

**Constitution of the  
Connecticut Society of the Sons of the American Revolution  
As Amended April 2, 2016**

**ARTICLE I**

**Name**

The name of this society shall be The Connecticut Society of the Sons of the American Revolution. It may be referred to as the CTSSAR.

**ARTICLE II**

**National Society**

The CTSSAR is a member of the National Society of the Sons of the American Revolution. It recognizes all state societies of the Sons of the American Revolution as coequal and entitled to receive from the CTSSAR such assistance and information as may best promote the objects for which these societies have been organized. It may also, when desirable, cooperate with other societies organized for objects similar to those of the CTSSAR in functions undertaken for a common purpose.

In the event that the CTSSAR shall cease to exist, for whatever reason, all assets, real and personal, as well as all liabilities, will revert to the NSSAR.

**ARTICLE III**

**Objects**

The objects of the CTSSAR are declared to be patriotic, historical, and educational, and shall include those intended or designed to perpetuate the memory of the who, by their services or sacrifices during the war of the American Revolution, achieved the independence of the American people; to unite and promote fellowship among their descendants; to inspire then and the community at large with a more profound reverence for the principles of the government founded by our forefathers; to acquire and preserve the records of the individual services of the patriots of the war' as well as documents, relics, and landmarks; to mark the scenes of the Revolution by appropriate memorials; to celebrate the anniversaries of the prominent events of the war and of the Revolutionary period; to foster true patriotism; to maintain and extend the institutions of American freedom; and to carry out the purposes expressed in the preamble of the Constitution of our country and the injunctions of Washington in his farewell address to the American people.

## **ARTICLE IV**

### **Membership**

**Section 1.** Membership in the CTSSAR must follow the NSSAR requirements which may be found in the NSSAR Handbook Volume I - Constitution, Article III – Eligibility for Membership.

### **Applications**

**Section 2.** Applications for membership in the CTSSAR must follow the NSSAR requirements which may be found in the NSSAR Handbook Volume II - Membership Policies - Application for Membership.

## **ARTICLE V**

### **Officers**

**Section 1.** The officers of the CTSSAR shall be a president, two vice presidents, a secretary, an assistant secretary, a treasurer, an assistant treasurer, a registrar, a historian, a chaplain, a chancellor, and two auditors. The president and two vice presidents shall be elected for a one year term and shall not serve more than three consecutive one year terms. All other officers shall be elected for a term of one year. All officers shall continue in office until their successors are elected and qualify. With his assent, the first vice president will be automatically nominated by the Nominating Committee for the position of president for the next regular election of the president and first vice president. This section shall take effect after the current officers have completed the terms of office for which they are eligible or beginning with the election of April of the current year or whichever occurs first.

### **Vice President General**

**Section 2.** The vice president general of the first NSSAR district, the New England states, immediately upon his election by the NSSAR Congress, shall be an honorary member of the CTSSAR for the duration of his term. He shall also become an ex-officio member of the Board of Managers with voice and vote. Unless he be an active member of the CTSSAR, no fees or dues shall be assessed said honorary member. It shall be the duty of the secretary to notify each incoming vice president general of this provision.

## **National Trustee**

**Section 3.** Nominees for the national trustee and alternate trustee shall be selected yearly at the annual meeting of the CTSSAR. The Nominating Committee shall present suggestions to the CTSSAR for consideration. The names of the nominees shall be submitted to the NSSAR at least thirty days prior to the NSSAR Congress by the secretary.

## **ARTICLE VI.**

### **Board of Managers**

**Section 1.** There shall be a Board of Managers whose duty shall be to manage, exception of the operations of the Elijah Manross Memorial Fund as shall be spelled out in the By-laws. Said Board shall consist of the officers of the CTSSAR, past CTSSAR presidents, the national trustee, alternate trustee, Real Property Steward, Technologies Manager, and ex-officio, the presidents and secretaries of the several branches/ chapters of the CTSSAR.

**Section 2.** The Board of Managers shall have the power to appoint any committees or officers, other than those elected, and to fill any vacancy occurring among the officers of the CTSSAR, delegates and alternates to the NSSAR.

**Section 3.** All living past presidents, in good standing, of the CTSSAR shall be and are hereby automatically constituted life members of the Board of Managers of the CTSSAR with voice and vote at all meetings of the board. Notices of all meetings of the board shall be sent to all such life members by the secretary. This action does not prevent a past president from being elected to any active office in the CTSSAR.

**Section 4.** A member of the Board of Managers is only entitled to one vote. A member of the Board of Managers who is unable to attend a meeting of said Board may provide a proxy to non-board member of the CTSSAR who is able to attend the meeting in his place. Such a proxy will authorize its holder to vote on any and all matters coming before said Board that the provider of the proxy could have voted on had he been present. To be valid, a written proxy naming that CTSSAR member shall state the provider, the holder, the date of the meeting for which the proxy is valid, and instructions, if any, for the holder. For the proxy to be valid, the written proxy must be submitted to the CTSSAR Secretary after the issuance of the agenda and prior to the date of the meeting. A proxy is only valid for the meeting and on the date shown on the proxy. Proxies shall be included in the quorum count of meetings of said Board. At each meeting of said Board proxies for that meeting shall be announced and any challenges to any proxy shall be resolved before any other matter is brought before said Board. The minutes of each meeting of the

Board of Managers shall include the names of all the providers and holders of proxies for that meeting.

## **ARTICLE VII**

### **Meetings**

**Section 1.** A meeting for the election of officers and the transaction of business shall be held annually in the spring, at least one month prior to the NSSAR Congress, at a place and date determined by the Board of Managers. At each annual meeting there shall be elected, in addition to the officers provided for in Article V, one delegate-at-large, and one delegate for each fifty or fraction of fifty exceeding twenty-five members and an equal number of alternates; said delegates or alternates and those who may be duly appointed by the Board of Managers to fill any occurring therein, together with such officers as are provided for by the constitution, shall constitute the representatives of the CTSSAR at meetings of the NSSAR. A meeting for social purposes shall also be held annually.

**Section 2.** Ten members shall constitute a quorum at any meeting or special meeting of the CTSSAR and/or Board of Managers.

**Section 3.** The hour, date and place to hold the annual meeting and any special meeting shall be designated by the Board of Managers.

**Section 4.** Special meetings of the CTSSAR shall be called by the president, when directed so to do by the Board of Managers, or whenever requested in writing by fifteen or more members.

**Section 5.** Special meetings of the Board of Managers may be called by the president at any time and/ or shall be called upon the written request of five members or the Board.

**Section 6.** The call of any special meeting of the CTSSAR, or of the Board of Managers, shall specify the time, date and place of said meeting and the business to be transacted. Fifteen days notice (computed from the date of mailing) shall be given. Business not named in the call may be acted upon only with the consent of the greater of ten or two-thirds of those present.

**Section 7.** The Board of Managers may vote on motions by e-mail, except for actions requiring the Board of Managers' approval as specified in the CTSSAR Constitution or Bylaws or actions on any outgoing dollar amount that exceed \$250. A two week deadline shall be provided for voting and a quorum of at least ten votes must be cast for the vote to be valid.

If a member of the Board of Managers does not have an e-mail address, they may participate in the voting by notifying the Secretary that they wish to vote by mail and provide their correct address.

## **ARTICLE VIII**

### **Branches -Local Organization**

**Section 1.** The word branch as used in this constitution shall be synonymous with the word chapter as used in the constitution and bylaws of the NSSAR. Any branch, at its option, may call itself a chapter of the CTSSAR.

**Section 2.** Ten members of the CTSSAR residing in any town or county of this state may send a written request to the Board of Managers, asking authority to associate as a branch of the CTSSAR in such town or county; and the Board of Managers may grant such request.

**Section 3.** Local branches shall be known as Branch of the Connecticut Society of the Sons of the American Revolution, No.

### **Officers**

**Section 4.** Each branch shall have a president, secretary, and treasurer and such officers as the bylaws of the branch/ chapter may determine. One person of each branch shall be the branch/ chapter registrar and shall assist the CTSSAR registrar in the preparation and examination of applications for membership.

### **Members**

**Section 5.** No person shall be admitted into a branch as a member until after his admission into the CTSSAR in the manner provided by the constitution and bylaws of the CTSSAR, and until he has paid the annual dues and fees as provided by said bylaws. Any member losing his membership in the CTSSAR must thereupon cease to be a member of the branch.

### **Bylaws**

**Section 6.** Each branch may make bylaws, rules and regulations for its government so long as such bylaws, rules and regulations do not conflict with the constitution and bylaws of the CTSSAR, or with the charter, constitution and bylaws of the NSSAR.

**Section 7.** It shall be the duty of each branch at least one month prior to the CTSSAR annual meeting to certify to the secretary of the CTSSAR the names and addresses of all branch members; the names of the president and secretary so certified to be recorded by the CTSSAR secretary as ex-officio members of the Board of Managers and so reported by him at the next meeting of the Board.

**Section 8.** The secretary, or other branch officer, responsible for writing the minutes of each annual chapter meeting, shall send to the CTSSAR secretary for reference to the Board of Managers, a true copy of the minutes of said annual meeting. If no such meeting be held (as evidenced by non-receipt of the aforementioned minutes) the state Board of Managers shall take whatever action as may be deemed necessary to promote the affairs of the delinquent branch/ chapter.

## **ARTICLE IX**

### **Amendments**

This constitution with the exception of Article VI as it relates to the Elijah Manross Memorial Fund may be amended by written resolutions presented to and approved by at least two-thirds of the Board of Managers present at any meeting of said Board, called for said purpose and provided said amendments are subsequently approved by at least two-thirds of the members present at any meeting of the CTSSAR called for said purpose. Whenever this constitution is to be amended, notice thereof, specifying said changes in full, shall be mailed to each member of the Board or of the CTSSAR at least fifteen days before such action is to be taken by the Board of the CTSSAR.

Article VI of this Constitution as it relates to the Elijah Manross Memorial Fund may only be amended by written resolutions presented to and approved by at least three-quarters of the Board of Managers present at any such meeting of said Board, called for said purpose and provided said amendments are subsequently approved by at least three-quarters of the members present at any meeting of the CTSSAR called for said purpose. When this Constitution is to be amended as it may pertain to the Elijah Manross Memorial Fund, notice thereof, specifying said changes in full shall be mailed to each member of the Board or of the CTSSAR at least thirty days before such action is to be taken by the Board or CTSSAR.

**Bylaws of the  
Connecticut Society of the Sons of the American Revolution**

**As Amended April 5, 2014**

**Fees and Dues**

**Section 1.** Primary and supplemental applications, life membership, reinstatements and annual dues are detailed below.

**Primary Applications**

Applicants approved by the CTSSAR shall, upon payment of the NSSAR admissions fee which is fixed by the NSSAR Annual Congress and the annual dues for NSSAR, CTSSAR and Branch (provided the applicant wants to be a branch member) and upon approval of the Registrar General, become members of the NSSAR, CTSSAR and Branch (if applicable). The annual dues of the CTSSAR shall be set by the Board of Managers and the annual dues of the Branch shall be set by the branch. The NSSAR admissions fee shall be waived if the male applicant has not reached the age of 22, is a member in good standing of the Children of the American Revolution and presents a "Transfer Card" or "Certificate of Good Standing" from the CAR to the Registrar General with his application.

Applicants under the age of 25 who are a son, grandson, brother, nephew or grandnephew of a member in good standing of the SAR, DAR or SR may be admitted to the Society upon payment of the NSSAR admissions fee which shall be fixed by the NSSAR Annual Congress and the annual NSSAR dues, and provided further that the application follows the same established lineage of said member. CTSSAR annual dues are waived. Branch dues may be waived at the discretion of the branch.

Family application: The first family applicant pays the regular NSSAR admissions fee, but applicants that are subsequent family members may be admitted to the Society upon payment of a reduced NSSAR admissions fee which shall be fixed by the NSSAR Annual Congress. All family applicants pay the annual NSSAR dues, provided that each additional application shall be on the same genealogical line or shall be connected by relationships not to exceed two linkages removed from the first applicant's line, proof of which shall be by primary documentation only. Family applications shall be submitted at the same time and on the same Transmittal Form. CTSSAR and Branch (provided the application expresses a desire to be associated with a branch) annual dues must accompany the application.

Applicants approved by the Registrar General, between November first and December thirty-first shall not be liable for the payment of dues for the next succeeding calendar year.

Exceptions to the above:

Applicants, at or after age 70, may be granted a reduction in CTSSAR dues by the Board of Managers.

Applicants failing election or not approved will be refunded the NSSAR admission fee and one year NSSAR, CTSSAR and Branch dues (if applicable).

### **Supplemental Applications**

Supplemental Application fees, fixed by the NSSAR Annual Congress and the CTSSAR Board of Managers, shall accompany each supplemental claim to establish additional ancestral lines.

Supplemental Application fees, fixed by the NSSAR Annual Congress and the CTSSAR Board of Managers, shall also accompany Family supplemental applications, when more than one member of a family, within no more than two degrees of kinship, shall submit supplemental applications at the same time, based on descent along the same genealogical line from the same supplemental patriot ancestor.

### **Life Membership**

An active member may apply for life membership in either the NSSAR or CTSSAR or both by paying an amount determined by NSSAR and/or the CTSSAR. Life members will be exempt from the payment of the annual dues of each society in which he has become a life member.

### **Annual Dues**

The annual dues for each member, fixed by the NSSAR Annual Congress, the CTSSAR Board of Managers and the Branch, shall be due and payable to the CTSSAR treasurer three months prior to January 1 of the year for which dues are being paid.

Exceptions:

Members under the age of 18 are afforded a reduced fee set by NSSAR.

Members under the age of 25 are exempt from CTSSAR dues. Each Branch elects or rejects this exemption for branch dues.

Members in active military service are exempt from CTSSAR dues. Each branch elects or rejects this exemption for branch dues.

Each member in arrears on two months prior to January 1 shall be notified by the treasurer of his indebtedness by mail to his last known address, urging him to continue his membership. If his dues are not paid, he shall automatically be dropped from the roles of NSSAR and CTSSAR. Members who fail to pay branch dues shall be moved to an at large-status in the CTSSAR.

### **Reinstatements**

Previous members may be reinstated by the Registrar General after paying the current year NSSAR, CTSSAR and Branch dues (if applicable). A fee may also be applied at the discretion of NSSAR and CTSSAR management. Members reinstated by the Registrar General, between November first and December thirty-first shall not be liable for the payment of dues for the next succeeding calendar year.

### **Life Member Fund**

**Section 2.** All receipts from life membership fees shall be set aside, and that portion required to make the member a NSSAR Life Member shall be paid to NSSAR, and the balance shall be paid to the CTSSAR Life Member Fund and invested under the direction of the Life Member Fund Committee. The income of the Life Member Fund shall be used to provide for payment of the annual dues of each life member to the CTSSAR at the discretion of the Board of Managers. Excess income, if any, of the Life Member Fund may be transferred to any fund of the CTSSAR only by authorization of the Board of Managers. If the annual dues of the CTSSAR change, the life membership fees will be changed by the same percentage.

### **Elijah Manross Memorial Fund**

**Section 3.** There shall be a Fund, the earnings of which shall be used for the upkeep, maintenance and improvement of Revolutionary War properties owned by the CTSSAR. The Fund shall be called the Elijah Manross Memorial Fund after the Revolutionary War ancestor of Frederick Manross, who through this estate, provided the majority of the holdings of the Fund. The balance of the Fund shall be comprised of what was formerly known as the Memorial Fund, the New London Nathan Hale Schoolhouse Fund, the Nathan Hale East Haddam Schoolhouse Fund, and the Lebanon Governor Trumbull War Office Fund.

The Fund is to be perpetual or until such time as the CTSSAR no longer owns any American Revolutionary War real property, at such time the Fund will revert to the CTSSAR General Funds. If the CTSSAR ceases to exist, this Fund will revert to the NSSAR.

The Fund shall be comprised of:

1. The proceed distribution (stocks, bonds, and cash) from the Manross Estate;
2. The balance from the funds held by the CTSSAR known as the Memorial Fund;
3. The balance from the funds held by the CTSSAR known as the New London Nathan Hale Schoolhouse Fund;
4. The balance from the funds held by the CTSSAR known as the East Haddam Nathan Hale Schoolhouse Fund;
5. The balance from the funds held by the CTSSAR known as the Lebanon Gov. Trumbull War Office Fund.

All funds are to be commingled and handled as a single fund, the Elijah Manross Memorial Fund.

### **Purpose of the Fund**

The purpose of the fund is to provide funding for the upkeep, maintenance and improvement of the three American Revolutionary War properties owned by the CTSSAR, namely the New London Nathan Hale Schoolhouse, the East Haddam Nathan Hale Schoolhouse, and the Lebanon Gov. Trumbull War Office. An amount not to exceed five percent (5%) of the average value of the Manross Trust on the 31st of December for the three years immediately preceding the start of each fiscal year shall be paid annually by the fund to the CTSSAR Real Property Committee Treasurer. Each year the percentage to be paid shall be established prior to the 1st of March, by the supervisors of the Elijah Manross Memorial Fund. Use of the funds so received by the Real Property Committee are to be used as prescribed by the CTSSAR Constitution and By-laws. At no time shall the principal of the Fund be invaded while this Fund is in effect.

### **Supervisors**

The Supervisors of the Elijah Manross Memorial Fund will be: ex-officio with full voting powers, (1) the President of the CTSSAR, (2) the Treasurer of the CTSSAR, (3) the Chancellor of the CTSSAR; and three members of the CTSSAR appointed for two year terms by the President. Such three members may be reappointed, indefinitely, at the discretion of the President. The Supervisors shall make an accounting to the CTSSAR annually in April.

## **Insurance and Bonding**

The Supervisors will be bonded through an insurance company for an amount deemed appropriate every two years by the Board of Managers of the CTSSAR, beginning in 1992. Liability insurance in an amount deemed appropriate every two years by the Board of Managers of the CTSSAR beginning in 1992 shall be carried on each of the Supervisors, so as to hold each Supervisor harmless for any decisions made in good faith which prove to be detrimental in any way to the Fund or, by his action as Supervisor, to the CTSSAR.

## **Sale, Gift or Purchase of Property**

The Board of Managers of the CTSSAR retains the sole right to sell or give away any or all said properties, or to purchase or accept additional Revolutionary War Property for the purpose of adding additional property and its upkeep, maintenance and improvement to the purpose of this Fund.

## **Roger Sherman Fund**

**Section 4.** There shall be a Fund, entrusted to the Treasurer, called the Roger Sherman Fund, which shall be used to support programs, events, etc., which are beyond the scope of continuing (e.g., annual) programs or programs required by the National Society of the Sons of the American Revolution, the CTSSAR, or any of its branches or chapters. Proceeds of the fund may be allocated by a simple majority of members present at a meeting of the Board of Managers. Each year, dues bills shall include a voluntary subscription to the fund.

## **Grave Markers**

**Section 5.** Graves of revolutionary patriots may be marked by such appropriate marker as the Board of Managers may determine. Applications for such markers may be made to the registrar by any member, or other person. Applications shall furnish information sufficient to enable the registrar to determine what patriotic service such patriot rendered and the location of the grave.

## **Social Meetings**

**Section 6.** The CTSSAR shall hold an annual meeting for the purpose of celebrating some event in revolutionary history, the time and place of holding such meeting to be determined by the Board of Managers; and said Board shall also determine the manner of such celebration.

## **Meetings of the Board of Managers**

**Section 7.** The regular meetings of the Board of Managers of the CTSSAR shall be held four times a year. The February and September meetings will be held as near the last Saturday of the month as convenient and will be limited to the Board of Managers. The April and November meetings will be held as near the first Saturday of the month as convenient and will be open to all members of the CTSSAR. The Board of Managers can have additional meetings as called for.

## **Presiding Officer**

**Section 8.** The president, or in his absence a vice president, or in their absence a chairman pro tem, shall preside at all meetings of the CTSSAR and of the Board of Managers, and shall be eligible to vote. The presiding officer shall preserve order and shall decide all question of order, subject to appeal to the meeting.

## **Duties of the President**

**Section 9.** The president shall be the official head of the CTSSAR. He shall perform such duties as usually pertain to that office and as are designated in these bylaws. He shall annually inspect each property under the control of the real property steward and report the condition thereof to the CTSSAR at its annual meeting.

The president shall appoint the following committees within one month following his election:

**A.** A three-man Life Member Fund Committee chaired by the treasurer. The two other members shall be knowledgeable in the fields of accounting, finance, investment or related activities. The committee shall have charge of and responsibility for the Life Member Fund. The committee shall report to the Board of Managers on the condition of the Life Member Fund and shall make recommendations for change, if any, in the sum required to constitute a new life member. This report and recommendations shall be made at the same meeting that the proposed budget is submitted to the Board of Managers.

**B.** A three-man Budget Committee chaired by the president. The two other members shall be the first vice president and the treasurer. A proposed budget shall be prepared and submitted electronically to the Board of Managers not less than ten days prior to its first meeting in each calendar year, towards the objective of the Board of Managers voting to approve the year's budget at the first meeting in each calendar year.

**C.** A four-man Real Property Committee composed of four qualified members of the CTSSAR. The Committee shall elect one member of the Committee as the real property steward who shall be, ex-officio, the chairman. The Committee shall also elect one member, or a member of the CTSSAR not appointed by the president to the Committee, to be the Real Property Treasurer.

The real property steward shall be responsible for the maintenance, management and operation of the buildings, furnishings and grounds of all real property of the CTSSAR. The Real Property Committee shall use the income from the Elijah Manross Memorial Fund to perform its functions, giving an accounting of the use of said funds to the Connecticut Society at each Annual Meeting. The Real Property Committee shall use the funds from the Elijah Manross Memorial Fund for upkeep, maintenance and improvement of all Revolutionary War properties owned by the CTSSAR without prior approval of the Board of Managers. In this regard, the Real Property Committee shall act as a self-governing body, developing its own budget, authorizing all necessary work to said properties, pay all bills for said properties, with only an annual accounting to the Board of Managers and the CTSSAR. If any excess funds are left at the end of any year, beginning in 1993, the Committee shall return 10% of said excess funds to the Elijah Manross Memorial Fund Supervisors for use in Fund growth, keep 10% of said funds for contingencies, and return the 80% balance of said excess funds to the CTSSAR Treasurer for use by the CTSSAR in any manner it sees appropriate. The real property steward shall keep a record of all property under his control which shall include the date and method of acquisition, the location of deeds and other indicia of ownership, name of insurance carriers together with amounts and types of coverage, names of all custodians who possess keys to buildings and any other information deemed relevant.

**D.** Three Elijah Manross Fund Supervisors, who together with the President, Treasurer and Chancellor, shall form the six member Board of Supervisors of the Elijah Manross Memorial Fund.

**E.** A three-man Awards Committee composed of interested compatriots which shall approve the awarding of medals and certificates within the jurisdiction of the CTSSAR.

**F.** A three-man Nominating Committee composed of two chapter presidents past or present and one member from the planning committee which shall make the nominations at the next Annual meeting of the CTSSAR.

**G.** There shall be a Planning Committee. The Planning Committee shall develop and recommend short- and long-term plans for the CTSSAR and shall act as a council, assisting the president in his supervision of the business and affairs of the CTSSAR. In addition, it shall perform such duties as may be committed to it by the

Board of Managers. The Committee shall meet at the call of the president or when directed by the Board of Managers.

**H.** There shall be an investment committee which will consist of the Manross Fund Supervisors. It will advise the CTSSAR Society and the Real Property Committee concerning investment policy consistent with Bylaw Section 27 – Fund Management.

**I.** There shall be a CTSSAR Compliance Officer to administer the CTSSAR Whistleblower Policy.

**J.** Such other committees which the president, with the advice and consent of the Board of Managers, feels are in the best interest of the CTSSAR.

### **Duties of Vice Presidents**

**Section 10.** It shall be the duty of the first vice president to preside at all meetings of the CTSSAR, or Board of Managers, in the absence of the president. He shall also be in close touch with the several local chapter officers to assist them in any manner whatever concerning activities in the local chapters/branches.

It shall be the duty of the second vice president to preside at all meetings when the president and the first vice president are absent. He shall use his best efforts, through correspondence or otherwise to revive interest in those members who have surrendered their memberships by resignation or otherwise, and endeavor to have such compatriots reinstated to active membership. He shall also correlate the endeavors of the several chapters to secure new members.

### **Duties of the Secretary**

**Section 11.** The secretary shall conduct the general correspondence of the CTSSAR, shall notify members of their election and of such other matters as the CTSSAR may direct. He shall have charge of the seal, and of such records of the CTSSAR as are not herein given especially in charge of other officers of the CTSSAR; and, together with the presiding officer he shall certify all acts and orders of the CTSSAR. He shall, under direction of the president or acting president, give notice of the time and place of all meetings of the CTSSAR and of the Board of Managers, and shall give such notices of the votes, orders and proceedings of the CTSSAR as the CTSSAR or Board of Managers may direct. He shall maintain and distribute the Procedures Manual as directed by the president.

**Section 12.** The assistant secretary shall be familiar with and assume the duties of the secretary in case of his absence, illness or death.

## **Duties of the Treasurer**

**Section 13.** The treasurer shall receive and have charge of the funds of the CTSSAR excluding the funds of the Elijah Manross Memorial Fund and the Real Property Committee. He shall deposit funds in the name of the CTSSAR, and he shall disburse funds for the benefit of the CTSSAR. Disbursements must be for expenses included in the annual budget, or as directed by the CTSSAR or the Board of Managers. Any other disbursements must be approved by the secretary and the president. He shall keep a true account of his receipts and disbursements and all assets under his control, and at each annual meeting shall make a full report to the CTSSAR. The books of the secretary and treasurer shall be open to the inspection of the president and Board of Managers at all times.

The treasurer shall also collect national, state and branch dues from the membership. He shall prepare the NSSAR Annual Report and disburse the National dues as required by NSSAR. He shall also disburse the Branch dues to the branches. He shall collect donations and disburse them as directed by the CTSSAR and the donor. He shall also send formal letters of thanks to all who donate money to funds other than those associated with the Real Property Committee.

The treasurer shall receive all previous member reinstatement applications, prepare the NSSAR Transmittal Form and send to NSSAR for processing.

The treasurer is responsible for the annual submission of the CTSSAR IRS 990 tax return and he ensures Branches submit their Branch IRS 990 submissions in a timely manner.

**Section 14.** The assistant treasurer shall be familiar with and assume the duties of the treasurer in case of his absence, illness or death.

## **Duties of the Registrar**

**Section 15.** The registrar shall receive all applications and fees for membership. He shall examine applications and fees for conformance with the current standards. Acceptable applications and fees shall be forwarded to the NSSAR for final review. Unacceptable applications and fees shall be corrected and researched further with the assistance of the applicant and or branch/ chapter registrar.

The registrar shall maintain bound volumes of copies of applications and cross-reference index of all relevant data.

The registrar shall receive all applications for Revolutionary War markers and gravestones. He shall maintain a file of all such markers and gravestones implanted in the State of Connecticut.

The registrar shall make a report in writing at each annual meeting.

### **Duties of the National Trustee, Delegates and Alternates**

**Section 16.** The national trustee, delegates and alternates shall represent the CTSSAR at the national level and act in conformance with guidelines issued by the NSSAR as well as the constitution and bylaws of the CTSSAR and the instructions of the Board of Managers.

### **Duties of the Historian**

**Section 17.** The historian shall keep a record of all facts in connection with the CTSSAR which he may judge to be of historical value and shall make a report in writing at each annual meeting.

The historian shall have custody of all historical, genealogical and geographic books, papers and relics of which the CTSSAR has become possessed. He shall work closely with the Real Property Committee as many items are in the three museums.

### **Duties of the Chaplain**

**Section 18.** The chaplain shall perform such devotional and religious duties as may be called for by the Board of Managers in the course of business or exercises of the CTSSAR.

### **Duties of the Chancellor**

**Section 19.** The chancellor shall be an attorney-at-law, and it shall be his duty to give opinions on legal matters affecting the CTSSAR when such questions are referred to him by the proper officers.

The chancellor shall appoint a corporate agent for an unspecified term who shall pay all Connecticut State legal fees, be served with all legal papers, and make a report in writing at each annual meeting. The corporate agent shall serve at the will of the chancellor.

## **Duties of the Auditors**

**Section 20.** The two auditors shall audit the treasurer's and real property committee accounts once during their term of office and shall report to the CTSSAR Board of Managers at its annual meeting.

## **Duties of the Technologies Manager**

**Section 21.** The technologies manager shall be a professional in the computer field and/or well versed in the current computer technologies. He shall maintain the membership rolls for the CTSSAR. He shall at the request of any member in the CTSSAR, produce a membership roster or mailing labels for their CTSSAR needs. He shall keep all computer' equipment that is owned by the CTSSAR in full working condition. He is to remain in the position until he resigns or is replaced.

## **Duties of the Color Guard**

**Section 22.** The Color Guard- Living History Unit of the CTSSAR shall be known as the Connecticut Line. The purpose of the Connecticut Line will be to educate the public about the revolutionary period.

The Connecticut Line shall maintain liability insurance of an amount deemed appropriate by the CTSSAR Board of Managers, and/ or the CTSSAR insurance agent of record. Both the CTSSAR and the NSSAR shall be listed on this policy as additional insured. The insurance policy shall be paid for by the CTSSAR.

The officers of the Connecticut Line shall be elected annually by the Color Guard at its annual meeting in accordance with its standing orders. The Color Guard Commander shall be an officer of the CTSSAR Board of Managers.

The Commander of the Connecticut Line shall submit a written report to the CTSSAR at its annual meeting.

Branches with a minimum of three Color Guard members may form a Detachment of the Connecticut Line. These Detachments are part of the Connecticut Line, and are subordinate to the rules and regulations set forth by the Connecticut Line in its Standing Orders.

## **Board of Managers**

**Section 23.** The Board of Managers shall judge the qualifications of applicants for membership and approve applications for grave markers and shall manage, control and conduct the affairs of the CTSSAR. The Board shall have the power to suspend

or expel any member of the CTSSAR or suspend or remove from office any officer for sufficient cause by vote of two-thirds of the members of the Board present at any regular or special meeting; provided that at least two weeks' notice of such proposed action shall have been given to such member by notice mailed to him at his last known address. A member so suspended or expelled shall have the right to appeal to a meeting of the CTSSAR from the action of the Board of Managers. The Board of Managers may promulgate a Procedures Manual to provide policy and uniform guidelines for the conduct of the business of the CTSSAR.

## **Roberts Rules of Order**

**Section 24.** Roberts Rules of Order shall govern all meetings of the CTSSAR and Board of Managers unless the constitution or bylaws of the CTSSAR state to the contrary.

## **Amendments**

**Section 25.** These bylaws, with the exception of Section 3; Section 9C and 9D; and Section 13 as they relate to the Elijah Manross Memorial Fund may be amended by written resolution presented to and approved by at least two-thirds of the Board of Managers present at any meeting of said Board called for said purpose, provided said amendments are subsequently approved by at least two-thirds of the members present at any meeting of the CTSSAR called for said purpose. Whenever these bylaws are to be amended, notice thereof, specifying said changes in full, shall be mailed to each member of the Board or of the CTSSAR at least fifteen days before such action is to be taken by the Board or the CTSSAR.

**Section 26.** Section 3; Section 9C and 9D; and Section 13 of these by-laws as they relate to the Elijah Manross Memorial Fund may only be amended by written resolution presented to, and approved by at least three-quarters of the Board of Managers, present at an Annual Meeting of said Board and called for said purpose, provided said amendments are subsequently approved by at least three-quarters of the members present at any two successive Annual Meetings of the CTSSAR called for such purpose. The two said Annual Meetings must take place at least 364 days from each other. Whenever these by-laws are to be amended, notice thereof specifying said changes in full should be mailed to each member of the Board or the CTSSAR at least fifteen days before such action is to be taken by the Board or the CTSSAR.

## Fund Management

### Section 27.

#### A. Types of Funds.

- (a) General Operating Fund of the Society - The CTSSAR has created the General Operating Fund of the Society, which shall consist of the monies used for the operating expenses of the Society as authorized by the current budget. The temporary investment of these funds is controlled by the CTSSAR Treasurer. The fund will be invested in accordance with the CTSSAR's Investment Policy.
- (b) General Operating Fund of Real Property Committee - The CTSSAR has created the General Operating Fund of the Real Property Committee, which shall consist of the monies used for the operating expenses of the Real Properties as authorized by the current budget. The temporary investment of these funds is controlled by the Real Property Committee Treasurer. The fund will be invested in accordance with the Real Property Investment Policy.
- (c) Special Purpose Funds of the Society - There shall be created and maintained such Special Purpose Funds as shall be needed by the CTSSAR in accordance with the bylaws or at the direction of the Board of Managers.
  - (1) The CTSSAR has created the following Special Purpose Funds: The Life Membership Fund, the Roger Sherman Fund and the Elijah Manross Memorial Fund. Other Special Purpose Funds may be created as required. The purpose of these funds is to segregate monies received for restricted purposes other than the purposes of the General Operating Fund of the CTSSAR.
  - (2) A Capitol Campaign Special Purpose Fund with the expressed purpose of supporting specific one time historical educational or historical project initiated by the CTSSAR may from time to time be authorized by a 2/3rds vote of the members of the Board of Managers present at such meeting called for that purpose. The "Capitol Campaign Special Purpose Fund" shall be controlled by the CTSSAR Treasurer.
  - (3) The principal of each Special Purpose Fund, excluding the Elijah Manross Memorial Fund, shall be combined with the principal of the other Special Purpose Funds for investment purposes only; in the case of the Life Membership Fund, with the advice and guidance of the Life Membership Fund Committee, in the case of the Roger Sherman Fund with the advice and

guidance of the Board of Managers. In the case of the Elijah Manross Memorial Fund, the Elijah Manross Fund Supervisors have sole responsibility for the management and investment of the Fund in accordance with these by-laws. In the case of Other Special Purpose Funds created from time to time, with the advice and guidance of the Board of Managers.

- (4) The investment income from the combined funds, plus any income earned from other sources or from donations, shall be deemed to be a separate “Special Purpose Operating Fund for a specified restricted purpose, and accounted for separately, but may be combined with other Special Purpose Operating Funds for temporary investment purposes until disbursed unless otherwise provided by the Bylaws.
  - (5) Withdrawal of part or all of the principal in a Special Purpose Fund shall be by request of the appropriate committee having authority over the Fund (or the Board of Managers for Special Purpose Funds not under the authority of an appropriate committee), with the concurrence of the Board of Managers consistent with the terms of any trust or bequest pursuant to which the Special Purpose Fund was created. Withdrawal of part or the entire principal in the “Special Purpose Capitol Campaign Fund” shall be by request of the Board of Managers consistent with the terms of any trust or bequest pursuant to which the Special Purpose Fund was created.
  - (6) Neither the principal nor the income of a Special Purpose Fund can be expended for any purpose other than that for which the Fund is established.
- (d) Special Purpose Funds of the Real Property Committee. There shall be created and maintained such Special Purpose Funds as shall be needed by the Real Properties in accordance with the bylaws. The Real Property Committee is a committee created for the purpose of managing, maintaining and improving the properties owned by the CTSSAR. It is institutionalized in the CTSSAR Bylaws, As Amended.
- (1) The Real Property Committee has created the Real Property Stewards Fund. Other Special Purpose Funds may be created as required. The purpose of these funds is to segregate monies received for restricted purposes other than the purposes of the Real Property General Operating Fund.
  - (2) A Real Properties Committee Capitol Campaign Special Purpose Fund with the expressed one time purpose of supporting, maintaining, or providing for improvements to the properties owned by the CTSSAR may from time to time be initiated by authorization of a 2/3rds vote of the members of the Board of Managers present at such meeting called for that purpose. The

“Capitol Campaign Special Purpose Fund” shall be controlled by the Real Property Committee Treasurer.

- (3) An Annual Giving Fund with the expressed purpose of supporting, maintaining, or providing for improvements to the properties owned by the CTSSAR may be authorized by the Real Property Committee. An Annual Giving Fund campaign conducted by the Real Property Committee soliciting funds on an annual basis for the expressed purposes stated above shall be controlled by the Real Property Committee Treasurer.
- (4) The principal of each Special Purpose Fund shall be combined with the principal of the other Special Purpose Funds for investment purposes only. In the case of the RP Steward Fund with the advice and guidance of the Real Property Committee.
- (5) The investment income from the combined funds, plus any income earned from other sources or from donations, shall be deemed to be a separate “Special Purpose Operating Fund for a specified restricted purpose, and accounted for separately, but may be combined with other Special Purpose Operating Funds for temporary investment purposes until disbursed unless otherwise provided by the Bylaws.
- (6) Withdrawal of part or all of the principal in a Special Purpose Fund shall be by request of the appropriate committee having authority over the Fund consistent with the terms of any trust or bequest pursuant to which the Special Purpose Fund was created.
- (7) Neither the principal nor the income of a Special Purpose Fund can be expended for any purpose other than that for which the Fund is established.

## B. Investment Policy

- (a) All Operating and Special Purpose Funds –The General Operating Fund and any Special Purpose Funds shall be invested in interest bearing checking accounts or savings or similar accounts, or certificates of deposit in Federally insured banking institutions (up to the Federally insured maximum), or obligations of the U.S. Government or agencies of the U.S. Government whose obligations are guaranteed by the full faith and credit of the U.S. Government, or in mutual funds that invest exclusively in obligations of the U.S. Government or agencies of the U.S. Government.
- (b) Investment Policies of the Society and Real Properties

- (1) The Society - The CTSSAR Treasurer, with the advice and guidance of the Board of Managers and if deemed appropriate, outside financial advisors, shall develop and maintain an Investment Policy appropriate for an organization of the type and size of the CTSSAR. Any such Investment Policy as well as any changes to the Investment Policy shall be submitted to the Board of Managers, for approval. The Board of Managers may approve changes to the Investment Policy by a majority of the Board of Managers present and voting. This Investment Policy must utilize the "best practices" rule.
- (2) Real Property Committee - The Real Property Committee Treasurer, with the advice and guidance of the Real Property Committee and if deemed appropriate, outside financial advisors, shall develop and maintain an Investment Policy appropriate for a fund of the type and size of the Real Properties. Any such Investment Policy as well as any changes to the Investment Policy shall be submitted to the Real Property Committee, for approval. The Real Property Committee may approve changes to the Investment Policy by a majority of the Real Property Committee and voting. This Investment Policy must utilize the "best practices" rule.

(c) Gifts and Bequests

- (1) The Society - Gifts and bequests of stocks, bonds or mutual funds may be given to, and received by the Society. All such gifts or bequests shall be deposited in the appropriate Fund managed by the CTSSAR Treasurer. Additionally, if the gift or bequest of stocks, bonds or mutual funds is given to the General Operating Fund, or to one or more of the Special Purpose Funds, the stock will be deposited and the value shall be determined by multiplying the number of shares received by the closing price listed in the WALL STREET JOURNAL newspaper on the date of receipt. This monetary value of the gift or bequest shall be credited to the account of the designated recipient fund, or funds.
- (2) Real Property Committee - Gifts and Bequests - Gifts and bequests of stocks, bonds or mutual funds may be given to, and received by the Real Property Committee. All such gifts or bequests shall be deposited in the appropriate Fund managed by the Real Property Committee Treasurer. Additionally, if the gift or bequest of stocks, bonds or mutual funds is given to the Real Property General Operating Fund, or to one or more of the Real Property Special Purpose Funds, the stock will be deposited and the value shall be determined by multiplying the number of shares received by the closing price listed in the WALL STREET JOURNAL

newspaper on the date of receipt. This monetary value of the gift or bequest shall be credited to the account of the designated recipient fund, or funds.

### C. Life Membership Fund

- (a) The Life Membership Fund (hereafter referred to as “the Fund”) shall be administered by the CTSSAR Treasurer with the advice and guidance of the Life Membership Fund Committee in accordance with the provisions of Paragraph A.(c) above and Bylaw Section 2 subject to the following:
- (1) Within 30 days after the end of each fiscal year an amount from income earned from the invested capital of the Fund equal to the total of the CTSSAR dues of the enrolled members as of the end of the fiscal year shall be transferred to the General Operating Fund of the CTSSAR. Excess earned income shall be added to the capital fund.
  - (2) If, at the end of any fiscal year, there is not sufficient income from the invested capital of the Fund to meet the requirements of subsection (1) above, there shall be withdrawn from the principal of the Fund an amount needed to fund the requirements of subsection (1). In subsequent years any income earned in excess of that current year’s dues shall be applied against the deficiency of the prior year, or years, until the deficiency has been met.
  - (3) Upon the death of an enrolled member, his name shall be removed from The Fund's rolls and payment of CTSSAR dues for such deceased member shall cease.
  - (4) A list of enrolled members whose deaths have been reported shall be prepared after the close of each fiscal year in CTSSAR Branch and Society annual reports
  - (5) In the event that Life Membership in the CTSSAR should be repealed, the payment of dues of enrolled Life Members shall continue, as provided herein, until all enrolled members are deceased or have been suspended for ten (10) years, as provided herein. Thereupon, all funds remaining in the Fund shall be transferred in accordance with Bylaw Section 2.

## **Code of Conduct and Conflict of Interest**

### **Section 28.**

To preserve integrity and ensure accountability, the CTSSAR shall adopt and maintain in force and effect a clearly stated Conflict of Interest/Code of Organizational Conduct policy. This policy shall be developed and continually reviewed for compliance with applicable Federal and State laws and “best practices” by the Chancellor and the Board of Managers. It shall be adopted annually by the Board of Managers.

Signatories shall include, without limitation, all Officers, Committee Chairman, Executive Committee members, and committee members and all full or part-time employees of CTSSAR. Signatories shall acknowledge receipt of, and compliance with, said Conflict of Interest/Code of Organizational Conduct policy. Execution of a Conflict of Interest Statement shall be required annually. The original executed Conflict of Interest Statement shall be kept on file by the CTSSAR Chancellor.