:

- (a) in the absence of the State Regent, perform the duties of the State Regent;
- (b) fill the unexpired term if a vacancy occurs in the office of State Regent; and,

- (c) perform other duties as may be requested by the State Regent.

SECTION 4. The State Chaplain shall:

- (a) open all state meetings with the reading of Scripture and prayer;
- (b) conduct such religious services as occasion may require;
- (c) conduct the Memorial Service at each State Conference;
- (d) prepare the necrology for the State;
- (e) send letters/cards of condolence to families of deceased members;
- (f) send birthday greetings to members age ninety (90) and older; and,
- (g) perform other duties as may be requested by the State Regent.

SECTION 5. The State Recording Secretary shall:

- (a) keep a record of all proceedings of the meetings of the State Society, the State Board of Management, and the Executive Committee;
- (b) keep a record of all decisions, orders, and proceedings affecting or pertaining to them;
- (c) keep a Roll Call roster of the Executive Committee and State Board of Management;
- (d) receive reports annually by email, thirty (30) days prior to State Conference, from State Officers, District Directors, Chapter Regents, and State Committee Chairs for the current Administration's Proceedings Book;
- (e) submit State Society and Executive Committee archival materials (correspondence, reports, awards, etc.) annually to the State Society Archives, as well as digital copies of the Proceedings Book, compiled during the term in office;
- (f) certify the endorsement of any candidate for the office of Vice President General;
- (g) as soon as practical after adjournment of the last State Conference of her term, edit and prepare for publication of the Proceedings Book in digital format;
- (h) file with her successor all possessed office records (including WVDAR Property Agreements) generated during the term of office, within sixty (60) days following leaving office and the close of Continental Congress; and,
- (i) perform other duties as may be requested by the State Regent.

SECTION 6. The State Corresponding Secretary shall:

- (a) attend to the correspondence of her office and other such correspondence as the State Regent, State Society, the State Board of Management and the State Executive Committee may direct;
- (b) send out notices of all meetings and distribute all literature;
- (c) keep a roster of State Officers, District Directors, State Chairs, and Chapter Regents;
- (d) publish and distribute a digital State Directory and provide annual corrections;
- (e) publish the program for state conference; and,
- (f) perform other duties as may be requested by the State Regent.

SECTION 7. The State Organizing Secretary shall:

- (a) supervise the organization of chapters in cooperation with the State Regent and through the Organizing Secretary General;
- (b) record the following facts regarding each newly confirmed chapter of the State Society; name and date of organization; names of organizing members and officers; date of issuance of charter; and complete record of all officers in addition to her annual report for the Proceedings Book
- (c) work with District Directors and Chapter Regents to assist chapters whose membership falls below the number specified by the NSDAR Bylaws (Article XIII - Chapters, Section 19.);
- (d) notify the State Regent of the possible disbandment of a chapter according to the requirements of NSDAR Bylaws (Article XIII, Chapters, Section 19);
- (e) serve as a member of the State Chapter Development and Revitalization Commission;
- (f) investigate and ascertain the possibility of the organizing of new chapters and supervise the merging of chapters; and,
- (g) perform other duties as may be requested by the State Regent.

SECTION 8. The State Treasurer shall:

- (a) have charge of the funds and securities of the State Society within the guidelines of Article XI, Finances;
- (b) keep an accurate account of all receipts and disbursements;
- (c) pay the bills of the State Society as authorized;
- (d) render a financial statement for the State Society to the State Conference and at the close of the fiscal year and financial reports throughout the year to the Executive Committee;
- (e) ensure the compliance of the State Society with federal and state financial and tax laws and regulations;
- (f) send the state organization's audited financial statements, audit committee letter, and a copy of the state's Form 990, Form 990EZ, or proof of filing Form 990N to the Office of the Treasurer General annually.
- (g) serve as an ex-officio member of the Finance Committee
- (h) revise the WVDAR Financial Procedures and Policies as needed; and,
- (i) perform other duties as may be requested by the State Regent.

SECTION 9. The State Registrar shall:

- (a) keep records of all state officers, past and present, and national officers from West Virginia;
- (b) prepare such data as the State Chaplain may require for the preparation of the necrology to be read at the annual State Conference;
- (c) serve as a consultant to Lineage Research and Volunteer Genealogists Committee Chairs, and Chapter Registrars regarding application requirements and ensuring chapter registrars are keeping e-Membership information current;
- (d) cooperate with the State Organizing Secretary in forming new chapters by assisting the Organizing Regent with prospective member applications;
- (e) serve on the State Chapter Development and Revitalization Commission; and,
- (f) perform other duties as may be requested by the State Regent.

SECTION 10. The Historian shall:

- (a) include in the annual report the historical and commemorative work done in the state;
- (b) send a report of each State Conference for publication in the Daughters of the American Revolution newsletter;
- (c) prepare as an addendum to the annual report a listing of grave markings conducted in West Virginia, including locations, dates, and service records for Revolutionary soldiers, sailors, and Patriots;
- (d) coordinate the selection of the annual Outstanding Teacher of American History for the State Society;
- (e) promote the study of American and West Virginia history; and,
- (f) perform other duties as may be requested by the State Regent.

SECTION 11. The State Librarian shall:

- (a) solicit gifts, negotiate exchanges, and purchase new volumes for the Library of the National Society;
- (b) keep a record of any genealogy and genealogy-related books donated by DAR chapters or individuals to public libraries and to the National Society, and report that as an addendum to her annual report; and,
- (c) perform other duties as may be requested by the State Regent.

SECTION 12. All Officers shall submit, in duplicate, a brief five-hundred (500) words or less narrative report of their work to the annual State Conference.

SECTION 13. Each State Officer shall be vested with the official pin of her office during her term of service, signing a DAR Property Agreement that contains a witness' signature and returning it to the State Recording Secretary.

ARTICLE VIII - Meeting of the State Society

SECTION 1. A State Conference shall:

- (a) be held annually;
- (b) have the location and date of the meeting set by the State Regent, after consulting with the State Conference Chair/s;
- (c) receive the reports of the Officers, District Directors, Chapter Regents, and the Chairs of the Committees;
- (d) consider the business of the State Society;
- (e) if necessary, be held using technological methods through the use of internet meeting sources or conference calls that support, at a minimum, simultaneous aural communication with delegates being able to participate from remote locations;
 - (1) In an election year, provide information to each delegate on the means to cast her vote by ballot: name, National Number, Yea or Nay vote response to the question, to whom to send the vote and the deadline for voting;
 - (2) The State Regent shall appoint teller/s from each District to receive votes. These tellers shall relay the tally to the State Regent who shall report the results to the membership. NOTE: For further information, please refer to amendment **ARTICLE XII – Committees, SECTION 7**)
 - (3) The vote shall be recorded in the State Recording Secretary’s Minutes.
- (f) refer to **ARTICLE VIII, SECTION 7** which specifies thirty-five (35) voting members from twelve (12) chapters constitute a quorum.

SECTION 2. The Call to Conference, issued by the State Regent, shall contain the following: the date and place of the meeting; the hours that registration will be open; the time the polls will be open for election of officers; the report of the State Nominating Committee (every third year); any proposed amendments to the Bylaws; reservations information and deadlines, together with the name and the address of the Reservations Chair. The Call to Conference shall be sent at least thirty (30) days in advance of the date set for the State Conference and shall be sent to the membership via the state email list.

SECTION 3. The report of the Program Committee, consisting of the State Regent, the Co-Chairs of the State Conference, and the State Corresponding Secretary, shall become the order of business for the annual conference, when adopted. A vote of the majority of all registered delegates is necessary to make a change in the program.

SECTION 4. Each Chapter shall be entitled to be represented at any meeting of the State Conference by three times as many delegates and alternates as at the previous Continental Congress. The number of voting delegates from the chapter is determined by the number of members whose dues have been paid to the State Treasurer by check or money order showing a postmark date no later than December 1. One of the delegates shall be the Regent, Vice Regent, or Regent’s alternate. The number of delegates based on the level of membership is as follows:

12 to 19 Members	– 3 delegates, 6 alternates
20 to 49 Members	– 6 delegates, 12 alternates
50 to 99 Members	– 9 delegates, 18 alternates
100 to 149 Members	– 12 delegates, 24 alternates
150 to 199 Members	– 15 delegates, 30 alternates
200 to 249 Members	– 18 delegates, 36 alternates
250 to 299 Members	– 21 delegates, 42 alternates

SECTION 5. Voting Members. The voting members for state meetings shall be:

- (a) the elected State Officers, District Directors, and Honorary State Regents as provided by these bylaws;
- (b) the national officers and honorary national officers whose membership is within the state;
- (c) the Chapter Regents or in her absence the First Vice Regent or alternate; and,
- (d) the elected delegates or alternates of each chapter of the State Society entitled [dues paid by December 1] to representation at the Continental Congress or a special meeting of the National Society.

SECTION 6. One completed credential form must be postmarked/date-stamped to the Chair of the Credentials Committee and copied to the State Regent not later than ten (10) days before the annual State Conference.

SECTION 7. Thirty-five (35) voting members representing at least twelve (12) Chapters present at any meeting of the State Conference shall constitute a quorum.

SECTION 8. A member holding two or more offices, each carrying a vote at an annual State Conference, shall be limited to vote in only one of the offices held.

SECTION 9. The Minutes of any business meeting of the state shall be approved by a committee of three (3) members of the State Society attending said meeting appointed by the State Regent.

SECTION 10. There shall be no proxy voting at any State meeting.

SECTION 11. Registration shall close one-half hour after recess of the Morning Business Meeting on the day of the election. An alternate registered before the close of registration, upon compliance with the announced requirements of the Credentials Committee, may be transferred from the alternate at any time during the business meeting of the State Conference, except when polls are open.

SECTION 12. Notice. Unless members indicate otherwise to the State Regent in writing, all communication required in these bylaws, including meeting notices, may be sent using electronic measures, including email.

ARTICLE IX - State Board of Management

SECTION 1. The Officers of the State Society, the District Directors, and each Chapter Regent or, in her absence, the Chapter's Vice Regent or selected alternate, shall constitute the State Board of Management. Honorary State Regents shall be ex-officio members of the State Board of Management, having the privilege of the floor but no vote. The Parliamentarian is authorized to attend all meetings of the Executive Committee, the State Board of Management, and the State Conference without a vote.

SECTION 2. The State Board of Management shall:

- (a) meet at the call of the State Regent;
- (b) participate in at least one meeting prior to the State Conference;
- (c) if necessary, call for a special meeting upon written request of five (5) members of the Board with notice of time and place of the meeting sent electronically ten (10) days in advance of the meeting;
- (d) if necessary, vote using technological methods, such as electronic or postal mail, teleconference, webinar, or virtual conferencing. The votes conducted shall be affirmed at the next formal meeting of the State Conference and be recorded in the official minutes of that meeting; and,
- (e) refer to ARTICLE IX, SECTION 5., clarifying fifteen (15) members constitute a quorum.

SECTION 3. The State Board of Management shall:

- (a) have all power and authority over the affairs of the State Society during the interim between its meetings, except that of modifying any action taken by the State Conference;
- (b) if a state or national emergency occurs, defer its power and authority to the Executive Committee which shall meet by teleconference or virtual conferencing which provides aural and/or visual communication among all members; the Executive Committee shall conduct the necessary business to maintain the State Society during the emergency;
- (c) report and make recommendations to the State Conference; and,
- (d) be responsible, along with the State Regent, for the State Society to be in compliance with rulings of the National Society.

SECTION 4. No property of the State Society shall be transferred and/or sold without the consent of the State Board of Management.

SECTION 5. Fifteen (15) members shall constitute a quorum for the State Board of Management.

SECTION 6. Minutes of the State Board of Management meeting, either State Conference or specially called shall be approved by a committee of three (3) members of the State Board of Management, appointed by the State Regent.

SECTION 7. There shall be no proxy voting.

SECTION 8. The State Board of Management shall approve annual proposed budgets for the State Society as they are presented to the Board of Management for adoption.

SECTION 9. The State Board of Management shall fill vacancies in State Offices.

SECTION 10. Notice. Unless members indicate otherwise to the State Regent in writing, all communication required in these bylaws, including meeting notices, may be sent using electronic measures, including email.

ARTICLE X - Executive Committee

SECTION 1.

- (a) The Officers of the State Society shall compose the Executive Committee. The Parliamentarian shall attend the Executive Committee meetings, serving in those meetings without a vote.
- (b) The Executive Committee shall have general supervision of the affairs of the State Society between its business meetings, make recommendations to the State Board of Management and the State Society, and perform such other duties as are specified in these Bylaws.
- (c) The State Board of Management may authorize this Committee to perform such duties of the Board between its meetings as it may be deemed expedient from time to time.
- (d) The Executive Committee shall meet at the call of the State Regent or upon the written request of five (5) members of the Committee. Notice of the time, place, and/or means of the meeting shall be posted electronically to all members of the Executive Committee at least ten (10) days in advance of the meeting date.
- (e) The Executive Committee shall vote by electronic or postal mail, teleconference, webinar, or virtual conference, if necessary.
- (f) Business undertaken by the Executive Committee shall be reported to the next formal meeting of the State Board of Management and the State Society and be included in the official minutes of the State Conference for informational purposes.

SECTION 2. A recommendation for the State Regent's project/s to be considered by the State Conference must be submitted to the Executive Committee no later than sixty (60) days before the date of the State Conference. If the proposal meets with the approval of the Executive Committee and the State Board of Management, it shall be submitted to the Finance Committee for consideration before being presented to the State Conference for adoption.

SECTION 3. Six (6) State Officers shall constitute a quorum.

SECTION 4. Executive Committee meeting Minutes, either State Conference or specially called, shall be approved by a committee of three (3) members of the Executive Committee, appointed by the State Regent.

SECTION 5. The Executive Committee shall approve the annual budgets for the State Society and the State Conference before they are presented to the State Board of Management for adoption.

SECTION 6. The Executive Committee shall approve the State Regent's Project/s and the receiving of funds to be ratified by the next State Conference.

SECTION 7. The Executive Committee shall have the authority to enter into contracts or agreements concerning the business of the State Society, so long as such contracts or agreements are not in conflict with the Bylaws of the State

Society or National Society, or the directions of the State Conference. Such contracts shall not extend beyond the term of office of the Executive Committee making such contracts or agreements, or in those instances where existing contracts and agreements must be renewed or replaced.

SECTION 8. The Executive Committee shall approve the draft of the Standing Rules for the State Conference prior to printing in the State Conference Program.

SECTION 9. There shall be no proxy voting.

SECTION 10. The Executive Committee shall perform other duties as are prescribed by these Bylaws and by the State Society.

SECTION 11. Notice. Unless members indicate otherwise to the regent in writing, all communication required in these bylaws, including meeting notices, may be sent using electronic measures, including email.

ARTICLE XI – Finances

SECTION 1.

- (a) The fiscal year of the State Society shall be July 1 through June 30.
- (b) The annual budgets presented for approval shall be the unrestricted budget and the state conference budget.
- (c) The unrestricted budget shall be prepared on the basis of state dues, fees, and contributions payable on December 1.

SECTION 2. The funds of the State Society shall be placed to the credit of the West Virginia State Society of the National Society of the Daughters of the American Revolution in such institutions as the Executive Committee shall select with the recommendation of the State Treasurer.

SECTION 3.

- (a) The State Treasurer shall be bonded, at the expense of the State Society, in such amount as shall be determined by the Executive Committee. Either the signature of the State Treasurer or the State Regent shall be sufficient to draw upon funds as authorized.
- (b) The accounts of the State Treasurer shall be examined by the Audit Committee or Certified Public Accountant annually, as determined by the Executive Committee at its meeting preceding the State Conference, and reports on such examinations shall be made to the Executive Committee immediately thereafter, in addition to the regular financial reports by the State Treasurer throughout the year. The reports shall be placed in the State files.
- (c) All invoices shall be made available to the chair of the Finance Committee.
- (d) In case of the inability of the State Treasurer and the State Regent to serve, the chair of the Finance Committee is empowered to sign checks for payment of bills duly authorized.
- (e) The State Treasurer, after an audit in the year of her retirement, shall turn over to her successor all monies, accounts, books, and other items of the State Treasury within sixty (60) days.

ARTICLE XII – Committees

SECTION 1. At the close of the State Conference at which she is elected, the incoming State Regent shall appoint the following State committees: Finance, Credentials, Audit, Bylaws, and Tellers of State Nominating Committee and Vice President General Elections, and Tellers of State Officers Elections. The State Regent shall appoint three members of the Long-Range Planning Committee. The State Regent shall appoint such other committees deemed necessary.

SECTION 2. The Finance committee consisting of five (5) members to be appointed by the State Regent shall:

- (a) consider requests for funds;

- (b) plan proposed budgets for the State Society and the State Conference and recommend to the State Conference such income and expenditures as the Committee deems expedient; and,
- (c) appoint the State Treasurer to serve as ex-officio member of the Finance Committee.

SECTION 3. The Credentials Committee shall consist of at least four (4) members: the Chair, to be appointed by the State Regent; the State Treasurer; and at least two members to be appointed from the hostess chapters.

SECTION 4. The Long-Range Planning Committee shall:

- (a) consist of nine (9) members, each of whom shall serve no more than nine (9) years. Each district shall be represented by at least one member;
- (b) have three (3) members, who have completed the longest term, retire and at the beginning of a new administration; the State Regent shall appoint three (3) new members to the Committee;
- (c) have new members appointed by the State Regent, should a vacancy occur. Appointments shall expire at the time of the member she is replacing;
- (d) have a Chair appointed by the State Regent from the six (6) members already serving. Should a vacancy occur in the chair, the State Regent shall appoint a new chair to serve the balance of the unexpired term. This chair shall also be named from those who have completed at least three (3) years on the Committee;
- (e) follow the attendance requirements: Any member who misses two (2) consecutive meetings of the Committee without just cause shall automatically be retired from the Committee. The State Regent shall appoint a replacement to fill the unexpired term; and,
- (f) follow the eligibility requirements: No member who has served a nine-year term shall be eligible for reappointment until the expiration of at least one year.

SECTION 5. The Audit Committee shall:

- (a) consist of three (3) members to be appointed by the State Regent;
- (b) upon the approval by the Executive Committee, examine the accounts of the State Treasurer annually; and,
- (c) make reports on such examinations to the Executive Committee immediately thereafter.

SECTION 6. The Bylaws Committee shall:

- (a) consist of three (3) members, plus State Parliamentarian, ex-officio;
- (b) review the State Society Bylaws for compliance with National Society Bylaws;
- (c) give consideration to all proposed amendments properly submitted, edit and correlate proposed amendments before notice is given, and prepare the notice of proposed amendments for distribution in the Call to the State Conference.
- (d) be authorized to correct article and section designations, spelling, punctuation, and cross-references to these State Bylaws and National Bylaws. It may also make other technical and conforming changes as may be necessary that do not change the intent of the State Society.

SECTION 7. The State Tellers of State Nominating Committee and Vice President General Elections, and Tellers of State Officers Elections Committees shall:

- (a) be appointed by the State Regent prior to the State Conference;
- (b) Consist of one member from each of the WVDAR's five (5) Districts with the head teller appointed by the State Regent;
- (c) monitor the voting process when voting is done by the designated voting platform; and,
- (d) ascertain the validity of ballots, confirm the count of the ballots, and report the results of the vote, following directives in the latest edition of *Robert's Rules of Order Newly Revised*.

SECTION 8. A quorum of each committee shall be a majority of the committee's members.

SECTION 9. There shall be no proxy voting.

SECTION 10. Notice. Unless members indicate otherwise to the chair in writing, all communication required in these bylaws, including meeting notices, may be sent using electronic measures, including email.

SECTION 11. Committees shall meet at the call of the chair or by written request of a majority of its membership. Committees are authorized to meet in person or through the use of internet meeting sources or conference calls that support, at a minimum, simultaneous aural communication.

ARTICLE XIII – Chapters

SECTION 1. Chapters forming the State Society shall elect officers at the time of, or previous to, the May meeting of said Chapter.

SECTION 2. The Regent of a Chapter shall:

- (a) no later than May 15 of an election year, update the status of Chapter officers using e-Membership, or send a list of newly-elected Chapter Officers, using the Chapter Officer Form, to the following: the Organizing Secretary General, the State Regent, the State Corresponding Secretary, and the State Organizing Secretary. Any subsequent change of officers should be sent immediately to the above officers;
- (b) submit the names of the chapter committee chairs to the State Corresponding Secretary;
- (c) send a hard copy and a digitized copy of the current Chapter Bylaws to the State Parliamentarian, immediately following any amendment to a chapter's Bylaws, the entire revised Bylaws, hard and digitized copies in full, need to be sent to the State Parliamentarian;
- (d) send a digitized copy of the Chapter Yearbook to the State Organizing Secretary who will deposit the collection in the State Society's Archives at the end of the Administration;
- (e) along with other chapter officers, take office at the close of Continental Congress;
- (f) verify that the Chapter Master Report is completed online by the due date as required by the National Society;
- (g) disseminate information to chapter members and committee chairs as directed by the State Regent;
- (h) be responsible for ensuring that chapter annual state and national dues have been submitted by the December 1 deadline;
- (i) serve as Chapter Regent for no more than six consecutive years [Exception, see **ARTICLE IX, NBOM**, Section 3 (j)];
- (j) have the right to hold elections of delegates and alternates to the Continental Congress and to the State Conference so long as the chapter is confirmed and recognized by the National Board of Management one year prior to the opening of the State Conference or Continental Congress; and,
- (k) as an Organizing Regent who receives confirmation of the new Chapter from the National Board of Management after February 1, only the Chapter Regent or Chapter Vice Regent shall be allowed to represent the Chapter as a delegate at the State Conference, providing the chapter has the required number of members and has paid state dues prior to the convening of the State Conference.
- (l) be responsible for the completion of the chapter credentials form after the election of the chapter representatives as prescribed in NSDAR Bylaws, Article XIII, Chapters, Section 9. The form must be completed in the manner and by the date specified by the National Society.

SECTION 3. The Regent of each Chapter shall prepare a report of the work of her Chapter for a one-year period ending thirty (30) days before the date of the State Conference. This report must be typed and shall be limited to five hundred (500) words. Copies of the report are to be submitted electronically to the State Recording Secretary, State Regent, and the District Director.

SECTION 4. A Chapter shall be limited to three (3) votes on the State Board of Management at any one time.

SECTION 5. Delegates and alternates to the Continental Congress shall be elected on or before the first day of the second month preceding the month of the Continental Congress of each year. Using forms furnished by the national society, the name of the Chapter Regent and the (First) Vice Regent, and a list of the delegates and alternates, must be

completed and submitted in the manner and by the date specified by the National Society. The delegates and alternates so elected shall be the delegates and alternates to attend any special meeting of the National Society which may be held prior to the Continental Congress of the following year.

SECTION 6. With the remittance of dues and contributions to the State Treasurer, the chapter treasurer shall include its audited financial statements, audit committee letter, and a copy of the chapter's Form 990, Form 990EZ or proof of filing Form 990N for the most recently completed fiscal year.

SECTION 7. The Chapter Registrar shall report to the Organizing Secretary General all changes in membership, marriages, divorces, deaths, resignations, transfers, and changes of address as they occur.

SECTION 8. A chapter may admit associate members provided that any member so admitted shall be a chapter member in good standing and may be an associate member in not more than two chapters in a state at the same time. Evidence of membership in good standing shall be required by the chapter granting the associate membership. The associate member shall not be counted toward representation or have a right to vote or to hold office in the chapter in which she holds associate membership.

ARTICLE XIV – Districts

SECTION 1. The State Society shall be divided into the following Districts: Central, Eastern, Northern, Southern and Western, each District having a Director and a Secretary, Treasurer, or Secretary-Treasurer. A District may elect other such officers as it deems necessary.

SECTION 2. Each District shall elect every three (3) years, a Director, Secretary, Treasurer, or Secretary-Treasurer and other such officers as it deems necessary. The term of office shall begin at the close of the Continental Congress at which the State Regent and State Vice Regent are confirmed.

SECTION 3. Each Chapter shall pay annually to the District Secretary-Treasurer or Treasurer on or before December 1, a sum determined by the District.

SECTION 4. The retiring District Secretary or Secretary-Treasurer shall notify promptly the State Regent, the State Corresponding Secretary, and the Chapter Regents within the District of the election of officers.

SECTION 5. Each District Director shall prepare a report of the work of the District for a one-year period ending thirty (30) days before the date of the State Conference. This report is limited to five hundred (500) words and submitted electronically to the State Recording Secretary, the State Regent, and one copy for the District file.

SECTION 6. District Meetings shall be held annually for the purpose of conducting District business and disseminating DAR information with State Officers and State Chairs who shall provide instruction and inspiration.

SECTION 7. The purpose of each district is to provide an avenue for the networking of the State Officers, District Director, Chapter Regents, and members within the respective districts.

SECTION 8. Duties of District Director. The District Director shall:

- (a) assist the hostess Chapter Regent plan the organization of the district meeting at a time to be designated by the State Regent;
- (b) preside during the annual meeting;
- (c) participate in the Memorial Service at the State Conference as requested by the State Chaplain;
- (d) assist Chapter Regents and Vice Regents in the District in planning, reviewing national and state forms, providing protocol training and promoting communication among chapters within the district;
- (e) visit each chapter within the district in person or by electronic means, if invited, and provide advice, encouragement, and assistance; share achievements of chapters, the programs, and speakers' topics and ideas, and assist chapters with new members' orientation and recruitment;

- (f) communicate by electronic means with chapters in the district on deadlines, changes, and promotion of chapter and district events;
- (g) the second year of her administration, conduct an election of a Nominating Committee;
- (h) the third year of her administration, conduct an election of officers for the next administration;
- (i) perform such other duties as may be requested by the State Regent; and,
- (j) review the need for revising the District's Bylaws each change of Administration, and send a digitized copy of the current District Bylaws to the State Parliamentarian immediately following any amendment to a District's Bylaws.

SECTION 9. Annual Reporting to State Treasurer. The district treasurer shall submit a report to the state treasurer for the period July 1 through June 30 of all income received (identified by type) and of all expenses incurred (identified by type). All expenses must be documented with invoices or receipts.

ARTICLE XV – Records

SECTION 1.

- (a) All records, including, but not limited to, application papers, minutes, treasurer's records, and official correspondence generated by any person or group of people acting in an official capacity for the DAR, are and shall remain the property of the DAR body generating the records.
- (b) No individual DAR member or members may dispose of any of the said records without the official knowledge and consent of the DAR group responsible for generating the records.
- (c) It is the responsibility of the body creating the records to secure adequate storage for the records.
 - (1) Records shall remain under the control of, and accessible to, said body; and,
 - (2) Such storage shall not be accessible to the public.

ARTICLE XVI - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this State Society 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 XVII - Amendments

SECTION 1. These Bylaws may be amended at any regular annual State Conference by a two-thirds vote, provided that a copy of the amendments has been sent with the Call to Conference. Amendments shall become effective upon adjournment of the meeting at which they are adopted.

SECTION 2.

- (a) Amendments may be proposed by the State Conference, the Executive Committee, the State Board of Management, a committee authorized by the State Conference or a Chapter.
- (b) Amendments proposed by a chapter shall include the wording of the proposed amendment, the rationale, the name of the chapter proposing or endorsing the amendment, the names, addresses, and signatures of the chapter regent and the chapter recording secretary of the proposing or endorsing chapter and the date that the chapter voted to propose or endorse the amendment;
- (c) Proposed amendments must be received by the Bylaws Committee no later than ninety (90) days before the date of State Conference in order to be included in the Call to Conference.

SECTION 3. Any amendment adopted by the National Society affecting the work of the State Society shall become a law of the Society without notice or vote of the amendment.

ARTICLE XVIII - Dissolution

Although the period of duration of the State Society is perpetual, if for any reason the State Society is to be

dissolved or otherwise terminated, no part of the property of the State Society or any of the proceeds shall be distributed to or inure to the benefit of any of the directors or members of the State Society. Upon the dissolution of the State Society, assets shall be distributed by the State Board of Management and/or the Executive Committee of the State Society for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code or the corresponding section of any future federal tax code, and consistent with the purposes and objectives of the Society. Any such assets not so disposed of shall be disposed of by the United States District Court of the state of West Virginia, 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 the purposes and objectives consistent with those of the State Society.

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Rev. April 2010
Rev. April 2018
Rev. May 2019
Rev. March 2021
Rev. April 2024