

MARY YATES SNOWDEN CHAPTER ORDER OF CONFEDERATE ROSE

BY-LAWS

NAME: This organization shall be officially known as the Mary Yates Snowden Chapter of the Order of Confederate Rose (hereinafter referred to as the Chapter or our OCR). Snowden Chapter started organization in January 1999, was officially chartered in OCR on 22 April 1999, and became a nonprofit corporation in the state of South Carolina effective May 12, 1999.

PURPOSE: The purpose of this organization is to act as a support group to Secession Camp No. 4, Charleston, SC, Sons of Confederate Veterans.

In this connection, to assist the SCV and its historical, educational, benevolent, and social functions, especially in the efforts of preservation of Confederate symbols. This organization is non-political and non-sectarian.

Our OCR plans to fulfill its purpose by engaging in activities related to educating the public concerning Southern History and Heritage. The means of providing such information includes, but is not limited to, historical talks to groups, living histories, exhibits, parades, re-enactments, memorial ceremonies and balls; and activities promoting the preservation of Confederate symbols.

This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the IRS, or corresponding section of any future federal tax code.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporations shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein.

Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

LOCATION: The Principal office of the organization is located in Charleston County, South Carolina. The presiding officer will determine the mailing address.

I. MEMBERSHIP

1. Eligibility
 - A. Membership is open to those of legal age who believe in the purpose of our OCR and abide by the By-laws. (*Legal age in this state is 18.*)
2. New Members
 - A. Applicants must attend one meeting or board-designated event within the first year of new membership. They may not vote or count towards a quorum until they have attended.
 - B. Applicant must obtain signed sponsorship from a current member-in-good-standing of SCV#4 and a current member-in-good-standing of our OCR.
 - C. An approved application and the annual dues will be submitted to the Board.
 - D. The BOARD will vote on the application.
SCOCR Bylaws-2009: Members below the age of eighteen (18), known as Rosebuds (girls) or Thorns (boys), pay no dues and have no voting privileges; however, they may purchase and wear membership pins.
3. Renewing Members
Must submit annual dues by the Annual Meeting.
4. Members-in-Good-Standing
 - A. Must be current in dues.
 - B. Must be an active participant in the Chapter activities. (*At the Annual Meeting on 4-15-03, it was clarified by voice vote that members who do not participate in events or attend meetings, are not considered members in good standing, and cannot vote and do not count toward a quorum.*)
5. Termination of Membership

- A. The membership of a member shall terminate upon the occurrence of any of the following events:
 - 1) Upon notice of such termination delivered to the President or Secretary personally, by acknowledged fax or by mail, such membership to terminate upon the date of delivery of the notice.
 - 2) Upon failure to renew her membership by paying dues on or before their due date, such termination to be effective on the last day of the month in which our OCR Annual Meeting is held. A member may avoid such termination by paying the amount of delinquent dues prior to the termination date.
 - 3) After providing the member with not less than fifteen days written notice and an opportunity to be heard either orally or in writing, upon a determination by the Executive Board that the member has engaged in conduct materially and seriously prejudicial to the interests or purposes of the corporation. Any person expelled from the corporation shall receive a refund of dues already paid for the current dues period.
- B. All rights of a member in the corporation shall cease on termination of membership as herein provided.

II. DUES

SCOCR March 2009 Bylaws: Renewal dues for individuals must be postmarked no later than May 31. Renewal dues postmarked between June 1 and June 30 will be assessed a \$5.00 late fee. Renewal dues postmarked between July 1 and July 31 will be assessed a \$10.00 late fee. Renewal is not available after August 1; individuals will need to rejoin the organization as new members.

- 1. Dues are \$15.00 annually for local dues plus the annual amount of state dues as required.
(State is currently \$10 for total annual renewal dues of \$25.00. State is currently \$15 for new members for a total first year dues of \$30. The State will furnish a Society pin upon payment of the first year's dues)
- 2. **Renewal dues are payable no later than February 28th each year.** Checks will be payable to our OCR, and submitted to the Treasurer.
- 3. Snowden Members are responsible for SCOCR late fees which must be paid with local dues.
- 4. Applicants will submit their first annual dues with a completed application to the Board in accordance with the instructions found in *1. Membership, 2. New Members*. New Member dues received in the two months prior to the Annual Meeting will cover the remainder of that term, and the following term. New Member dues received in other months will be paid according to the chart in the Standing Rules.
- 4. **Fiscal year is from April 1 to March 31.** *(If this is changed, we must notify SC Secretary of State office.)*

III. TREASURY FUNDS

- 1. Will be collected from annual dues, donations, Ways and Means projects, etc.
- 2. Will be used for operational expenses and services to members, and for Heritage and Preservation projects as approved by Members.
- 3. Regular, recurring and operational expenses may be authorized by the officers, with a report to the Board each monthly meeting.
- 4. Special or non-recurring expenses under \$100 may be authorized by majority vote of the Board members.
- 5. Special or non-recurring expenses over \$100 may be approved by majority vote of the members.
- 6. In no event will funds be spent or obligated that would put our OCR in debt.
- 7. Any fund-raisers for a purpose other than the benefit of our OCR will be handled in the following manner. Donations of money and/or goods will be counted and verified by the Treasurer and the Committee Chairman handling the fund-raiser. The Treasurer and Chairman will complete the provided accounting form and file this form and all receipts with the Treasurer's books for audit. The Chairman will handle the disbursement of the funds.

IV. MEETINGS

- 1. **Regular meetings will be held monthly during September through May. If meetings are needed during June, July or August, see item below about Special Meetings.** Time and place to be determined. Members will be notified by mail, e-mail or phone when possible.
- 2. The facilities for the meeting will be arranged by the Program Chair, in coordination with the President's agenda.
- 3. The parliamentary reference will be "Robert's Rules of Order, Newly Revised."

4. Special Meetings may be called by the President, or by the Executive Board, or upon the signed petition of 25% of the Members, submitted to the Secretary or President. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.
5. The Board will meet between the regular member meetings, AS NEEDED. A special meeting of the Board may be called at the direction of the President, or a majority of the Board members.
6. The quorum necessary to conduct business at regular or special meetings is a majority of Members-in-good-standing.
7. **The Annual Meeting will be held at the APRIL meeting**, unless otherwise directed by the Executive Board, giving reasonable notice of change. The purpose of the Annual Meeting shall be for the election of Officers, reports of Officers and Committees, amendment of By-laws, and any other business that may arise.

V. VOTING

1. **Voting rights are extended to Members-in-good-standing for the Annual Meeting when dues for the concluding term and the upcoming term have been paid.**
2. Voting privileges on matters other than Elections and By-laws are extended to Members-in-good-standing.
3. Voting for Officers will be by secret ballot, unless there is only one nominee for each office. Then the vote may be by voice, mail, email, or show of hands, as approved by majority vote. Others votes may be by show of hands unless otherwise requested by a Voting Member.
4. No voting by proxy will be allowed.
5. Mail-in ballots may be used for voting if approved by a majority. The procedure in Robert's Rules of Order will be used as a guide. Email ballots for voting may be used for voting if approved by a majority.

VI. ELECTIONS

1. Elections of Officers will be held at the Annual Meeting. Duties will be transferred to the new Officers within thirty (30) days.
2. The Nominating Committee Officers will propose a slate of by with at least two weeks notice prior to the election date. More than one name for each office may appear on the slate. Nominations may be accepted from the floor at the time of the election, provided a mail-in ballot is not being used.
3. A vote-by-mail may be approved by a majority, providing there is sufficient time for it to be conducted (write-in candidates are allowed).
4. All members nominated for office must have agreed to serve. They need not be present at the time of the election.

VII. BY-LAWS/STANDING RULES

1. By-laws
 - A. The Board will address any issues not covered by these By-laws that need immediate action.
 - B. If necessary, the By-laws will be amended at the Annual Meeting. Changes may be passed with a two-thirds vote.
 - C. Proposed amendments will be submitted in writing to the By-laws Chairman at least forty-five (45) days prior to the Annual Meeting.
 - D. Proposed amendments will be given to members (in writing via email or post) at least thirty (30) days prior to the vote.
 - E. Proposed amendments may be accepted from the floor if a) a quorum is present, b) a written copy of the amendment is given to the Recording Secretary at the time of the proposal, and c) the proposal is made in the form of a motion.
 - F. A majority vote by a quorum at a regular meeting can schedule an interim review and vote on the By-Laws, provided members are given thirty (30) days written notice prior to any vote on changes.
2. Standing Rules
 - A. See Attachment A.
 - B. May be voted on at a regular meeting without prior notice by majority vote.
3. The By-laws and Standing Rules may be re-numbered as necessary following the approval of amendments, provided it does not change the intent or meaning of any of its provisions.

VIII. EXECUTIVE BOARD

1. The Executive Board consists of the President, Vice President, Treasurer, Secretary, and Parliamentarian; elected annually.
2. The Immediate Past President serves one year as consultant; no vote.
3. Elected Officers will serve for one year or until their successors are elected or appointed.
4. The Executive Board shall have general supervision of the affairs of our OCR between its business meetings, fix the hour and place of meetings, make recommendations to our OCR, and shall perform such other duties as are specified in the By-laws and Standing Rules. The Executive Board shall be subject to the orders of our OCR, and none of its acts shall conflict with the action taken by our OCR.
5. Requirements for Executive Board
 - A. General Duties (all members):
 - 1) Officers, at the time they assume their duties, the President and Vice President must have been a Member-in-Good-Standing of our OCR for at least one year; Secretary, Treasurer and Parliamentarian must have been a Member-in-Good-Standing of our OCR for at least six months;
 - 2) Comply with the regulations of our OCR.
 - 3) Become familiar with, and execute, the duties of her position.
 - 4) Keep the President informed of the activities and correspondence performed on behalf of our OCR.
 - 5) Officers may hold only three consecutive terms in any one office. After a break of one term (may hold another office during the break), they may run again for the previous office.
 - 6) In the event a position on the Board becomes vacant, the Board will meet and choose an individual to assume the duties for the rest of the term. If the Office is that of President, the Vice President will automatically become President; the Office of Vice President will be filled by the Board.
 - 7) All Board Members serve on the Finance & Budget Committee and By-laws Committee.
 - B. Specific Duties:
 - 1) The duties of the Officers and Directors are defined in the Standing Rules.
 - 2) These Guidelines may be suspended with the majority approval of the Board between meetings, with such action reported to the membership at the next meeting.

IX. COMMITTEES:

1. The President shall appoint such standing and special committees as needed. The functions of these committees shall be prescribed by the Executive Board and/or listed in the Standing Rules
2. All committee chairmen will submit written reports on the status of their committee when requested by an Executive Board Member.

X. SOUTH CAROLINA SOCIETY OCR

1. The Snowden Chapter of OCR is a member of the South Carolina Society of OCR.
2. Representatives of this chapter shall attend meetings and relay information to the Society and other Chapters in the Society, as needed.
 - A. The Representatives will be nominated by the Board, and approved by the members.
3. This Chapter will pay to the Society the amount annually voted on at the Society Annual Meeting.
4. This Chapter will collect the approved Society annual dues from our members and turn the funds over to the Society.

XI. NAME

Our Chapter of the OCR may also conduct its affairs "doing business as" "Snowden Chapter" or "MYS/OCR". All references to our OCR and Snowden Chapter will be treated as meaning the same thing.

XII. DISSOLUTION

In the event of dissolution of our OCR, all assets are to be donated or sold, and the money received donated to SCV#4 and/or a qualified non-profit historical cause chosen by a majority vote.

STANDING RULES

I. EXECUTIVE BOARD

The officers of this chapter shall be a President, Vice President, Secretary, Treasurer, and Parliamentarian. EXECUTIVE BOARD shall attend at least seventy-five percent of the meetings annually.

1. The President
 - A. shall be the chief officer of the organization;
 - B. shall conduct the meetings of the organization;
 - C. shall form committees and appoint committee chairmen as necessary;
 - D. shall be a member ex-officio of all committees;
 - E. shall perform such duties as are necessary to the office;
 - F. act as Chief liaison between the Chapter and SCV #4, and other reenacting, living history, and community organizations.
2. The Vice-President
 - A. shall perform all the duties of the President during the absence of the President from the meeting;
 - B. and shall Chair the Membership/Recruiting Committee;
 - C. and shall assist the President.
3. The Treasurer
 - A. shall perform the duties of the President during the absence of the President and the Vice-President from the meeting;
 - B. shall keep an account of all monies received and expended for the use of the organization;
 - C. keeps books open for review by officers;
 - D. shall make a written report at the regular meeting or when called upon by the President;
 - E. collects, protects, and distributes any funds of the Chapter;
 - F. shall maintain membership roster and attendance, and provides officers with a current listing;
 - G. and shall Chair the Finance & Budget Committee.
4. The Secretary
 - A. shall oversee the Chapter in the absence of the President; Vice President and Treasurer;
 - B. takes care of correspondence;
 - C. shall keep the Minutes of the meetings of the Chapter and Board;
 - D. verifies only eligible members vote;
 - E. shall Chair the Nominating Committee;
 - F. and shall assist the President.
5. The Parliamentarian
 - A. shall become familiar with Robert's Rules of Order;
 - B. shall advise the President, or any member who requests advice, on parliamentary procedure or interpretation of the By-laws and Standing Rules;
 - C. and shall Chair the By-laws Committee.

II. COMMITTEES

All committee chairmen will submit written reports on the status of their committee when requested by an Executive Board Member.

1. MEMBERSHIP/RECRUITING Committee
 - A. is chaired by the Vice President;
 - B. coordinates any recruiting activities, brochures, applications and handouts;
 - C. and is responsible for visitors and prospects until they apply for membership.
2. BY-LAWS Committee
 - A. is chaired by the Parliamentarian;
 - B. all members of the Board are on the By-laws committee;
 - C. shall be responsible for compiling the rules voted on by the Chapter, and making them available to the members;
 - D. and shall call for and accept proposals for changes, and prepare them for presentation and voting at the Annual Meeting, or when required.

3. FINANCE Committee
 - A. is chaired by the Treasurer;
 - B. all members of the Board are on the Finance committee;
 - C. shall prepare a proposed annual budget for membership approval;
 - D. monitors to assure that charges to the budget are within authorized limits;
 - E. and arrange for the books to be audited at the end of each fiscal year, and anytime there is a change in Treasurer.
 - F. Any checking, savings, or charge account for the OCR funds, must be accessible by the Treasurer and at least one other officer.
4. NOMINATING Committee
 - A. is chaired by the Secretary;
 - B. shall prepare a slate of officers to present to the membership at least 15 days prior to the Annual Meeting;
 - C. shall determine that all names on the slate are qualified for the office and have agreed to serve;
 - D. shall arrange for secret ballots to be available if requested;
 - E. and shall arrange for tellers, as needed.
 - F. Two (2) other members will be elected at the meeting prior to the annual meeting to serve on the committee.
5. PROGRAM Committee
 - A. shall coordinate with the President and shall arrange for meeting facilities and equipment needed to conduct the President's agenda;
 - B. and Assist the President in planning monthly programs, as needed.
6. HERITAGE EDUCATION Committee
 - A. inform members at meetings or in the newsletter of our Confederate and Southern past
7. CALLING TREE Committee
 - A. is responsible to notify all members of the date, time and location of the next meeting;
 - B. shall contact members to relay information at the request of the Board;
 - C. and shall report back to the person who initiated the calling request.
8. REGISTERED AGENT
 - A. will be appointed by the Executive Board, to remain in effect until the Board appoints a new Registered Agent. Any change in the name or contact information, or fiscal year, must be furnished to the SC Secretary of State via the appropriate forms and fees.
 - B. keeps the Corporate Records, and maintains the Corporate and Non-profit Tax Exemptions filings, as required
 - C. will receive correspondence from the State of SC regarding the tax exemption and corporate status, and keep the Executive Board informed of any changes.
9. ROSEBUD Committee

A program for children under age 18 will be available to children and grandchildren (and other relatives) of OCR members. The President will appoint the Chairman; the Chairman may appoint other committee members as needed. Rosebud Program details are in Standing Rule IV.
10. SCRAPBOOK Committee ...
11. BLACK ROSE Committee ...

III. NEWSLETTER

1. An Editor shall be appointed to publish a newsletter, as funds permit.
2. The name of the newsletter will be The Secession Rose.

IV. ROSEBUD PROGRAM

SCOCR Bylaws-May 2009: Members below the age of eighteen (18), known as Rosebuds (girls) or Thorns (boys), pay no dues and have no voting privileges; however, they may purchase and wear membership pins.

1. Eligibility – Girls and Boys, from newborn up to their 18th birthday; children and grandchildren (and other relatives) of OCR members.
2. Candidates must be sponsored by a Snowden OCR member (signified by signature on an application).
3. The sponsor and the parent will sign an application stating that a liability/hold harmless agreement will be signed anytime the child attends an OCR event without the parent. The form is held by the temporary guardian (it is good for the child to carry a copy also).
4. There is no fee for Rosebud membership.
5. The Board will vote on each application.
6. A ceremony will be planned to present certificates to Rosebuds in recognition of their membership.

7. Attendance at meetings is not required, but is accepted and encouraged.
8. The Board will invite the Rosebuds to participate in events which are suitable for Rosebud participation.
9. The Rosebud Program itself carries no state dues, and no voting privileges.
10. Duties of Committee Chairman and Members
 - Have blank applications at meetings
 - Have list of approved Rosebuds
 - Maintain liability releases at events when required (i.e. the blood relatives are not present).
 - Make sure applications are properly completed and present applications to the Board for vote.
 - Announce new members at meetings, and in the newsletter.
 - Inquire to see if events are suitable for Rosebud participation and suggest them to the Board.
 - Arrange for supervision of Rosebuds at events unless each Rosebud will be with their parent.
 - Plan special activities for Rosebuds to learn about and/or share their heritage.

V. CONFEDERATE HERITAGE TRUST, INC.

The procedures that the OCR will use in its affiliation with CHT are stated in these Standing Rules. The CHT has its own set of By-laws and Guidelines.

1. The OCR will be a constituent organization of the CHT.
2. The OCR will comply with the by-laws of the CHT.
3. Membership
 - A. All Members in Good Standing of the OCR are members-at-large of the CHT.
 - B. No dues are assessed by the CHT.
 - C. Members-at-large may attend meetings as per the CHT By-laws, as room permits.
4. Directors
 - A. The number of directors and length of term to the CHT will be determined by the CHT by-laws.
 - B. The first director will be the President of Snowden Chapter OCR, or her appointed substitute.
 - C. Any other directors will be nominated by the Executive Board, and approved by the membership.
 - D. Directors may be removed at any time, by majority vote. Directors may resign by giving notice to the Executive Board of the CHT or OCR. Unexpired terms of office will be filled by nomination by the Executive Board, with approval of a majority of Voting Members. In the event that a directorship must be filled immediately, the Executive Board will appoint an interim director, to serve until the members have an opportunity to vote.
5. Responsibilities of the Directors
 - A. Keep a copy of the CHT Minutes, Financial Reports and By-laws, to be filed in our permanent records.
 - B. Keep a copy of current CHT By-laws available for review by members-at-large.
 - C. Attend CHT regular, special and annual meetings, or send an alternate.
 - D. Notify the OCR members and/or President of CHT meetings as stated in the CHT by-laws.
 - E. Carry instruction, suggestions or comments, etc., from the OCR to the CHT.
 - F. Report to the OCR on the activities of CHT. Request feed back and/or majority opinion when necessary.

VI. TRAVEL EXPENSES REIMBURSEMENT (vote passed on 6/20/2006)

1. As funds allow, Snowden OCR will reimburse gasoline expenses for travel of the person representing Snowden Chapter at the SCOCR Quarterly Meetings (if it is outside the Charleston area). This is for one vehicle, no matter how many members ride. Not to exceed \$50.00 per meeting.
2. As funds allow, Snowden OCR will offset the meal expense for the person representing Snowden Chapter at the SCOCR Quarterly Meetings. Not to exceed \$15.00 per meeting.
3. As funds allow, Snowden OCR will reimburse gasoline expense for travel of the person representing Snowden Chapter at the SCOCR Annual Meeting (if it is outside the Charleston area). This is for one vehicle, no matter how many members ride. Not to exceed \$50.00 per meeting.
4. As funds allow, Snowden OCR will reimburse lodging expenses for one night of the person representing Snowden Chapter at the SCOCR Annual Meeting (if it is outside the Charleston area). This is for one room, no matter how many members stay. Not to exceed \$100.00 per meeting.

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