

BYLAWS OF THE CHARLES G. DAVENPORT CHAPTER OF THE DAUGHTERS OF THE REPUBLIC OF TEXAS

ARTICLE I. Name

The name of this chapter shall be Charles G. Davenport.

ARTICLE II. Objective

The objective of this chapter shall be:

- (1) To perpetuate the memory and spirit of the men and women who achieved and maintained the independence of Texas.
- (2) To encourage historical research into the earliest records of Texas, especially those relating to the Revolution of 1835 and the events which followed; to foster the preservation of documents and relics; to encourage the publication of records of individual service of the soldiers and patriots of the Republic and other source material for the history of Texas.
- (3) To promote the celebration of Texas Honor Days as defined by DRT Bylaws and MOP.

ARTICLE III. Members

Section 1. **Classes of Members.**

- A. Chapter Members
- B. Emerita
- C. Affiliate
- D. Posthumous

Section 2. **Eligibility for Membership.**

- A. As noted in DRT Bylaws, Article 1, Section 2
Letters from prospective members will be read and approved by the Executive Board, then sent out to all members electronically or by telephone before the next regularly scheduled meeting. The prospective members will then be voted on by the general membership at the next regularly scheduled meeting. Election to membership is by a two-thirds written ballot. If there is not a quorum at the next general meeting or no regular meeting is scheduled the following month, then the vote will be taken electronically.
The Recording Secretary shall list the names of those members voting in an electronic meeting in the minutes of said meeting but shall not identify (by name, list, etc.) their vote.
- B. All members of this chapter must agree to have electronic meetings, if needed.

Section 3 **Transfers.** (As noted in DRT Bylaws, Article 1, Section 5)

Section 4. **Resignation.** (As noted in DRT Bylaws, Article 1, Section 6)

Section 5. **Reinstatement.** (As noted in DRT Bylaws, Article 1, Section 7)

Section 6. **Discipline or Termination for Cause from Chapter** [optional for chapter]

ARTICLE IV. Dues and Fees

Section 1. **Fiscal Year.**

See DRT Bylaws, Article II, Section 1

Section 2. **Dues.**

- A. **Annual Dues.** The total annual dues shall be National dues (See DRT Bylaws, Article II, Section 2).
- B. **Chapter Dues** shall be \$15.00, \$1.00 of which is designated for the President General's Fund.
- C. **Deadline.** **Dues notices shall be sent to chapter members by April 1. A second notice shall be sent by May 1, and a third notice by June 1. All dues must be postmarked to Headquarters no later than July 10.** If dues have still not been received by the National deadline, she shall be dropped from membership and shall be required to reinstate her membership.

Section 3. **Fees.**

- A. As noted in DRT Bylaws, Article 2, Section 3.
- B. DRT Application Paper Fees for new Prospects shall be \$3.00.

ARTICLE V. Officers

Section 1. **Officer Positions.**

- A. The elected officers of this chapter shall be President, First Vice President/Programs, Second Vice President/Education, Recording Secretary, Corresponding Secretary, Treasurer, Registrar (DRT and CRT), Chaplain and Historian.
- B. The appointed officers for this chapter shall be CRT Chapter Sponsor and Parliamentarian.
- C. All members running for chapter officers must agree to have electronic meetings, if needed.

Section 2. **Term.**

All officers shall serve terms of two years corresponding to those of State general officers. Their term shall begin after Convention of election years. New officers will assume their duties on June 1st. **The term of office shall be June 1 to May 31 or until her successor is elected.**

Section 3. **Reimbursement.**

Officers shall serve without compensation; but may be reimbursed for budgeted and pre-approved expenses.

Section 4. **Nomination Procedure, Time of Elections.**

Officers will be nominated by a committee of three members elected by the chapter in March of odd years. The slate will be presented and vote taken in April.

Section 5. **Ballot Election, Term of Office, Removal from Office.**

Election will be by secret ballot for contested positions; by acclamation for uncontested positions.

Section 6. **Vacancies.**

Vacancies will be filled by the Executive Board.

ARTICLE VI. Officers and Duties

Section 1. **President.**

- (a) The president shall preside at all meetings. She shall appoint all committees except the Nominating Committee, which shall be elected at the March Meeting of the election year. She shall appoint all standing committees before the meeting in September. She is an ex-officio member of all committees except the Nominating Committee. At her discretion, she may call special meetings of the chapter or the executive committee.
- (b) The president shall submit all completed reports and forms as required by the MOP.
- (c) The President shall sign all applications for membership.
- (d) The President shall send DRT Headquarters and her District Representative the list of new officers as defined in the MOP.
- (e) Chapter records and the Chapter narrative report shall be signed by the Chapter President. The chapter narrative report shall be the same as printed in the Annual Proceedings. Annual reports shall be given at the April meeting.
- (f) The President shall co-sign, with the chapter Recording Secretary, chapter endorsements of members for election at a District Meeting or for nomination for Officer General sent to the Nominating Committee

Section 2. First Vice President.

- (a) The First Vice-President shall arrange for the programs, meeting places, and gifts for the speakers if appropriate.
- (b) She shall preside in the absence of the President and when requested assist in the discharge of her duties and responsibilities.

Section 3. Second Vice President.

- (a) The Second Vice-President shall preside over the meeting in the absence of the President and First Vice-President.
- (b) The Second Vice-President shall be custodian of the Flags and their display. She shall lead the pledge to the United States Flag and the pledge to the Texas Flag.
- (c) The Second Vice-President shall be in charge of Education activities. It is her responsibility to coordinate the chapter's essay contest within the State guidelines and make arrangements for other educational activities as approved by the Chapter.

Section 4. Recording Secretary.

- (a) The Recording Secretary shall keep the minutes of all chapter and executive meetings.
- (b) She shall keep a roll of attendance.
- (c) She shall assist the President in the preparation of the chapter's annual narrative report. She must co-sign all endorsement forms.

Section 5. Corresponding Secretary.

- (a) The Corresponding Secretary shall attend to all the correspondence of the Chapter, i.e. get-well cards, notes of appreciation, acknowledgements, etc.
- (b) She shall also assist the President in her official correspondence.

Section 6. Treasurer.

- (a) The Chapter Treasurer shall collect all dues in accordance with provisions found in the MOP. She shall submit the dues report and payment.
- (b) She shall maintain the financial records of the chapter and report to the membership at each chapter meeting and the financial report should be filed with the Recording Secretary and the Chapter President.
- (c) She shall submit the Chapter's contribution to the President General's Project.
- (d) The Chapter Treasurer shall send all changes regarding membership information (deaths, marriages, address changes, etc.) to the DRT Headquarters as they occur.
- (e) The Chapter Treasurer handles reinstatement of members, transfers, ordering insignia and supplies, sales tax collection and remittance. She insures that the chapter adheres to the **IRS 990**

requirements.

- (f) The Chapter Treasurer shall report the following information to the Treasurer General before the thirtieth day of June (30 June):
 - 1. Total gross Chapter income for the fiscal year ending the thirty-first day of May (31 May). Chapter income shall include all funds received from the first day of June (1 June) through the thirty-first day of May (31 May), such as Chapter dues, donations, grants, bequests, merchandise sales, and proceeds from auctions and raffles. Chapter income shall not include Association dues and fees, nor donations to the President General's Project fund.
 - 2. Number of Chapter members who volunteer for DRT purposes and the total number of Chapter volunteer hours from the first day of June (1 June) through the thirty-first day of May (31 May).
- (g) The Chapter Treasurer shall be responsible for the filing of the appropriate form IRS 990 each year on or before the fifteenth day of October (15 October) and file the chapter's Texas Sales and Use Tax Return as set up with the state comptroller's office on a timely basis.
- (h) The Chapter Treasurer shall prepare a financial report to be read at each chapter meeting and it shall be filed with the Recording Secretary and the Chapter President. She shall prepare a budget for the chapter annually. The President may appoint a financial committee to assist her if requested.
- (i) There shall be a financial review of the records of the treasurer by a committee of three chapter members selected by the President, at the end of the Chapter Treasurer's term of office in odd numbered years.
- (j) Provide members with information and forms to obtain their official membership pin and ancestor bars.

Section 7. Registrar.

- (a) The Chapter Registrar is custodian of the chapter's file of all application papers: active, inactive, emeritus, transferred-out, and deceased. These papers must remain in Chapter files.
- (b) The Chapter Registrar is responsible for seeing that the membership applications and proofs submitted by her chapter are properly completed before sending them with the appropriate fees to the DRT Registrar General. She should verify all names, dates and places typed on the applications against those on the proofs submitted. See DRT Bylaws Article 1; Article 11, Section 1-2; Article XIV, section 4; and MOP, Membership section.
- (c) She shall willingly assist any applicant preparing application blanks for membership.
- (e) The Chapter Registrar shall also act as the CRT Registrar and is custodian of the chapter's file of all CRT application papers: active, inactive, transferred-out, and deceased. These papers must remain in Chapter files.
- (f) She is responsible for seeing that the CRT membership applications and proofs submitted by her chapter are properly completed before sending them with the appropriate fees to the CRT Registrar General. She should verify all names, dates, and places typed on the applications against those on the proofs submitted. She shall determine the eligibility of the applicant according to the membership standards of DRT. See CRT-Application for Membership and Transfers, CRT Bylaws Article III & IV.
- (g) She shall willingly assist any CRT applicant preparing application blanks for membership.

Section 8. Chaplain.

- (a) The chaplain shall open all meetings.
- (b) When a member of the Chapter dies, the Chaplain shall immediately send to the Chaplain General a deceased member report form showing the name and address of the deceased member with the date of death, and the name and address of her nearest living relative. She shall also send any newspaper notices that are available to her in order that proper tribute may be paid at the next convention. She shall send condolences to the deceased member's family.
- (c) The Chaplain shall be responsible for notifying the Chaplain General of the death of a woman who has been a member of a chapter for many years and has served DRT actively but is inactive at the time of her death so that she may be mentioned in the DRT Memorial Service at the following Convention.

Section 9. Historian.

- (a) The Historian shall have the care of historical and biographical data of the Chapter.
- (b) She shall keep a history book according to guidelines established by the state organization that contains any articles of interest to the Chapter. This History Book will be the property of the Chapter. She may enter the History Book in the competition at State Convention on odd-numbered years, provided there is a state competition.
- (c) She shall keep the history of the Charles G. Davenport Chapter up-to-date.
- (d) She shall send clippings of the activities of her chapter to the Publicity Chairman for DRT's publicity file and for the counting of publicity inches. The President at her discretion may transfer this duty to a chapter Publicity Chairman.
- (e) She shall prepare a chapter yearbook. The President at her discretion may transfer this duty to a Yearbook Chairman.
- (f) She shall endeavor to stimulate interest in locating and marking historic sites. She may request a committee to assist her in this endeavor.

Section 9. CRT Chapter Sponsor.

Chapters sponsoring a CRT chapter shall have an officer whose duties are to work with the CRT members, plan and participate in meetings and annual election of CRT officers, and encourage attendance at the CRT Convention.

Section 8. Parliamentarian

The Parliamentarian (**appointed by the President**) shall act as an advisor to the President on points of parliamentary procedure, being governed by the current version of *Robert's Rules of Order Newly Revised*.

ARTICLE VII. Meetings

Section 1. Regular Meetings.

Regular chapter meetings will be held on the first Thursday of the months September through April excepting January. The last meeting will be held on the first Thursday following the State Convention.

Section 2. Annual Meetings. Not applicable

Section 3. Special Meetings.

The President may call special meetings as she deems necessary or when requested by five (5) members. Special meetings must have a clearly stated objective.

Section 4. Quorum.

Ten (10) members shall constitute a quorum for the purpose of transacting chapter business.

ARTICLE VIII. The Chapter Executive Board

Section 1. Members.

The Executive Board shall consist of the elected officers and the Parliamentarian (**a non-voting member**).

Section 2. General Powers and Responsibilities.

The Executive Board shall have charge of the affairs of the chapter between meetings with any action ratified at the next chapter meeting.

Section 3. **Meetings.**

The Executive Board shall convene on an as-needed basis.

Section 4. **Quorum.**

Five (5) members shall constitute a quorum for Board meetings.

ARTICLE IX.

Committees

Section 1. **Financial Review Committee.**

The President shall appoint a committee of three (3) members to **review** the fiscal records of the chapter bi-annually at the May meeting. The written report is submitted to the chapter the following September.

Section 2. **Nominating Committee.**

See Article V, Section 4 – Nomination Procedure, Time of Elections.

Section 3. **Other Committees.**

Ad hoc committees may be appointed as necessary by the President.

ARTICLE X.

Funds and Projects.

Section 1. Funds

- A. Designated. Designated funds may be established by a majority vote of the chapter members.
- B. Temporary Restricted. Disbursement of temporary funds shall be at the discretion of the membership.

ARTICLE XI.

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, DRT Bylaws, civil law, or any rules of order DRT may adopt.

ARTICLE XII.

Amendment of Bylaws

These bylaws may be amended at any regular meeting of the chapter by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting.

ARTICLE XIII.

Dissolution

- A. As noted in DRT Bylaws Article XV.
- B. The assets, unless otherwise restricted, and records of a disbanding DRT chapter shall become the property of DRT, **in accordance with provisions found in the MOP.**
- C. **A DRT chapter whose membership votes to disband shall notify the Chairman of the Chapter Organization Committee and shall follow those steps outlined in the MOP.**

SCHEDULE A
(revised October 2016)

Examination Fee	\$ 70.00
Annual DRT Dues	45.00
Chapter Dues (<i>includes \$1 for President General's Fund</i>)	15.00
Member-At-Large DRT Dues	53.00
Posthumous Membership (<i>one-time fee</i>)	150.00
Supplemental Lines	50.00
Transfer Fee	25.00
CRT to DRT (<i>State dues</i>)	45.00
Reinstatement Fee	25.00

Charles G. Davenport Chapter Bylaws approved **June 6, 2021**