



**CONSTITUTION AND BY-LAWS
OLD DOMINION CHAPTER NO. 364
NATIONAL SOJOURNERS, INC
15 May 2002**



*** **CONSTITUTION** ***

**ARTICLE I
NAME, INSIGNIAS, COLORS**

Section 1. The name of this organization shall be Old Dominion Chapter No. 364, National Sojourners, and shall function under the Charter issued 31 December 1952 by National Sojourners, Inc., Washington, DC.

Section 2. Old Dominion Chapter No. 364, National Sojourners acknowledges the sovereign authority of and hereby pledges allegiance to National Sojourners, Inc., Alexandria, Virginia, the By-Laws and Regulations of the latter, including all amendments thereto, being considered the supreme law governing this Chapter.

Section 3. The insignia, badge, medal, lapel button and the colors shall conform to those of National Sojourners, Inc.

**ARTICLE II
PURPOSES**

Section 1. The purposes of Old Dominion Chapter No. 364 shall be as prescribed by the By-Laws and Regulations, National Sojourners, Inc.

**ARTICLE III
MEMBERSHIP**

Section 1. Membership in Old Dominion Chapter No. 364 shall be as prescribed in Article 3, National By-Laws and/or National Regulation 3.1, National Sojourners, Inc.

Section 2. Honorary members, as defined in the National By-Laws and Regulations, National Sojourners, Inc., shall in this organization be elected for a period of one (1) year, at which time their status in the Chapter shall be evaluated. Lack of participation in the Chapter's activities may be grounds for not renewing their honorary status. They may elect to become a Member in Perpetuity (MIP).

Section 3. Multiple membership, dual membership, and membership in perpetuity shall be as set forth in the National By-Laws and Regulations, National Sojourners, Inc.

**ARTICLE IV
ELECTION AND APPOINTMENT OF OFFICERS AND COMMITTEES**

Section 1. The elective officers of Old Dominion Chapter No. 364, National Sojourners, shall be as follows:

- a. President
- b. Three Vice Presidents
- c. Secretary
- d. Treasurer
- e. Assistant Secretary
- f. Assistant Treasurer
- g. Trustees [three (3)]

These officers shall be elected annually at the April meeting and installed at the May meeting. Their term of office shall be for one (1) year, except in the case of the Trustees. The Trustee positions will be elective to one of three positions each year for a three-year term.

The officers will hold these positions until their successors are duly elected or appointed and installed.

Section 2. The appointive officers shall be as follows:

- a. Chaplain
- b. Marshal
- c. Color Bearers
- d. Judge Advocate
- e. Other officers, as required

Section 3. When a vacancy occurs in the office of President or Vice Presidents, the other officers shall move up and a new Third Vice President shall be appointed by the President. For Secretary, Treasurer or Assistant Secretary, Assistant Treasurer, or Trustees, the President shall appoint the successor. All such appointments will be ratified at the next regularly scheduled meeting.

Section 4. The elective officers of Old Dominion Chapter No. 364, National Sojourners shall constitute the Executive Committee. The Executive Committee may make policy decisions by an affirmative vote of 2/3 of the members present. Such policy decisions and actions resulting there from shall be subject to review and final approval by the membership at the next succeeding meeting of the Chapter.

Section 5. The following standing committees shall be appointed by the President:

- a. Americanism Committee
- b. Membership/Telephone Committee
- c. Program, Time and Place Committee
- d. Resolutions and By-Laws Committee
- e. Refreshment Committee
- f. Nominating Committee
- g. Fraternal and Public Relations Committee
- h. Education and Training Committee
- i. Auditing Committee

Section 6. Delegates and alternates to the National Convention shall be elected as prescribed in the National By-Laws and Regulations, National Sojourners, Inc.

Section 7. The President is empowered to appoint such other AD HOC Committees and assistants as best suit the purpose and administration of the Chapter.

(Note) For duties of Officers and Committees, see Chapter By-Laws.

ARTICLE V MEETINGS

Section 1. Old Dominion Chapter No. 364, National Sojourners, shall meet regularly each month on such date and place specified by the President.

Section 2. Special meetings may be called by the President at such time and place as he may deem necessary or when requested by two (2) elected officers in writing, setting forth the purpose of the meeting. No business other than that specified in the call shall be considered at any special meeting.

ARTICLE VI

HEROES OF '76

Section 1. Old Dominion Chapter No. 364 of National Sojourners sponsors as an affiliate auxiliary organization The Light Horse Harry Lee Camp of Heroes of '76 in accordance with Article 15 of the National By-Laws, National Sojourners, Inc.

ARTICLE VII AMENDMENTS

Section 1. This Constitution may be amended at any regular business meeting of the Chapter, provided:

- a. The proposed amendment is submitted in writing to the Secretary and read to the Chapter at the preceding meeting;
- b. The Secretary notifies all members in writing of the impending change not less than one (1) week prior;
- c. There is a quorum at the meeting;
- d. The amendment is approved by a three-fourths (3/4) vote of the members present and voting;
- e. All amendments must be approved by National Headquarters, National Sojourners, Inc., in accordance with Article 12, By-Laws, National Sojourners, Inc.

*** BY-LAWS ***

ARTICLE I QUORUM

Section 1. No business or special meeting may be termed official unless there be present at least two (2) elective officers and five (5) other members in good standing.

ARTICLE II ORDER OF BUSINESS

Section 1. The normal order of business shall be as set forth in the "Order of Ceremonies" pamphlet as published by National Sojourners, Inc. The President is empowered to change this order of business for expediency in conducting meetings.

Section 2. Joint meetings with other Chapters in the Area are encouraged, particularly for those meetings designated as "Ladies Night."

ARTICLE III DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings. He shall make all appointments of officers and committees as authorized; make recommendations as to policies and projects; make administrative and executive decisions within the limitations of the Constitution and By-Laws; and supervise the activities of the Chapter in general, making sure that his other officers and committees function properly. He shall be an ex-officio member of all committees.

Section 2. The First Vice President shall be the understudy for the President and shall officiate at any time that the President is absent.

Section 3. The Second Vice President shall preside in the absence of the President and First Vice President.

Section 4. The Third Vice President shall preside in the absence of the other presiding officers.

Section 5. The Secretary shall keep all records of all proceedings; conduct all correspondence; promptly prepare and submit all reports of the Chapter required by National Headquarters, National Sojourners, Inc., Area and Regional Representatives.

Section 6. The Treasurer shall collect all funds authorized by the organization; make disbursements of all funds as authorized by the budget or approved by the Chapter, keeping an accurate account of all funds received and disbursed; submit a financial statement to the Executive Committee following the annual installation of officers.

Section 7. The Assistant Secretary and Assistant Treasurer shall assist the Secretary and Treasurer, respectively, in every possible manner and fill in for them in their absence carrying on the duties outlined above.

Section 8. The Trustees will monitor all financial affairs of the Chapter, and maintain an inventory of all Chapter assets. They will execute their duties under the direction of the Chairman. The Chairman will be the Trustee serving his third year of his three-year term or as otherwise designated by the President. They will make recommendations of financial management to the Executive Committee and execute the financial direction given by the Executive Committee, as prescribed by Article V, Section 9, of the Chapter's By-Laws. This direction will be approved by the membership, as prescribed in Article IV, Section 4., of the Chapter's Constitution prior to execution.

Section 9. The Chaplain shall conduct the devotions at all meetings of the Chapter and perform such other duties as pertaining to his office.

Section 10. The Judge Advocate shall act as parliamentarian at all meetings advising the presiding officer on legal matters.

Section 11. The Marshal shall be responsible for the presentation of the colors; conduct candidates, and/or dignitaries as directed by the presiding officer; collect fines, turning them over to the Treasurer; and in other ways assist the presiding officer to maintain order and dignity at all times.

Section 12. The Color Bearers shall assist the Marshal in presenting and retiring the Colors and in the absence of the Marshal shall perform his other duties.

ARTICLE IV DUTIES OF COMMITTEES

Section 1. The Americanism Committee shall formulate and carry out a definite annual program designed to promote the cause of Americanism in conformity with such directives and principles set forth by the National Committee. This committee shall consist of five (5) members, one of whom will be a Vice President. It shall submit in writing at the annual meeting a complete report of its year's activities and accomplishments. Current reports may be made at any business meeting. Reports will also be submitted as required by National Headquarters, National Sojourners, Inc.

Section 2. The Membership/Telephone Committee shall formulate a program for recruitment of new members and retention of present members. It shall, with the assistance of the Secretary, prepare all reports relative to membership required by National Headquarters, National Sojourners, Inc.; it shall endeavor to contact all members of other Chapters that have been transferred into this area; it shall advise other chapters of members of Old Dominion Chapter No. 364 who have been transferred or moved into their areas. This Committee shall consist of a Vice President and at least eight (8) members; however, all members of Old Dominion Chapter No. 364 are ex-officio members of this Committee. Committee members are responsible for calling all members on the "Call" list to determine attendance at meetings or for other purposes directed by the President.

Section 3. The Program, Time and Place Committee shall at the direction of the President be responsible for obtaining a suitable place for our meetings, establishing the time for same and providing speakers or

other means of making the meetings more interesting. This Committee shall consist of a Vice President and two (2) members.

Section 4. The Resolutions and By-Laws Committee shall consist of three (3) members. It shall make recommendations on any and all resolutions presented for action to the Chapter as well as any amendments to the Constitution and By-Laws.

Section 5. The Refreshment Committee shall consist of three (3) members whose duties will be to see that appropriate refreshments are available at all gatherings or meeting of Old Dominion Chapter No. 364.

Section 6. The Fraternal and Public Relations Committee shall endeavor to keep the name of Old Dominion Chapter No. 364 and National Sojourners, Inc. favorable in the public eye and mind at all times with special emphasis on Service and Masonic Fields. This Committee shall be charged with carrying out the "Bridge of Light" program as established by National Sojourners, Inc.

Section 7. The Committee on Education and Training shall consist of three (3) or more members under the guidance of a Vice President who shall establish within Old Dominion Chapter a program of Education and Training coordinated with and as recommended by the National Committee on Education and Training.

Section 8. The Nominating Committee shall consist of three (3) members, none of whom shall be incumbents or aspirants for any office in Old Dominion Chapter No. 364. The President shall appoint this Committee by February and they shall present their nominations for each elective office at the March meeting. (Action of the Nominating Committee shall in no way preclude nominations from the floor.)

Section 9. The Auditing Committee shall consist of three (3) members and will be appointed to certify the accounts of the Treasurer and the accounts of the Trustees annually, and at any time there is a change in the incumbents. The regular audit period will coincide with the term of the elected officers. Audit reports will be in writing and furnished to the President not later than two regular meetings following a change in the incumbent(s).

Section 10. The duties of other committees (See Constitution Article IV, Section 7) shall be clearly outlined at the time of creation.

Section 11. A written report of the activities and accomplishments shall be presented to the Chapter and entered in the minutes at the annual meeting in April by the Chairman of each and every Committee.

ARTICLE V DUES AND FINANCES

Section 1. The annual dues of Old Dominion Chapter No. 364 shall be double the per capita assessment of National Sojourners, Inc. Dues shall be payable in advance prior to 1 January. Those who have not paid their current dues by 1 April shall be dropped from the rolls as NPD and National Headquarters, National Sojourners, Inc. so notified.

Section 2. Dual Membership in Old Dominion Chapter No. 364 may be held by any member in accordance with National Regulation 3.1.

Section 3. Members in good standing in other Chapters who wish to transfer their membership to Old Dominion Chapter No. 364 (not dual or multiple membership) are excused from payment of initiation fees and dues for the year in which such transfer is made.

Section 4.

- a. Members in Perpetuity and honorary members shall not pay dues.
- b. Honorary members, once elected in accordance with Section 2, Article III, of Old Dominion Chapter No. 364's Constitution, may be granted, in accordance with the National By-Laws and Regulations, Membership in Perpetuity upon payment of the appropriate fee.

Section 5. Multiple members shall be charged only one-half (1/2) of the normal dues, provided that the other Chapter in which he holds membership pays his assessment to National Sojourners, Inc.

Section 6. Members who have been dropped from this or any other Chapter for NPD may be reinstated in the last quarter by payment of one-fourth (1/4) of the current year's dues and all of the ensuing years' dues. If reinstated other than in the last quarter, the payment of the current dues in full is required.

Section 7. A fine of one dollar (\$1.00) shall be assessed against any member who:

- a. Appears at any Chapter meeting of Sojourners without his badge or medal indicating that he is a member of National Sojourners;
- b. Addresses or refers to a Brother Sojourner solely by military title during a regular meeting.

Section 8. An *initiation* fee of \$5.00 shall be charged all new members. These new members shall be awarded a Regulation Sojourner Medal when given the Obligation.

Section 9. Operating funds of this Chapter shall be deposited in a full service, FDIC-insured bank located in the Northern Virginia area. Surplus funds shall be invested at the discretion of the Executive Committee considering the advice of the Trustees. All accounts shall be carried in the name of Old Dominion Chapter No. 364, National Sojourners, and shall have primary and alternate signature authority of designated incumbent elective line officers, Treasurer, and/or Trustees.

Section 10. A budget shall be presented for approval by the membership no later than the second regular meeting following the installation of new officers. Significant expenditures not included in the budget shall be referred to the Executive Committee for review and determination of funding sources before seeking approval of the membership.

ARTICLE VI AMENDMENTS

Section 1. Any proposed amendments to these By-Laws must be submitted in writing at a regular business meeting of the Chapter where they will be read and referred to the Committee on Resolutions and By-Laws who will make their recommendations at the next ensuing business or specially called meeting at which time they will be discussed and voted on by the Chapter. A two-thirds (2/3) vote of members present is necessary to change the By-Laws.

Section 2. All changes to these By-Laws must be approved by the National Headquarters, National Sojourners, Inc., before they can be placed in effect.

LAST ENTRY
