

<b>BY-LAWS TABLE OF CONTENTS.....</b>	<b>PAGE</b>
<b>ARTICLE I</b>	
TITLE .....	B-1
<b>ARTICLE II</b>	
HEADQUARTERS .....	B-1
<b>ARTICLE III</b>	
OBJECTS.....	B-1
<b>ARTICLE IV</b>	
ELIGIBILITY FOR MEMBERSHIP .....	B-1
<b>ARTICLE V</b>	
DERIVATION OF ELIGIBILITY .....	B-2
<b>ARTICLE VI</b>	
MEMBERSHIP ADMISSION .....	B-3
A. Voting on Admissions.....	B-4
B. Admission Procedures.....	B-4
C. Transfers.....	B-5
D. Resignation.....	B-6
E. Reinstatement .....	B-6
F. Change in Name or Address .....	B-7
<b>ARTICLE VII</b>	
FEES AND DUES .....	B-7
A. Fees and Dues .....	B-7
B. Life Membership .....	B-7
<b>ARTICLE VIII</b>	
COURTESY MEMBERSHIP .....	B-8
<b>ARTICLE IX</b>	
ASSOCIATE STATE SOCIETY MEMBERSHIP .....	B-8
A. Membership in Associate State Society through South Carolina Ancestry ....	B-8
B. Resignation.....	B-9
C. Reinstatement .....	B-9
<b>ARTICLE X</b>	
BOARD OF MANAGERS (THE BOARD).....	B-9
A. Officers and Members.....	B-9
B. Authority .....	B-10
C. Elections .....	B-11
D. Meetings.....	B-11
E. Annual Reports.....	B-11
F. State Admissions Committee.....	B-12
G. Honorary President .....	B-12
H. Lady of the Dumbarton House Board .....	B-13
I. Regent of Gunston Hall .....	B-13
J. Associate Trustee, Friends of Sulgrave Manor .....	B-13
<b>ARTICLE XI</b>	
TOWN COMMITTEE ORGANIZATION .....	B-14
A. Town Committees .....	B-14
B. Town Admissions Committees .....	B-15
<b>ARTICLE XII</b>	
COMMITEES .....	B-16

A. Standing .....	B-16
B. Town.....	B-16
C. Special .....	B-16
<b>ARTICLE XIII</b>	
MEETINGS OF THE SOCIETY .....	B-16
A. Attendance .....	B-16
B. General .....	B-16
C. Board of Managers .....	B-16
D. Annual .....	B-16
E. Special .....	B-17
F. Quorums .....	B-17
G. Absentee Ballots .....	B-17
H. Electronic Voting .....	B-17
<b>ARTICLE XIV</b>	
SEAL OF THE SOCIETY .....	B-17
<b>ARTICLE XV</b>	
AMENDMENT OF THE BY-LAWS .....	B-17
<b>ARTICLE XVI</b>	
PARLIAMENTARY AUTHORITY .....	B-18
<b>ARTICLE XVII</b>	
IRS REQUIREMENTS FOR EXEMPT STATUS.....	B-18
<b>STANDING RULES</b>	
<b>I. DUTIES OF THE OFFICERS.....</b>	<b>B-19</b>
A. President.....	B-19
B. First Vice-President.....	B-19
C. Second Vice-President .....	B-20
D. Third Vice-President .....	B-20
E. Fourth Vice-President.....	B-20
F. Recording Secretary.....	B-21
G. Corresponding Secretary.....	B-21
H. Treasurer .....	B-21
I. Assistant Treasurer .....	B-21
J. Registrar .....	B-22
K. Assistant Registrar .....	B-23
L. Registrar for Associate States.....	B-24
M. Historian .....	B-24
N. President-Elect .....	B-25
<b>II. DUTIES OF STANDING COMMITTEES AND CHAIRMEN.....</b>	<b>B-25</b>
A. By-Laws .....	B-25
B. Collections.....	B-25
C. Colonial Dames House Committee .....	B-26
D. Finance Committee .....	B-26
E. Historical Activities.....	B-26
F. Long Range Planning .....	B-26
G. Museum Alliance .....	B-26
H. Nominating.....	B-27
I. Patriotic Service.....	B-28

J. Public Relations.....	B-28
K. Scholarships .....	B-28
L. The NSCDA-SC Colonial Council.....	B-29
<b>III. DUTIES OF SPECIAL COMMITTEES AND CHAIRS.....</b>	<b>B-29</b>
A. Board Arrangements .....	B-29
B. Genealogists .....	B-29
C. Gifts and Memorials.....	B-30
D. Special Projects .....	B-30
E. <i>Why America is Free</i> .....	B-30
F. Young Dames .....	B-30
<b>IV. DEFINITIONS.....</b>	<b>B-31</b>
<b>V. AMENDMENT OF STANDING RULES.....</b>	<b>B-31</b>

**BY-LAWS  
OF  
THE NATIONAL SOCIETY  
OF  
THE COLONIAL DAMES OF AMERICA  
IN  
THE STATE OF SOUTH CAROLINA**

**ADOPTED APRIL 16, 1998  
AMENDED DECEMBER 6, 2022**

**ARTICLE I            TITLE**

This society shall be known by the name and title of “The National Society of The Colonial Dames of America in The State of South Carolina” hereinafter called The South Carolina Society or NSCDA-SC.

**ARTICLE II           HEADQUARTERS**

The headquarters shall be located at 81 Cumberland Street, Charleston, South Carolina.

**ARTICLE III          OBJECTS**

The objects of this Society shall be to collect and preserve manuscripts, traditions, relics, and mementos of bygone days, to preserve and restore buildings connected with the early history of our country, to diffuse healthful and intelligent information concerning the past, to create a popular interest in our Colonial history, to stimulate a spirit of true patriotism and a genuine love of country, and to impress upon the young the sacred obligation of honoring the memory of those heroic ancestors whose abilities, valor, sufferings, and achievements are beyond all praise.

**ARTICLE IV          ELIGIBILITY FOR MEMBERSHIP**

1. The Society shall be composed entirely of women who are descended in their own right from some ancestor of worthy life who came to reside in an American colony, which ancestor, being a lineal ascendant of the candidate, shall have rendered efficient service to his country during the Colonial Period, either in the founding of a commonwealth, or of an institution which has survived and developed into importance, or who shall have held an important position in a Colonial government, or who, by distinguished services, shall have contributed to the founding of this great and powerful nation.
2. The membership shall be composed of women who in their own lives exemplify the qualities which distinguished their ancestors, and who thereby will bring to this Society that which will add to its strength, dignity, and influence.
3. All services which constitute a claim to membership must have been rendered before July 5, 1776. In addition, all the Signers of The Declaration of Independence shall be included.
4. An ancestor who resided in the Province of South Carolina, and who rendered a service listed in ARTICLE V, Derivation of Eligibility, and whose name and service is listed in the current Eligibility List of The National Society of The

Colonial Dames of America in The State of South Carolina may be used as a claim to membership.

5. An ancestor who rendered service in another Colonial Province or Colony must be listed in The National Society of The Colonial Dames of America Register of Ancestors before being accepted as a basis for claim in South Carolina.
6. An ancestor's name may be added to the Eligibility List of The South Carolina Society if sufficient proof is properly presented to the Registrar.
7. No change in the Eligibility Lists of the Ancestral Societies shall operate retroactively and displace members who were regularly admitted before such change was made.
8. Should proofs of claim of qualification of descent of any present or future member be found to be defective or insufficient, the member shall be notified of this deficiency, and shall be given one (1) year in which to establish another line of descent. If all efforts to establish such secondary line should fail, there would be no retroactive action taken, and the person would remain a member, but the defective line may never be used by any other candidate.

## **ARTICLE V                    DERIVATION OF ELIGIBILITY**

Executive - Lords Proprietors, Governors (Proprietary, Royal, Provisional), Deputy Governors, Lieutenant Governors, Presidents of Council, Acting Governors, Members of the Grand Council and of His Majesty's Council of South Carolina, Landgraves, Cassiques, Secretaries, Treasurers, Receivers General, Surveyors General, His Majesty's Commissioners of Customs, Collectors of Customs, Commissioners under the Church Acts of 1704 and 1706, Registers, King's Receivers, Speakers of the Commons, Members of the Commons, Members of the Commons who served two elective terms, Powder Receivers, Commissaries General, Commissioners of the Indian Trade, Commissioners for establishing the boundary between North and South Carolina, Trustees for the Town of Georgetown.

Assemblies, Councils and Committees - Members of the Provincial and Continental Congresses, Members of Councils of Safety, Members of Provisional Government from March 26, 1776, to July 4, 1776, Signers of The Declaration of Independence.

Ecclesiastic - Commissaries to the Bishop of London, Rectors of duly established parishes, and Huguenot Pastors prior to 1750.

Judiciary - Chief Justices, Judges of the Admiralty, Assistant Judges of Court of Common Pleas and General Sessions, Attorneys General, High Sheriffs, Masters in Chancery, Justices of the Provincial Courts, and Justices in the Commission of the Peace.

Military - Commissioned Officers of the regularly constituted Provincial and Continental Military or Naval Forces, Field Officers of the Militia.

Literary and Education - Founders of the Charles Town Library Society in 1748, Trustees of the Free School in Charles Town appointed in 1710, Commissioners of the first free school erected in Dorchester, 1734, Incorporators of the Winyah Indigo School in Georgetown, 1756, Founder of Rocky Springs Academy, Spartanburg, 1770 – 1850.

## **ARTICLE VI MEMBERSHIP ADMISSION**

Admission to membership in The South Carolina Society shall be by invitation only. The invitation shall be issued by the Assistant Registrar on behalf of the Board of Managers of The South Carolina Society.

1. Any member of The South Carolina Society who has been a member for three years, and is in good standing, may either propose or endorse one candidate each time prospective members are considered for membership.
2. The Officers and Members of the Board of Managers, including the non-elected members, and the members of the State or Town Admissions Committees may neither propose nor endorse a candidate while serving on the Board of Managers or the Admissions Committees.
3. The proposer shall request the necessary Proposal Blank from the Assistant Registrar.
4. The proposer shall present the name of a candidate without consulting the candidate or any member of her family. This is for the protection of the candidate. A candidate may be proposed only three times for membership in The South Carolina Society.
5. No member shall propose nor endorse one of her immediate family such as grandmother, mother, daughter, granddaughter, sister, aunt, niece, first cousin, first cousin once removed, corresponding in-law nor any corresponding step relation.
6. Only one member of a family as defined above may propose or endorse the same candidate.
7. The proposer shall verify that she has known the candidate personally for two or more years.
8. The proposer shall verify that the candidate is twenty-five (25) years of age or over, and is in one of the following categories:
  - a. A resident of South Carolina for at least three (3) years immediately prior to the date of proposal;
  - b. A native of South Carolina now a legal resident of South Carolina;
  - c. A former resident for at least ten (10) years, now a legal resident of South Carolina;
  - d. A resident of another state with antecedents and associations within South Carolina that make her eligible for consideration as a member of this State's Society.
9. The completed Proposal Blank with three (3) photo copies shall be returned to the Assistant Registrar, presenting the name of the proposed candidate and giving the information that is required, following the instructions attached to the Proposal Blank.
10. The Assistant Registrar shall send one copy of the Proposal Blank to the President and one copy to the appropriate Chair of a Town Committee for submission to the State and Town Admissions Committees. All information is held in strict confidence.
11. After approval by the Board of Managers and acceptance of the invitation by the candidate, one copy of the Proposal Blank shall be sent to the Registrar to be placed in the permanent file.

### **A. VOTING ON ADMISSIONS**

1. Voting shall take place twice a year at the May and November meetings. The Assistant Registrar shall prepare a ballot listing those persons proposed for membership together with the name of the proposer.
2. The Assistant Registrar shall read the name of the candidate and the proposal blank. The President shall then read the reports of the Admissions Committees. Time will be allowed for questions and discussion of each candidate.
3. Each member of the Board of Managers and Officers shall be given a ballot and time to consider the ballot. Ballots will be collected by the Assistant Registrar who, together with the Parliamentarian, will tally the results. Two negative votes shall constitute rejection of a candidate. Results shall be announced by the President at the end of the meeting.
4. Proposals for candidate membership may be submitted and sent to the Assistant Registrar during the year. These will be submitted first to the Town Admissions Committee, when applicable, and then to the State Admissions Committee. If a candidate is not known to the State Admissions Committee, her name will be read to the Board of Managers. If no member of the Board of Managers knows the candidate, it will be suggested to the proposer that she withdraw the candidate's name until she has made certain her candidate is known to the Board of Managers. A candidate may be proposed three (3) times. (See Article X Board of Managers (the Board) Section F, #8, 9, 10)
5. Proposals for consideration at the November meeting must be submitted by September 1st. Proposals for consideration at the May meeting must be submitted by March 1st.

## **B. ADMISSION PROCEDURES**

1. Upon acceptance of a proposal and by direction of the Board of Managers, the Assistant Registrar shall notify the candidate, enclosing an Admission Blank with instructions, and inviting her to submit the required information to become a candidate.
2. The Assistant Registrar shall send a notice to the proposer of the acceptance or rejection of the proposal. The notice of rejection shall be countersigned by the President.
3. The Admission Blank must be completed and returned to the Registrar within six (6) months from the date of issuance. The blank must be personally signed by the proposer and one endorser.
4. The Admission Blank shall give the name of the ancestor and the service or office upon which the candidate wishes to base her claim for admission. One line of ancestry is sufficient for entry. After a candidate has become a member, she may file supplemental claims in accordance with the rules of The Society.
5. The candidate must show her direct line of lineal descent through a blood relationship. No adopted child may claim the ancestry of either an adoptive mother or adoptive father.
6. The signed Admission Blank shall be returned by the candidate to her proposer after giving all information requested.
7. An extension of the above time limit may be approved by the Registrar of The South Carolina Society, provided a written request giving a good and

- valid reason for the delay is received by the Registrar of The South Carolina Society at least ten (10) days before the due date.
8. If the Admission Blank is not returned within the allotted time, the name of the candidate shall be removed from the list of candidates by the Registrar in consultation with the President and a report made to the Board of Managers.
  9. After the eligibility of the candidate's ancestor has been approved by a Genealogist or Registrar of The South Carolina Society, the Admission Blank shall be presented to the Board of Managers.
  10. The Blue Work Sheets with instructions for preparing them shall be sent to the candidate.
  11. The Blue Work Sheets shall be completed and returned with one set of proofs and the Genealogist fee to the Registrar within six (6) months from the date of issue. After the Genealogist has approved the Blue Work Sheets, the Registrar will send the candidate the Final Lineage Blanks to be typed from the Blue Work Sheets.
  12. No membership is completed until the Genealogist has approved the Blue Work Sheets and Final Lineage Blanks.
  13. An extension of the above time limit may be granted by the Registrar and reported to the Board of Managers, provided a written request giving a good and valid reason for the delay is received by the Registrar of The South Carolina Society at least ten (10) days before the due date. If not returned within this extension period, the candidate's name is removed from the list of candidates and her Final Lineage Blanks are destroyed.
  14. The Blue Work Sheets, the Final Lineage Blanks, the initiation fee, the national per capita and annual dues must be returned to the Registrar within 60 days of approval by the Genealogist.
  15. The Final Lineage Blanks are the property of The South Carolina Society, and if the newly elected member fails to pay the required fee and dues, these papers must be destroyed by the President and the Registrar.
  16. The Registrar shall report a completed membership to the Board of Managers and shall announce the name of the new member at the next General meeting of The Society.
  17. The new member shall be issued a membership number and card, and shall be sent her copy of the Final Lineage Blank with copies of The Society's By-Laws and List of Officers and Members.
  18. A candidate for membership shall not be invited to attend any of the activities of The State Society or the Town Committee until her Final Lineage Blanks are approved and all fees and dues have been paid.

### **C. TRANSFERS**

1. To the South Carolina Society:  
A Colonial Dame from another Corporate Society may be transferred under the following conditions:
  - a. The transferring member must be endorsed by the President of the State Society which she leaves, and must have paid all dues to that Society.
  - b. All expenses incident to the transfer shall be borne by the transferring member.



- c. Upon receiving her Final Lineage Blank, the Registrar shall send her name, address and The South Carolina Society Membership number to the President, Treasurer, Corresponding Secretary, and Office Manager at Headquarters. The new member shall receive a membership card and number, copies of the By-Laws and List of Officers and Members.
  - d. South Carolina Society dues will be assessed beginning with our next billing year.
  - e. A member of The South Carolina Society who has transferred to another Corporate Society and later requests a further transfer to The South Carolina Society shall be reinstated to The South Carolina Society upon meeting the requirements of sections (a), (b) and (c) above.
2. From The South Carolina Society:
- A member of The South Carolina Society who has been invited to transfer to another Corporate Society shall conform to the rules of that Society.
- a. It shall be understood that the transfer will not become effective until the member has been accepted by the Society into which she is transferring.
  - b. A member shall pay for having the copy made for her Final Lineage Blank which is sent to the Society to which she is transferring.
  - c. No part of the fees, dues, or Life Membership fees paid to The South Carolina Society shall be refunded.
  - d. It shall be the responsibility of the transferring member to contact the South Carolina Registrar to aid in this process.

#### **D. RESIGNATION**

- 1. A member in good standing may resign from The South Carolina Society upon a written notice to the Registrar, provided the notice is received before June 1st of the current year.
- 2. A note of acceptance of the resignation shall be sent by the Registrar to the member. The Board of Managers will be notified in the quarterly membership reports.

#### **E. REINSTATEMENT**

- 1. A member having resigned from The South Carolina Society and desiring to renew her membership shall write to the Board of Managers expressing her desire to return to The Society.
- 2. The request for reinstatement must be approved by the Board of Managers, and shall be voted on by ballot. Two negative votes shall constitute a rejection.
- 3. Upon approval, the member shall be reinstated after payment of the current annual dues and current initiation fee.

## **F. CHANGE IN NAME OR ADDRESS**

1. It shall be the responsibility of a member to inform the Corresponding Secretary, the Assistant Treasurer and Office Managers at Headquarters of any legal change of name or change of address.

## **ARTICLE VII FEES AND DUES**

### **A. FEES AND DUES**

1. All fees and dues, as set by the Board of Managers, are payable to the Assistant Treasurer and shall be paid in one sum, partial payments not being acceptable.
2. Members admitted after October 1st shall pay the reduced dues for the remainder of the year. The amount will be set by the Finance Committee.
3. If a member neglects to pay her dues by the date on the invoice, the Assistant Treasurer will report the failure to the Board of Managers. A second notice with an added late fee will be sent and the member will be given two months to respond with the said amount or a letter of resignation to be granted in good standing.

If dues have not been remitted by the set deadline, the member will be sent a certified letter and given thirty (30) days to respond. Within this time she must pay the late fee plus the cost of the certified letter. Following consultation with the Treasurer, Assistant Treasurer and the President, she will be automatically dropped from membership with no further notice should she not respond. This action shall be reported to the Board of Managers.

4. Any new member in arrears may not attend Town Committee nor General Membership meetings nor any other Dames' function and she will lose all voting privileges until her dues are current.
5. Should a member who has been dropped for non-payment of dues desire to renew her membership in The Society, she shall submit in writing to the Registrar, a request for reinstatement. She must be approved by the Board of Managers with a balloted vote. She will be received into The Society upon her approval and the payment of The State Society's annual dues from the time her original payment lapsed. She will be required to pay only the current Annual Per Capita dues. Two negative votes shall constitute a rejection of the member's request for reinstatement.
6. In cases of extreme financial hardship, upon the recommendation of the President, Town Committee Chair, and Treasurers, keeping strict confidentiality with respect to name and Town Committee, the Board has the option to excuse a member for such a period as deems desirable. (Art. VII, Section A, No. 5)

### **B. LIFE MEMBERSHIP**

1. The South Carolina Society does not offer Life Memberships.
2. Current Life Members of The South Carolina Society must pay Annual Per Capita dues required by the National Society of The Colonial Dames of America. (NSCDA Acts in Council – 1992 Article VIII, Section1)
3. If a current Life Member is invited to transfer to another State Society, she must relinquish her Life Membership in The South Carolina Society. Her Life Membership fee remains with The South Carolina Society.

4. A current Life Member residing temporarily in another state, upon invitation, and in accordance with the rules of that State Society, may become a Courtesy Member. She must pay her per capita dues to The South Carolina Society.

#### **ARTICLE VIII COURTESY MEMBERSHIP**

A Courtesy Member is a temporary member of The South Carolina Society who continues to pay her per capita tax and dues to the State Society of which she is still a member. The rules for a Courtesy Membership may vary among Town Committees; there may be a time limit, a payment of a fee (not SC state dues) and a limit to the privileges and activities of a courtesy member.

1. A letter of introduction from the Registrar of a member's own Society to the Registrar of another Society shall entitle the member to receive such recognition and courtesies as the rules allow. The letter shall include the member's name, maiden name, mailing address, South Carolina address (if different from mailing address), telephone number, email address, and Colonial or Associate number and should state that the member is in good standing. A copy of the letter should be sent to both the President of the Courtesy Member's home Society and the President of the South Carolina Society.
2. If the Courtesy Member pays the annual Courtesy Fee as determined by The Board of Managers, she shall be invited to all meetings of The South Carolina Society, but she is not entitled to vote, hold office, or propose or endorse someone for membership.
3. A Courtesy Member accepted by the SC State Society may also join a Town Committee. She will be required to pay Town Committee dues in the same amount as all Town Committee members. These dues may vary by Town Committee.
4. A Courtesy Member of the State of South Carolina may transfer in accordance with the procedure under ARTICLE VI - (C) TRANSFERS.

#### **ARTICLE IX ASSOCIATE STATE SOCIETY MEMBERSHIP**

##### **A. MEMBERSHIP IN ASSOCIATE STATE SOCIETY THROUGH SOUTH CAROLINA ANCESTRY**

1. Membership in an Associate State Society through South Carolina ancestry may be obtained upon invitation and endorsement of a candidate by the President and Registrar of the Associate State Society. (NSCDA, ACTS IN COUNCIL, 1992, ARTICLE XIII)
2. The South Carolina Society is responsible only for the historical and ancestral claims. The ancestor upon whom the candidate's claim to membership is based shall be listed in the current National Society of The Colonial Dames of America for South Carolina Eligibility List.
3. The Registrar of the Associate State Society shall send to the Registrar for Associate States of The South Carolina Society the proposal for membership, including the name of the candidate, the qualified ancestor upon whom the application for membership is based, the office held, or service performed.

4. Upon approval of the Board of Managers of The South Carolina Society, the Registrar for Associate States shall send to the candidate the necessary forms, with instructions for completing them.
5. The candidate shall return the completed Blanks to the Registrar for Associate States of The South Carolina Society, with all required information, signed by her proposer, endorser and the President and Registrar of the Associate State Society.
  - a. The candidate must sign the blanks before a Notary Public.
  - b. The Final Lineage Blanks shall be completed and returned within six (6) months from the date of issue.
  - c. An extension of the above time limit may be granted by the Board of Managers, provided a written request giving a good and valid reason for the delay is received by the Registrar of The South Carolina Society at least ten (10) days before the due date.
6. The Genealogist fee and initiation fee of an Associate member shall be paid to The South Carolina Society.
7. The annual dues and per capita dues are paid to the Associate State Society.

## **B. RESIGNATION**

Resignation from an Associate State Society carries with it resignation from The South Carolina Society. (NSCDA, ACTS IN COUNCIL 1992, ARTICLE XIII)

## **C. REINSTATEMENT**

When an Associate State member has been approved for reinstatement by the Board of Managers of the Associate State in which she was a member, the Registrar of that Society shall send to the Registrar for Associate States of The South Carolina Society the name of the member, maiden name, address, The South Carolina and the Associate State membership numbers, and the date of approval.

1. The above information shall be presented to the Board of Managers of The South Carolina Society.
2. With the consent of the Board of Managers, the member shall be reinstated after payment of the current initiation fee to The South Carolina Society.
3. The Associate State Society's Registrar shall be notified of the reinstatement and the date upon which the initiation fee was received.

# **ARTICLE X BOARD OF MANAGERS (THE BOARD)**

## **A. OFFICERS AND MEMBERS**

1. The Officers of The South Carolina Society shall be a President, three or more Vice-Presidents, a Recording Secretary, a Corresponding Secretary, a Treasurer, an Assistant Treasurer, a Registrar, an Assistant Registrar, a Registrar for Associate States and an Historian, all of whom shall be members of the Board of Managers (sometimes referred to herein as The Board).
2. In addition to the officers, the Chairs of the Town Committees shall be members of the Board of Managers. (See Article XII)

3. In addition to the members of the Board of Managers set forth in subparagraphs 1 and 2 above, The Society shall elect nine members of the Board of Managers.
4. The Honorary Presidents, the Parliamentarian, the Regent of Gunston Hall, the Lady of the Dumbarton House Board, and the Associate Trustee of Friends of Sulgrave Manor and any National or Regional Officers who are members of The South Carolina Society may attend the regular meetings of the Board of Managers of The South Carolina Society in an advisory capacity, but shall not vote on any decisions to be made by the Board of Managers. Should any of these officers also hold a State Society office, she shall vote as an officer of The State Society for the term of that office. The immediate past president may also attend the regular meetings of the Board of Managers of the South Carolina Society with voice and vote for a period of one year. (See Article X, C Elections, #2)
5. The Executive Committee shall consist of the Officers of The Society.
6. When it is recommended by the Nominating Committee, a President-Elect can be appointed for a one-year term with all privileges and responsibilities of an officer.

## **B. AUTHORITY**

The Board of Managers shall have authority over the affairs of The South Carolina Society between the Regular meetings of The Society. They shall not modify any action taken at a regular or special meeting of The Society.

1. They shall not incur any debt or liability in excess of the regular income of The Society.
2. Any Board member incurring expenses not authorized by The Board, in the name of The State Society, shall be held accountable for those expenses.
3. They shall approve all fundraising activities, after consultation with the Finance Committee.
4. They shall formulate plans for promoting the objects and purposes of The South Carolina Society and submit them to The Society for approval.
5. They shall have power to establish Town Committees in various sections of the state and determine their areas and functions in accordance with ARTICLE XI, TOWN COMMITTEES.
6. They shall judge the qualifications of each person proposed for membership in The South Carolina Society. A vote by ballot of the Board of Managers at a regular Board meeting shall be necessary for election of a candidate. Two negative votes shall constitute a rejection of a candidate.
7. They shall have the power to admit to membership a candidate so elected who has met all the requirements for membership. (ARTICLE VI, MEMBERSHIP)
8. The members of the Board of Managers and the Admissions Committees shall be honor bound not to divulge the proposals, elections, or rejections of candidates for membership.
9. They shall have the authority to appoint special committees not provided by these By-Laws.
10. They shall engage the services of the Genealogists of The Society, and engage such other assistants as may be required, and prescribe their duties.

11. They shall supervise all publications of The Society, and determine what records, documents, forms, and papers are needed.
12. They shall authorize representation in cooperative efforts with organizations of similar purposes in accordance with the By-Laws of The South Carolina Society. (ARTICLE II, OBJECTS, and THE NSCDA, ACTS IN COUNCIL, 1992, ARTICLE XIII, Section 9)
13. They shall perform any other duties required by these By-Laws or by The Society. (See STANDING RULES)

#### **C. ELECTIONS**

The Officers and Managers shall be elected at the Annual Meeting.

1. The term of the President shall be for one (1) year, and she may not hold this office for more than six (6) one-year terms.
2. The retiring President shall serve as a member of the Board of Managers for one (1) year with the power to vote.
3. The terms of the First, Second, and Third Vice-Presidents shall be for one (1) year, and they may not hold the office for more than six (6) consecutive terms.
4. The terms of the other officers shall be for one (1) year, and they may not hold their office for more than six (6) consecutive one-year terms.
5. The terms of the Managers shall be for three (3) consecutive years. No Manager may serve more than two (2) consecutive three-year terms but may then be elected as an officer for the six (6) one-year terms. If the Manager was elected to fill an unexpired term, she may also serve two (2) consecutive terms.
6. When a vacancy occurs, the President, with the approval of the Board of Managers, shall fill the vacancy for the unexpired term. The member shall then be elected to serve a full term on the Board of Managers, as applicable. (Article X, Section C, No. 5)

#### **D. MEETINGS**

The regular meeting of the Board of Managers shall be held every month except January, June, July, August, and September. The date, time, and place shall be decided by the President.

1. The Board shall hold special meetings when called by the President, or at the written request of any three (3) members of the Board of Managers.
2. No proposals or elections to membership shall be considered at a special meeting of the Board of Managers.
3. If a member of the Board of Managers is unable to attend a meeting of the Board for a valid reason, she shall notify the President or the Recording Secretary prior to the meeting.
4. Should a member of the Board of Managers be absent for three (3) consecutive meetings of The Board without having given notice as stated above, her place on the Board of Managers shall be considered vacant.

#### **E. ANNUAL REPORTS**

It shall be the duty of each Officer and Chairs of all committees to prepare a report to be presented at the Annual Meeting of The Society.

1. The reports shall be sent in a Word document to the President, the Historian and the Office Manager.
2. These reports are to be placed in loose-leaf binders and kept in the files of the President, Historian, Headquarters and Office Manager.
3. It will be the duty of the Historian to collect and file these reports.

#### **F. STATE ADMISSIONS COMMITTEE**

1. The members of the State Admissions Committee shall be appointed by and known only to the President of The South Carolina Society.
2. The President shall appoint three (3) or five (5) members of the Board of Managers to serve as the State Admissions Committee (NSCDA CONSTITUTION, ARTICLE V). The President shall appoint one member of the committee to act as Chair.
3. The President of The Society and the Chairs of the Town Committees shall not be members of any of the Admissions Committees.
4. No member of the Board of Managers, the State Admissions Committee, or the Town Admissions Committee may propose or endorse a candidate for membership.
5. The members of the State Admissions Committee shall not divulge their identities as members of this committee.
6. Names of proposed candidates, who are presented to the Admissions Committee for consideration shall not be divulged and all deliberations shall be entirely confidential.
7. The Admissions Committee, after proper deliberations and consultations among themselves only, and after considering the written report of the Town Committee when presented, shall return the Proposal Blank to the President with their written report attached.
8. If a Proposal is unanimously rejected by both the State and Town Admissions Committees, it is not to be read at the Board of Managers meeting. This action shall be reported by the President to the Assistant Registrar.
9. If the Proposal Blank is accepted, the President will then direct that the name of the proposed candidate be presented to the Board of Managers at the next regular meeting of the Board of Managers. (NSCDA CONSTITUTION, ARTICLE V, Sec. 5)
10. After the name of the proposed candidate has been read, the President shall present the report of the State Admissions Committee.

#### **G. HONORARY PRESIDENT**

1. The title of Honorary may be conferred upon a past President who shall have served two or more terms in office, not necessarily consecutively, and during the terms performed outstanding services to The South Carolina Society.
2. Not more than five Honorary titles shall be in effect at any one time.
3. Those holding Honorary titles shall have all membership privileges and may be elected or appointed to serve as officers or chairmen in The South Carolina Society.

4. Should an Honorary President hold a State Society office, she shall vote as an officer of The State Society during the term of that office, and not as an Honorary President.
5. The Honorary Presidents may attend the meetings of the Board of Managers of The South Carolina Society in an advisory capacity, but shall not vote on any decisions to be made by the Board of Managers.
6. To propose a past President for an Honorary title, a letter of proposal citing her qualifications shall be written by one member and countersigned by four other members of The South Carolina Society.
  - a. The letter of proposal shall be sent to the Chair on Nominations to be presented to the Board of Managers at the February meeting of the Board.
  - b. When approved by the Board of Managers, the proposal shall be presented by the Chair on Nominations at the Annual Meeting of The South Carolina Society for confirmation.
  - c. No officer or member of the Board of Managers or any other officer who attends meetings of The Board shall propose or countersign a proposal for an Honorary title, nor shall she propose or endorse a candidate for membership.

#### **H. LADY OF THE DUMBARTON HOUSE BOARD**

1. The Lady of the Dumbarton House Board from the State of South Carolina shall be nominated by the State President, with approval by the Board of Managers, and appointed by the National President for a two (2) year term and may be appointed for two (2) additional terms. (NSCDA, ACTS IN COUNCIL, 1992, ARTICLE XIV)
2. She may attend the regular meetings of Board of Managers of The South Carolina Society in an advisory, non-voting capacity.
3. She shall be Chair of the Dumbarton House Committee.

#### **I. REGENT OF GUNSTON HALL**

1. The Regent of Gunston Hall may represent The South Carolina Society on the Board of Regents of Gunston Hall.
2. The nomination, term of office, and duties of the Regent of Gunston Hall shall be in accordance with The National Society of The Colonial Dames of America - ACTS IN COUNCIL - ARTICLE XV.
3. She may attend the meetings of the Board of Managers of The South Carolina Society in an advisory capacity, non-voting capacity.
4. She shall be the Chair of the Gunston Hall Committee.

#### **J. ASSOCIATE TRUSTEE, FRIENDS OF SULGRAVE MANOR**

1. An Associate Trustee, Friends of Sulgrave Manor may be appointed at the discretion of the President. She is eligible to serve two (2) consecutive two (2) year terms.
2. She may attend the meetings of the Board of Managers of The South Carolina Society in an advisory, non-voting capacity.
3. She shall be Chair of the Sulgrave Manor Committee.



## **ARTICLE XI TOWN COMMITTEE ORGANIZATION**

### **A. TOWN COMMITTEES**

1. Town Committees may be appointed by the Board of Managers of The South Carolina Society in the principal towns or in the counties throughout the state where any seven or more members reside, if they are too far from the headquarters of the South Carolina Society to be able to attend the regular meetings. (NSCDA, ACTS IN COUNCIL, 1992, XIII)
  - a. The Committees shall be Standing Committees, working as all such committees do under the Board of Managers and under the By-Laws of The South Carolina Society.
  - b. Each Town Committee may establish its own Standing Rules, subject to the By-Laws and Standing Rules of The South Carolina Society.
  - c. A Town Committee shall meet at least twice a year.
2. The Committees shall consist of all members of The South Carolina Society residing in said towns. The Registrar of The South Carolina Society shall notify the Chair of a Town Committee of the addition of a new member to such committees.
3. Possible candidates for membership in The South Carolina Society shall not be considered or discussed by officers or members of a Town Committee at any meeting.
  - a. Proposing a candidate for membership is the privilege of a member and shall be made by the individual member only.
  - b. No proposal for membership can be considered or granted by Town Committee.
4. Each Committee shall choose its own Chair, Vice-Chair, Secretary, and Treasurer.
  - a. The Secretary shall report the election of these officers to the President of The South Carolina Society and the Corresponding Secretary.
  - b. The term of office of the above officers shall not begin until after the Annual meeting of The South Carolina Society in April.
  - c. The Chair of a Town Committee shall serve as a voting member of the Board of Managers of The State Society during her term of office.
  - d. The Chair of a Town Committee shall report to the Board of Managers of The State Society at the regular meetings of The Board.
5. Each Town Committee shall have a Chair for each of the following committees: Historical Activities, Necrology, and Patriotic Service. These Chairs shall report to the State Chair of their respective committees.
6. Each Chair of a Town Committee is required to have a file for copies of the minutes of The State Society sent by the Recording Secretary, and all publications, pamphlets, and instructions received during her term of office. These files are to be passed on to the next Chair.
7. A Town Committee may have local annual dues, the amount to be determined by the Committee.
8. Attendance at meetings of the Town Committees is restricted to members of The National Society of The Colonial Dames of America, except guest speakers, instructors, etc., who are part of a program.
9. A candidate for membership shall not be invited to attend any of the activities of The State Society or Town Committees until her Final Lineage

Blanks are accepted by the Board of Managers and all fees and dues have been paid.

10. The Board of Managers of The State Society shall determine each year the allotment of funds for administrative purposes for each Town Committee.
11. The Recording Secretary of The State Society shall send to the Chair of each Town Committee a copy of the minutes of the General meetings of The State Society.
12. The Town Committees shall not undertake, endorse, or sponsor any local, historical, or patriotic projects without first obtaining the approval of the Board of Managers of The South Carolina Society. (See ARTICLE III, Objects, and NSCDA, ACTS IN COUNCIL, 1992, ARTICLE XIII)

#### **B. TOWN ADMISSIONS COMMITTEES**

1. Each Chair of a Town Committee shall appoint three or five members to serve as an Admissions Committee, depending on the size of the Town Committee. The Chair of the Town Committee shall appoint one member of this Admissions Committee to act as Chair.
2. The members of these Admissions Committees shall be known only to the Chair of that Town Committee and the President of The South Carolina Society.
3. The members shall not discuss or in any way divulge their identity as members of a Town Admissions Committee.
4. Names of the proposed candidates who are presented to them for consideration shall not be divulged, and the deliberations shall be entirely confidential.
5. The President of The Society and the Chairs of the Town Committees shall not be members of any of the Admissions Committees.
6. No member of the Board of Managers, the State Admissions Committee, or the Town Admissions Committees may propose or endorse a candidate.
7. The Assistant Registrar shall send a copy of the Proposal Blank to the Chair of the Town Committee where the candidate might be placed after becoming a member of The Society.
8. The Chair of the Town Committee will present the Proposal Blank to the Chair of her respective Admissions Committee.
9. Each Admissions Committee, after proper deliberation and consultation among themselves only, shall submit a candid and unbiased written report to the Chair of their Town Committee within two months. Upon request, an extension of this time limit may be granted by the President.
10. The Chair of the Town Committee shall send this advisory report to the President to be submitted to the State Admissions Committee.
11. The State Admissions Committee will present its report and the report of the Town Admissions Committee to the President for presentation to the Board of Managers.

**ARTICLE XII COMMITTEES**

**A. STANDING**

The Chairs of the Standing Committees shall be members of The Board of Managers. (See ARTICLE X, PART C, ELECTIONS and STANDING RULES)

- |                       |                               |
|-----------------------|-------------------------------|
| By-Laws               | Long Range Planning           |
| Collections           | Museum Alliance               |
| Colonial Dames House  | Nominating                    |
| Finance               | Patriotic Service             |
| Historical Activities | Public Relations              |
| Scholarships          | The NSCDA-SC Colonial Council |

**B. TOWN**

The Chairs of the Town Committees shall be members of the Board of Managers. (See ARTICLE XI)

**C. SPECIAL**

1. After the Annual meeting, the President, in consultation with the First Vice President and the Corresponding Secretary shall appoint Chairs of any Special Committee requiring a chair.

- |                     |                                 |
|---------------------|---------------------------------|
| Board Arrangements  | Stewart-Parker House Task Force |
| Genealogist         | <i>Why America is Free</i>      |
| Gifts and Memorials | Young Dames                     |
| Special Projects    | Members' Skills Task Force      |
- and any other Special Committees as may be needed.

2. The duties of the Chairs and members of these Special Committees are to be found in the Standing Rules.

**ARTICLE XIII MEETINGS OF THE SOCIETY**

**A. ATTENDANCE**

Attendance at meetings of The South Carolina Society is restricted to members of The National Society of The Colonial Dames of America, except guest speakers, instructors, etc., who are a part of a program.

**B. GENERAL**

General meetings shall be held at least twice a year in October and April. The Executive Board may order additional meetings. All members shall be notified of the meeting schedule for the year. The April meeting will be designated the Annual Meeting.

**C. BOARD OF MANAGERS**

The meetings of the Board of Managers shall be held in October, November, December, February, March, April, and May. The date, time, and place shall be decided by the President.

**D. ANNUAL**

1. The Annual Meeting and the Commemorative Celebration shall be held in April as near as possible to the Commemorative Day of The South Carolina

Society, April 17th, in memory of the first settlement of the Province in the year 1670.

2. The annual election of Officers and Managers shall be held as prescribed under NOMINATING COMMITTEE.

#### **E. SPECIAL**

A special meeting of The South Carolina Society may be called at any time at the written request of ten members to the President.

#### **F. QUORUMS**

A quorum at the Annual, Regular or Special meeting of The South Carolina Society shall consist of thirty-five (35) voting members. A quorum for the Board of Managers meetings is nine (9) voting members.

#### **G. ABSENTEE BALLOTS**

A ballot shall be sent to each member of The South Carolina Society. An absentee ballot will be accepted when signed and received by the Chair of the Nominating Committee prior to the Annual Meeting.

#### **H. ELECTRONIC VOTING**

Meeting electronically is allowed when there is an immediate need for a discussion or a vote and a regular meeting cannot convene. All forms of electronics are considered acceptable provided there is adherence to the rules of a regular meeting and there is opportunity for simultaneous deliberation among the members present. A member who is unable to be present at any scheduled meeting may request to participate electronically when extenuating circumstances prevent her from physically attending. She must notify the president or committee chairman for their approval no less than 48 hours prior to the scheduled meeting.

### **ARTICLE XIV SEAL OF THE SOCIETY**

1. The Seal of The Society shall be a round emblem enclosing a representation of the good ship “Carolina”. Around the margin between the inner and outer circles shall be the words: “Colonial Dames” in the upper portion and “South Carolina” in the lower portion, interspersed by the dates “1750” and “1893”.
2. Inscribed below the seal shall be the motto of The Society: Praeteritorum Haud Immemores (Not Unmindful of the Past).

### **ARTICLE XV AMENDMENT OF THE BY-LAWS**

These By-Laws may be amended provided an amendment is proposed in writing and submitted to the Committee on By-Laws.

1. The Committee on By-Laws, after due consideration, shall present the amendment to the Board of Managers at one meeting, and it shall be voted upon at a subsequent meeting of the Board of Managers.
2. The report of the Board of Managers shall be presented to the membership at least thirty (30) days prior to a General meeting where the vote on the amendment will be taken. A special meeting of The Society may be called for the purpose of voting on amendments to the by-laws.

## **ARTICLE XVI PARLIAMENTARY AUTHORITY**

“Robert’s Rules of Order Revised” shall govern this Society in all cases except when inconsistent with the Constitution or Acts in Council of The National Society of The Colonial Dames of America or with the By-Laws of The South Carolina Society. The Parliamentarian is appointed by the President and approved by the Board of Managers.

## **ARTICLE XVII IRS REQUIREMENTS FOR EXEMPT STATUS**

1. No contract, transaction or act shall be taken on behalf of the Society if such are prohibited transactions or would result in the denial of the tax exemption under Section 503 or Section 504 of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.
2. No part of the net earnings of the corporation shall inure to the benefit of any member, officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation affecting one or more of its purposes), and no member, officer of the corporation, or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the corporation. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publication and distribution of statements) any political campaign on behalf of any candidate for public office.
3. Notwithstanding any provision of this certificate, the corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code or its Regulations as they now exist or as they may hereafter be amended, or by any organization, contributions to which are deductible under Section 170 (c)(2) of such Code and Regulations as they now exist or as they may hereafter be amended.
4. Upon the dissolution of the corporation or the winding up of its affairs, the assets of the corporation shall be distributed exclusively to charitable, religious, scientific, literary or educational organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

## **STANDING RULES**

### **I. DUTIES OF OFFICERS**

#### **A. PRESIDENT**

It is the President's responsibility to enforce the strict observance of The Constitution of The National Society of The Colonial Dames of America and the Charter and Bylaws of The South Carolina Society.

1. The President shall preside at all meetings of The Society and of the Board of Managers.
2. The President shall appoint the chairs of all committees except those elected by The Society and shall be an ex-officio member of all committees except the Nominating Committee.
3. The President is expected to attend the regular meetings of The National Board, Region III and Biennial Council.
4. The President shall appoint two delegates and three alternates to the Biennial Council and shall be ex-officio chairman of this group with the authority to appoint substitutes as necessary. The President is responsible for her delegation and should inform the Biennial Council Arrangements Committee of any changes in her delegation. The President shall discuss with her Society's Board of Managers and the Delegates and Alternates elected to the Council the matters to be brought before the Council for vote, in order that they may represent their Society in the Biennial Council.
5. The President, when needed, shall appoint members from the Board of Managers to serve as the State Admissions Committee. The President shall appoint one of this committee to act as Chair.
6. The President shall appoint up to seven representatives to attend the Region III Conference.
7. The President shall write welcoming letters to new members of The Society as soon as they officially become members.
8. The President shall sign all contracts and agreements regarding the business of The Society.

#### **B. FIRST VICE-PRESIDENT**

The First Vice-President shall preside at all meetings in the absence of the President and in the event of a vacancy in the office of President shall fill the unexpired term. She shall perform such duties as may be designated to her by the President or the Board of Managers.

She shall serve as Chair of the By-Laws Committee. The Committee shall include the parliamentarian and three (3) other members appointed by the Chair. These members are Board members serving in a capacity related to the by-law being amended and not permanent members of the committee.

1. Advises the Executive Committee when revisions and additions are proposed by The National Society.
2. Maintains the official, up-to-date, approved version of the By-Laws and Standing Rules changes.
3. Approves all final wording of changes to be presented with the assistance of the By-Laws Committee.
4. Presents all proposed changes to the By-Laws and Standing Rules to the Board and General Membership as required by the By-Laws.

5. Provides the Handbook Chair with the currently revised version of the By-Laws and Standing Rules to be printed in the handbook by the deadline, May 15th.
6. Proofs the By-laws and Standing Rules with the assistance of the By-Laws Committee before the handbook is printed and reviews this section of the handbook every four (4) years, beginning in 2011.
7. Before the handbook is printed, she reviews it with the President and the Handbook Chair.
8. She shall serve as Chairman of the Long Range Planning Committee. This committee shall meet from time to time to assess our State Society's activities and governance in relation to our Mission and Objects to insure we are operating effectively and efficiently in today's world.
9. She shall act as a consultant to the President in the appointment of the Chairs for all Special Committees.

**C. SECOND VICE-PRESIDENT**

The Second Vice-President serves as Membership Chair.

1. Develops programs to promote membership satisfaction.
2. Welcomes New Members, Transfers, and Courtesy Members and coordinates their introduction to our members at State General Meetings.
3. Assists the Town Committees in planning and executing New Member orientations.
4. Assists the President, if necessary, in planning and executing the General Membership Meetings, including the Annual Meeting, in coordination with the host Town Committee.
5. She shall perform such duties as may be designated to her by the President or the Board of Managers.

**D. THIRD VICE-PRESIDENT**

The Third Vice-President serves as Operations Chairman.

1. Must be available to be in the Charleston Headquarters regularly and at short notice.
2. Oversees staff and coordinates office activities.
3. Assists the Treasurer concerning all legal employment issues for all staff hired by The Society.
4. Approves purchase of office equipment with the Treasurer.
5. Oversees maintenance and repair of office equipment.
6. Serves as chairman of search committees needed to replace any staff members hired by The Society.
7. She shall perform such duties as may be designated to her by the President or the Board of Managers.

**E. FOURTH VICE-PRESIDENT**

1. Oversee and work with Treasurer, Assistant Treasurer, TC Treasurers and PM Financial Officer.
2. Is the Registered Agent for NSCDA-SC.
3. Is a member of the Powder Magazine Council, Museum Alliance Committee, and Gifts and Memorials Committee.
4. Chair Finance Committee.
5. Chair Investment Sub-Committee and oversee all investments.

6. Oversees insurance.
7. Handle Secretary of State and IRS filings (taxes).
8. Prepare and oversee the budget with the Treasurer.
9. Handles legal issues.
10. Works on Development issues.
11. Oversee reconciliation of monthly statements.

#### **F. RECORDING SECRETARY**

Keeps accurate minutes of the Board and the General Society.

1. Provides the President with a copy of the minutes of the previous meeting by one week after the date of that meeting.
2. Distributes a copy of the minutes of the Board Meeting to each Board member.
3. Sees that the signed, corrected, and approved minutes are properly filed at headquarters.
4. Keeps attendance for all Board meetings.
5. If the secretary is unable to attend one of these meetings, she is to arrange for another Board member to serve as secretary in her absence, and inform the President of these arrangements before the meeting.

#### **G. CORRESPONDING SECRETARY**

1. The Corresponding Secretary shall conduct the general correspondence of The Society and keep a careful record of the same. She shall report all official communications to the Board of Managers.
2. She is responsible for member publications including the handbook, website, and newsletters.
3. She shall act as a consultant to the President in the appointment of Chairs for all Special Committees.
4. She shall Chair the Public Relations Committee when needed.

#### **H. TREASURER**

1. Is the Treasurer for the NCSDA-SC.
2. Prepares and oversee the budget with the 4<sup>th</sup> Vice President.
3. Pays all bills.
4. Record all deposits and payments in the accounting system including TPM activity.
5. Provide accounting reports as required by the 4<sup>th</sup> Vice President, the Board and Committees.
6. Provide necessary information and reports to the 4<sup>th</sup> Vice President of reconciliation of monthly statements.

#### **I. ASSISTANT TREASURER**

1. Responsible for dues billing and collections and working with the Office Manager to record all receipts in the Dames' database.
2. Chairs the Gifts and Memorials Committee.
3. Makes all bank deposits and provides reports to the Treasurer.
4. Performs any additional support as needed by the Treasurer and 4<sup>th</sup> Vice President.

#### **J. REGISTRAR**



The Registrar shall keep The Society's Registers in which the names of each member of The South Carolina Society shall be entered with the date she becomes a member, the membership number, and the service and name of the ancestor upon whom eligibility was derived.

The Registrar:

1. Receives the completed Admission Blanks for each candidate signed by her Proposer and endorser.
2. Determines the eligibility of the ancestor upon whom the claim for membership is based.
3. Issues the Blue Work Sheets to each candidate and extends an invitation to the candidate to complete the required Final Lineage Blank for membership.
  - a. The completed Blue Work Sheets, one complete set of proofs and fee for the Genealogist shall be returned to the Registrar within six months from the date specifies. An extension may be approved by the Registrar, provided a written request for the delay is received by her at least ten (10) days before the return date.
  - b. The Blue Work Sheets and one complete set of proofs shall be submitted to a Genealogist of The South Carolina Society for Examination to assure that it complies with all of the requirements for proof of lineage, and that the references of proof submitted establish the facts as stated. When the Genealogist approves the Blue Work Sheets, the Registrar will send the candidate the Final Lineage Blank to be completed within two months. The Final Lineage Blank shall be copied from the Blue Work Sheet exactly as approved by the Genealogist. The Final Lineage Blank and all fees shall be returned to the Registrar.
4. Sends to the new member a copy of her Final Lineage Blank and a membership card with her permanent membership number.
5. Sends two (2) copies of the Final Lineage Blank to the President for signature and welcome letter.
6. Reports the completed membership information to the Office Manager to be entered into the database, the Second Vice-President, the Corresponding Secretary and the Chair of the appropriate Town Committee.
7. Provides a list of all membership changes to The Board of Managers at the Board meetings.
8. Files the copy of the new member's Final Lineage Blank in the permanent files of The Society. No Final Lineage Blank shall be removed from these files. Only the Registrar, the Assistant Registrar, or person appointed by the Registrar shall have access to the files.
9. Is permitted, for a consideration, to copy or have copies made of a member's Final Lineage Blank, provided authorization in writing is given by the member or a direct descendant of a deceased member.
10. Maintains a record of all who have been considered for membership, whose proposal was not accepted by the Board. She notifies the Board if a candidate has been presented before. A candidate may be presented three (3) times.
11. Orders the Insignia of The National Society, if requested, and Certificates of Membership for members of The South Carolina Society. She shall record the insignia in the member's file and in the Register.

12. Reports all changes in the Membership Roster of The South Carolina Society to The National Registrar and to the Executive Secretary at National Headquarters as required.
13. Accepts requests from other Registrars for Courtesy Members in the South Carolina Society and informs the President and Headquarters.
14. The Seal of The South Carolina Society shall be in the care of The Registrar and shall be affixed to each Final Lineage Blank and the Certificates of Membership when issued.
15. The Registrar shall act for the Assistant Registrar and the Associate States Registrar in their absences.
16. The Registrar, upon receiving the written request of a member, shall provide the information regarding the current charges and instructions for submitting Supplemental Claim.
17. Processes all transfers in and out.
18. Attends all Region III Conferences and Biennial Councils.
19. She shall expect to incur personal expenses over the amount provided by the state society.

#### **K. ASSISTANT REGISTRAR**

The Assistant Registrar issues all Proposal Blanks with instructions. All Proposal Blanks are returned to the Assistant Registrar.

The Assistant Registrar:

1. Sends copies of each completed proposal form to the President, the Registrar and to the Chair of the Town Committee located closest to the address of the candidate. Sends an Admission Committee Ballot to the appropriate Town Committee Chair.
2. Prepares a ballot of all candidates to be considered at the voting meetings of The Board.
3. Sees that The Board is informed if this is a second or third proposal of a candidate. Coordinates this information through the Registrar.
4. Upon acceptance of a proposal and by direction of the Board of Managers, notifies the candidate enclosing an Admissions blank with instructions, and invites her to fill in the required information to become a candidate.
5. Sends a notice to the proposer of the acceptance or rejection of her proposal.
6. If the proposal was not accepted or was withdrawn, sends a letter, countersigned by the President, notifying the proposer of the fact.
7. Keeps a list of proposers for each fiscal year.
8. Sees that all proposals and ballots are properly kept or disposed of.
9. Acts for the Registrar in her absence.

## **L. REGISTRAR FOR ASSOCIATE STATES**

The Registrar for Associate States shall keep The Society's Associate States Register in which the names of each Associate State member of The South Carolina Society shall be entered, with the date of membership, the membership number, and the service and name of the ancestor from whom eligibility was derived.

1. She shall receive the completed Admission Blank for candidates submitted by the Associate State President and Registrar (Article IX).
2. Upon approval of the ancestor, the Registrar of Associate States shall issue the Blue Work Sheets and instructions for completing the Blank.
3. She shall follow procedures outlined in The South Carolina Society By-Laws for the completion of the final lineage blanks.
4. She shall report the new member to the Board of Managers and shall announce the name of the new member at the next General meeting of The Society.
5. She shall file the new member's Final Lineage Blank and one set of proofs in the permanent files of The Society. No Final Lineage Blank shall be removed from these files. Only the Registrar, Assistant Registrar, and the Registrar for Associate States shall have access to these files.
6. Attends Regional Conferences and Biennial Councils.

## **M. HISTORIAN**

### **1. Duties**

Each year the Historian shall collect a copy of all annual reports that have been turned in to the President and which are included in the Annual Meeting Report Booklet. These reports cover material from April 1-March 31 and include the following: President, First Vice-President, Second Vice-President, Third-Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Registrar, Assistant Registrar, Associate State Registrar, Board Arrangements Chair, Collections Committee, Historical Activities Committee, Patriotic Service Committee, Museum Alliance Committee, the *WAIF* Committee, The Powder Magazine Council, The Colonial Dames House, Public Relations, Special Projects Committee, Columbia Town Committee, Lowcountry Town Committee, Pee Dee Town Committee, Georgetown Town Committee, Spartanburg Town Committee, Greenville Town Committee, Lady of Dumbarton House Board, Regent for Gunston Hall, and Trustee of Sulgrave Manor.

From this information she compiles and edits the Historian's Report for inclusion in the State Handbook. The average length of the report should be 5-6 pages.

One copy of the report should be sent to the President for proofing.

### **2. Recipients**

President of State Society, Corresponding Secretary (Handbook Chair), and National Headquarters. ([info@dumbartonhouse.org](mailto:info@dumbartonhouse.org)).

### **3. Schedule**

The Historian's report is written and sent out during May/early June.

## **N. PRESIDENT-ELECT**

When a President-Elect is recommended by the Nominating Committee and approved by the Board and Membership to serve a one-year term, her primary responsibility shall be preparing to serve as President. Specific duties may be defined and assigned by the sitting President or the President-Elect herself in consultation with the President.

## **II. DUTIES OF STANDING COMMITTEES AND CHAIRMEN**

### **A. BY-LAWS**

1. The Chair shall be the First Vice-President
2. The By-Laws Committee shall be appointed by the Chair in consultation with the President.
3. This Committee shall prepare and present to the Board of Managers any necessary revisions of the By-Laws.
4. The By-Laws and Standing Rules section of the Handbook, and the job descriptions in the Board of Managers Manual shall be subject to review every four (4) years, beginning in 2011.

### **B. COLLECTIONS**

1. This Chair shall work with the Museum Alliance Chair and Committee to help ensure the upkeep of furnishings, exhibits and decorations of our Museum Alliance.
2. Together they shall work to elevate The State Society's and statewide public knowledge and understanding of the scope of our Collections through articles and loans.
3. This Committee shall be responsible for the maintenance and cataloguing of all books, manuscripts, etc. in the Library.
4. This Committee (Collections Chairman, Chairs of the Colonial Dames House, Museum Alliance, and The Powder Magazine Council) in its accessions role shall be the final authority on acceptance of gifts, bequests, and loans to or from another entity pertaining to the furnishings and exhibits for the Museum Alliance Committee, the Colonial Dames House and The Powder Magazine.
5. Loan of any item(s) in the Dames Collection to another entity must be approved by the Collections Committee. Terms of such loan(s) will be stated in our loan agreement. Duration of loan(s) will be one year or less, renewable annually.
6. The Collections Committee shall be the final authority on acceptance of gifts, bequests, and loans to another entity pertaining to the furnishings and exhibits for the State Museum Alliance, including the Colonial Dames House and The Powder Magazine Council.
7. The Collections Chair, along with the Museum Alliance Chair, shall sign all agreements concerning accessions and de-accessions of gifts and bequests made to The Society and its Museum Alliance.
8. The Collections Chair shall sit on the following committees: Colonial Dames House, Gifts and Memorials, Museum Alliance and The Powder Magazine Council.
9. The Collections Chair, the Museum Alliance Chair, and The Society President shall sign all acquisitions and gifts agreements.

**C. COLONIAL DAMES HOUSE COMMITTEE**

1. This Committee shall be comprised of the Chairs of the following committees: Collections, Finance, Gifts and Memorials, and Museum Alliance and is chaired by the Colonial Dames House Chair.
2. The Dames House Chair shall be in charge of all property maintenance and repair of the rental unit.
3. The Chair serves on the following committees: Finance, Gifts and Memorials and Museum Alliance.

**D. FINANCE COMMITTEE**

This committee shall consist of the Treasurer, Chair; Assistant Treasurer, Vice-Chair; The Society President; Chairs of the following committees: Colonial Dames House, Museum Alliance, and The Powder Magazine Council; the Finance Officer and Funding/Development Director of The Powder Magazine Council; and two members from the South Carolina Society Board appointed by the President.

**E. HISTORICAL ACTIVITIES**

1. This Committee shall consist of the State Chair as the Chairman and the Historical Activity Representatives from each Town Committee.
2. Historical Activities works in the fields of research, preservation, restoration, and education. This committee can choose to contribute to the following national projects: Inventory of American Painting and Sculpture, American Sampler Survey, and Ancestor Bibliography Survey. The committee has chosen to put a major emphasis on educating the public. This is achieved through school programs, Girl Scout programs, and contributing to educational projects with SCETV.
3. The Chair shall attend Region III Conferences and Biennial Councils, participating in her relative activities and report to The State Society. Should she be unable to attend she shall appoint her representative with the approval of the President.
4. The Chair shall expect to incur personal expenses over the amount provided by the state society.

**F. LONG RANGE PLANNING**

1. The Chair of this committee shall be the First Vice-President.
2. When needed, this committee will be appointed by the Chair in consultation with the President.
3. Long Range Planning is an ongoing process that should be flexible enough to develop efficient means of addressing the changing needs and challenges of our State Society.

**G. MUSEUM ALLIANCE**

1. This Committee shall be composed of the Chairs of the following committees: Collections, Colonial Dames House, The Powder Magazine Council and the Hanover House Representative. The State Society President, the Treasurer and the Assistant Treasurer shall also sit on this committee.

2. The Chair oversees the upkeep of the furnishing, exhibits and decorations of our Museum Alliance as well as ensuring that the structures of all buildings are properly maintained and repaired.
3. The Chair is a member of the following committees: Colonial Dames House, Collections, Finance, Gifts and Memorials and The Powder Magazine Council.
4. The Chair shall attend Region III Conferences and Biennial Councils participating in her relative activities and report to The State Society. Should she be unable to attend, she shall appoint her representative with the approval of the President. She shall expect to incur personal expenses over the amount provided by the State Society.
5. The Chair, along with the Collections Chair, shall sign all agreements concerning accessions and de-accessions of gifts and bequests made to The Society and its Museum Alliance.

## **H. NOMINATING**

1. This Committee shall consist of five (5) members, two (2) from a slate of five (5) presented by the Nominating Committee elected by the Board of Managers from among its members, and three (3) elected from a slate of five (5) presented by the Nominating Committee at the Annual Meeting to The Society at large. The election shall be by ballot and a majority shall elect at the annual meeting.
2. The Chair shall be the member of the Board of Managers receiving the highest number of ballots.
3. The duty of this Committee shall be to make nominations for the offices of President, Vice-Presidents, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Registrar, Assistant Registrar, Registrar for Associate States, Historian, and one-third (1/3) of the Board of Managers, as their terms expire.
4. Only members who have been Regular members of The South Carolina Society for three (3) or more years and are in good standing may be nominees for an office.
5. On even years, two (2) Delegates and two (2) Alternates to the National Biennial National Council shall be nominated from The Society at large.
6. These nominations are to be announced to The Society not less than one month before the Annual Meeting.
7. Additional nominations may be made if submitted to the Nominating Chair at least a week before the scheduled meeting, provided the consent of the nominee has been obtained, she has been a regular member of the South Carolina Society for at least three (3) or more years and is in good financial standing.
8. These additional names shall be added to the ballot to be voted on at the Annual Meeting. The Nominating Chair will notify the membership prior to voting that additional names have been submitted and added to the ballot.
9. A majority shall elect.
10. Absentee ballots shall be accepted if the ballot is signed, mailed, and received by the Chair of the Nominating Committee prior to the Annual Meeting.
11. A vacancy on the Board of Managers will be filled by the Nominating Committee with the approval of the Board of Managers and with the advice and consent of the President.

## **I. PATRIOTIC SERVICE**

1. This Committee shall consist of the State Chair of Patriotic Service and the Patriotic Service Representative from each Town Committee.
2. This Committee shall work primarily in the field of patriotic education. It may take part in other activities, which although not mentioned among the objects in the Constitution, are nevertheless in harmony with the ideals of The National Society and may be classed as fundamental patriotic service. The test of such activities shall be their underlying patriotic purposes and their direction through whatever means may be employed for building mentally, morally, or physically better American citizens. The Committee shall exercise great care not to overlap the limits set forth in the NSCDA, ACTS IN COUNCIL, ARTICLE XI, sec. 3, page 24.
3. The Chair shall attend Region III Conferences and Biennial Councils participating in her relative activities and report to The State Society. Should she be unable to attend she shall appoint her representative with the approval of the President. She shall expect to incur personal expenses over the amount provided by the State Society.

#### **J. PUBLIC RELATIONS**

1. The Chair of the Public Relations Committee is the Corresponding Secretary
2. Publicity concerning The Society shall be handled by the Corresponding Secretary with approval by the President or the Board of Managers.
3. The Chair will appoint a committee as necessary.

#### **K. SCHOLARSHIPS**

1. The Scholarship Committee shall be composed of a minimum of five members including the Chairman. Membership should include Patriotic Service and Finance Committee representation.
2. The Chairman of the Scholarship Committee, selected by the Nominating Committee, shall, in conjunction with the President, select the Scholarship Committee members.
3. This committee shall contain its focus in oversight, administration, and review of continuation of all state level scholarships and all other scholarships as needed. The duties connected with scholarships, including budget recommendations for funding, are within the focus of this committee.
4. This committee, when requested, may explore additional, possible scholarship opportunities that meet the goals and objectives of The Society.
5. This committee serves as a communication link to disseminate information concerning scholarships to the State Board, the Town Committees, and the membership. Assistance in establishing new Town Committee scholarships and documents may be provided when requested.
6. This committee will work with Patriotic Service to obtain recommendations relating to the Washington Workshop Essay Scholarships, when applicable, and with reporting of scholarships awarded on state and town committee levels.

#### **L. THE NSCDA-SC COLONIAL COUNCIL**

1. The Chair of this Committee serves as chair of the NCSDA-SC Colonial Council, which is responsible for the organization, management and operation of The Powder Magazine and its staff and all the programs that fall within its purview.

2. She is a member of the following committees: Colonial Dames House, Finance, Gifts and Memorials, and Museum Alliance and Collections.

### **III. DUTIES OF SPECIAL COMMITTEES AND CHAIRS**

#### **A. BOARD ARRANGEMENTS**

The Board Arrangements Chair:

1. Arranges suitable accommodations for the usual Board meetings and coordinates with the 2<sup>nd</sup> Vice President, and, if necessary, the pertinent Town Committee Chair, and State President on Board meeting rooms and tables for sales and handouts for the October General meeting, the Christmas Luncheon and the Annual Meeting in April.
2. Coordinates with the President to set the calendar for The Board meetings.
3. Provides the name tags for The Board members.

Arrangements at the meeting venue:

For the usual meetings, the Chair:

- A. Discusses with the President the number of rooms needed and at what time. Coordinates this with venue manager.
- B. Sets the menu cost with the venue manager.
- C. Arranges for tables for sales and handouts as needed.
- D. Collects check for lunch and gives them to State Treasurer.
- E. Collects parking money if not included in the luncheon check and gives it to the State Treasurer.

#### **B. GENEALOGISTS**

1. There shall be two or more Genealogists engaged by the Board of Managers to serve The South Carolina Society.
2. A Genealogist may or may not be a member of The South Carolina Society but shall be a resident of The State of South Carolina. A Genealogist shall be versed in genealogical research of South Carolina Ancestry and in tracing lines in other Colonial States.
3. The duties of the Genealogist shall be to examine all Admission, Final Lineage, and Supplemental Claim Blanks submitted by candidates and members to The South Carolina Society.
  - (a) The blanks shall be presented by the Registrar to a Genealogist for examination.
  - (b) The Board of Managers shall be assured that the information given on the different blanks complies with all the requirements as to the eligibility of Ancestor upon whom the claim for membership is based, with proof of lineage, lineage, proper references or certified proofs to establish the facts in each instance.
  - (c) All blanks shall be approved, dated, and signed by the examining Genealogist before being presented to the Board of Managers.
  - (d) All information submitted to a Genealogist must be confidential and shall be discussed only with the Registrar.
  - (e) When further information is needed, the Genealogist shall request the Registrar to advise the candidate of the fact.



- (f) If a Genealogist is unable to approve a blank, the blank shall be returned to the Registrar with a written notation stating the reason.
4. A Genealogist who has prepared a Final Lineage Blank of a candidate for membership in The South Carolina Society shall be disqualified from examining this Final Lineage Blank for The Society. This Final Lineage Blank shall be submitted to another Genealogist of The Society for examination.

### **C. GIFTS AND MEMORIALS**

1. The President shall appoint the Assistant Treasurer as Chair unless otherwise indicated.
2. The Committee shall consist of the Treasurer and the Chairs of the following committees: Collections, Colonial Dames House, Museum Alliance and The Powder Magazine Council.
3. The Chair shall receive all gifts and memorials given to The National Society of The Colonial Dames of America in The State of South Carolina, shall make said gifts known to the Committee and the Board of Managers, and shall deposit monies in accounts of The Society. The Board of Managers shall determine appropriate use of the gifts.
4. The Chair shall direct the process used to thank donors of gifts and memorials.

### **D. SPECIAL PROJECTS**

The Special Projects Chair is appointed by the President and works at her direction.

1. Assists other board members with a project.
2. Assumes responsibility for a special project that does not come under the job description of another board member.

### **E. WHY AMERICA IS FREE**

1. The Chair shall be the liaison between the non-profit Values Through History and The NSCDA-SC Colonial Council.

### **F. YOUNG DAMES**

1. The chair shall serve as liaison to all Town Committee(s) in the state to encourage involvement of members age 50 and under.
2. This committee shall consist of the Chair and the Young Dames Committee Representatives from each Town Committee(s).
3. The purpose of this committee is to help address the needs and issues of Young Dames as it pertains to our mission and projects and improving technology.
4. The Chair may attend the regular meetings of the Board of Managers of the South Carolina Society in an advisory, Non-voting capacity.
5. This committee shall work closely with the Membership Chair (2<sup>nd</sup>-Vice President) and coordinate Young Dames activities with the Membership Chair and her committee.

## **IV. DEFINITIONS**

1. The term “The National Society” applies to the partnership or alliance of the various Corporate Societies forming The National Society of The Colonial Dames of America (NSCDA).
2. The term “Corporate Society” applies to each and every Society forming The National Society.

3. The term “State Society” applies to all the Corporate Societies save and except The Society in the District of Columbia.
4. The term “the original fourteen Societies” applies to the thirteen (13) Colonial State Societies and The Society in the District of Columbia; the fourteen (14) Societies whose names appear on the National Certificates, and who alone formed The National Society until the Council of 1898.
5. The term “Colonial Society” applies to the thirteen (13) Colonial State Societies which represent the thirteen (13) Colonies.
6. The term “Charter Society” or the “Domicile” applies to the Society in the District of Columbia, the legal residence of The National Society.
7. The term “Associate State Society” applies to the Societies in the non-Colonial States.
8. The term “The South Carolina Society” or “The State Society” or “NSCDA-SC” in these By-Laws applies to The National Society of The Colonial Dames of America in The State of South Carolina.

**V. AMENDMENT OF STANDING RULES**

The Standing Rules of the Society can be amended at any time by the Board of Managers without the consent of the membership.