



TEXAS SOCIETY
OF THE
NATIONAL SOCIETY
COLONIAL DAMES XVII CENTURY

BYLAWS & STANDING RULES

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TEXAS SOCIETY COLONIAL DAMES XVII CENTURY BYLAWS

ARTICLE I - Name

The name of the Society shall be the Texas Society Colonial Dames XVII Century hereinafter referred to as the Texas Society or TSCDXVIIC.

ARTICLE II - Object

The object of the Texas Society shall be to promote the objects of the National Society Colonial Dames XVII Century, hereinafter referred to as the National Society:

- to aid in the preservation of the records and of the historic sites of our country;
- to foster interest in historical colonial research;
- to aid in the education of the youth of our country;
- to commemorate the noble and heroic deeds of our ancestors, the founders of our great Republic;
- to maintain zealously those high principles of virtue, courage and patriotism which led to the independence of the Colonies and the foundation and establishment of the United States of America;
- to maintain a Library of Heraldry and preserve the lineage and Coats of Arms of our Armorial Ancestors; and
- to develop a library specializing in the seventeenth century American colonial data.

ARTICLE III – Members

Section 1. Membership. The Texas Society shall be composed of the organized chapters within the state. Membership eligibility requirements, classes of membership, the application process for original and supplemental applications, and the applicable National fees are outlined in the National Society Bylaws. [See Appendix 1]

Section 2. New Chapters. A chapter of ten (10) or more members may be organized in any community in Texas. New chapter organization is under the direction of the organizing secretary general and the state organizing secretary, with input from the state president. [See Appendix 2]

Section 3. Delegates. Only a chapter member in good standing shall be eligible to be a delegate or an alternate to the meetings of the National Society or a State Conference; to hold a National, state or chapter office; or to serve on a National, state or chapter committee.

Section 4. Transfers and Reinstatements. An active member in good standing may be transferred from one chapter to another chapter provided she has received a written

invitation from the chapter receiving the member. Members who have resigned or been dropped may be reinstated if they meet certain criteria. [See Appendix 3]

Section 5. Termination of Membership. Termination of membership by death, resignation or otherwise shall conclude the membership of a member in the National Society, the Texas Society, and the chapter. Any papers submitted are the property of the National Society. Approved papers in the possession of the chapter registrar shall be marked with date of termination and remain in the chapter registrar's files. Membership of an applicant who joins under false information shall be terminated.

ARTICLE IV – Fees and Dues

The fiscal year of the Texas Society is from April 1 to March 31. Annual dues are paid in advance.

Section 1. Dues

- a. The chapter dues report is filed electronically online by the chapter treasurer, and the National and state dues are remitted by the chapter treasurer to the state treasurer by the date specified by the state treasurer.
- b. The annual National dues of a chapter shall be forwarded by the state treasurer to the treasurer general on or before December thirty-one (31) each year.
- c. National membership dues for Junior members (aged 18-35 years) are half those of regular members (aged 36 years and older).
- d. National membership dues for members ninety-five (95) years of age and older who have been members of the National Society for fifteen (15) years or more shall be waived. Texas Society dues shall be waived for members who meet this criteria.

Section 2. Non-Payment of Dues

- a. A member in arrears for dues in her chapter on January first (1) is delinquent and ineligible to transfer or resign from membership until her dues are paid. She cannot serve as a delegate or an alternate to the State Conference.
- b. If such delinquency shall persist after two (2) notices, at least one month apart, have been sent to her by the chapter treasurer, the treasurer general shall automatically drop her from the roll as of March first (1), notifying the registrar general for her records in reporting total active membership at the National Conference
- c. A member in arrears for dues as of March first (1) shall not be counted in determining representation at meetings of the National Society nor act as a delegate or alternate at such meetings.

Section 3. Admitted After July First. Any member admitted after July 1 shall be listed in the chapter's annual dues report to the National Society as a "new member." The dues of a member admitted or reinstated on or after July first shall be accredited to the remaining months of that year and for the next calendar year. (*NSCDXVIIC Bylaws Article V, Section 4*)

ARTICLE V - Officers

Section 1. Elected. The elected officers of the Texas Society shall be the president, first vice president, second vice president, chaplain, recording secretary, corresponding secretary, organizing secretary, treasurer, registrar, historian, librarian, and financial examiner.

Section 2. Appointed. The parliamentarian shall be appointed by the state president.

Section 3. Term of Office. The term of office shall be two years or until their successors are elected. No officer shall be eligible to succeed herself unless she has served less than one-half term in office, except the registrar and/or treasurer.

Section 4. Eligibility.

- a. To be eligible for the office of state president or first vice president, a candidate shall have been a member of the Texas Society for at least five (5) years, have served a full term as president of a Texas chapter, and have held at least two elected state offices. It is recommended that the state president have served one term as state first vice president.
- b. To be eligible for the office of state second vice president, a candidate shall have been a member of the Texas Society for at least four (4) years, have served a full term as an elected officer in a Texas chapter, and have held at least one elected state office.
- c. To be eligible for any other elected state office, a candidate shall have been a member of the Texas Society for at least four (4) years, have served a full term as an elected officer of her chapter or have served as a chair or co-chair of a state committee.

Section 5. Vacancy

- a. **In Office of President.** Should the office of president become vacant, the office shall be filled by the first vice president. The second vice president succeeds to first vice president, leaving a vacancy in the office of second vice president.
- b. **In Other State Offices.** Vacancies shall be filled by appointment by the state president, the appointees to hold such an office until the next annual meeting at which officer elections are held.

Section 6. Emergency Succession. In the event of an emergency where the state president and state first vice president are unable to attend a called meeting, the state second vice president shall preside. In the case of her inability to preside, the next highest-ranking state officer present shall hold an election for a presiding officer *pro tem*; the state recording secretary cannot be elected to this position.

Section 7. Honorary State President. In recognition of their distinguished service to the Texas Society, all ex-state presidents shall automatically become Honorary State Presidents for the duration of their membership upon completion of their term of office.

ARTICLE VI – Nominations and Elections

Section 1. Eligibility for Nominating Committee. In even years a nominating committee of five (5) members in good standing shall be elected at the State Conference.

- a. Only one person from a chapter is eligible for nomination to serve on the committee.
- b. No person shall serve on this committee who has been a Texas Society member less than four (4) years.
- c. No member shall serve on two (2) consecutive nominating committees.
- d. An incumbent National or state officer is not eligible to serve on the committee.
- e. No member of this committee shall have her name placed in nomination for state office. Should she desire to be considered for office, she shall resign her position on the committee and the alternate with the highest number of votes shall assume her position on the committee.
- f. A state president is not eligible to serve on this committee for one administration after leaving office.

Section 2. Election of Nominating Committee. A minimum of six (6) candidates for the nominating committee shall be nominated. Election shall be by ballot; the five (5) receiving the highest number of votes cast shall serve as the nominating committee. The member receiving the highest number of votes cast shall serve as chair. The remaining candidates, if any, in sequence of number of votes received (highest to lowest) shall be alternates in that order.

Section 3. Duties of Nominating Committee. Within 30 days of election, the chair shall provide a copy of the officer application form to the chapter presidents for distribution to their members, either by electronic or paper form. Applicants should complete the form and forward it to all members of the committee by the specified deadline. The nominating committee slate shall be announced at the Fall Board of Management meeting. The chair shall provide the proposed slate to the state president and the nominated incoming state president upon filling the slate. The report of the nominating committee shall be included in the next issue of the state newsletter.

Section 4. Nominations from the Floor. After the report of the nominating committee, nominations may be made from the floor, provided the consent of the nominee has been secured. The nominator may only note the nominee's name, chapter, and desired position. There is no limit to how many people may be nominated from the floor for an office. A nominee running from the floor shall provide a completed officer application to the nominating committee chair at least three (3) days prior to the State Conference which the nominating committee chair shall hold in strict confidence.

Section 5. Election of Officers.

- a. State officers shall be elected in odd years at the annual State Conference.
- b. Once all nominations are closed, and if there are nominees from the floor, the chair of the nominating committee shall present the qualifications (Colonial

Dames National, state, and chapter activities only) for both the slated person and those nominated from the floor for all contested races.

- c. All officers shall be elected by ballot, either paper or electronic depending on the type of meeting.
- d. A majority vote of all ballots cast shall elect.
- e. Officers shall assume office at the close of the next annual Conference of the National Society.

ARTICLE VII – Duties of Officers

Section 1. Compliance. The officers of the Texas Society shall perform the duties prescribed in this Article and such other duties as the Bylaws of the National Society and of the Texas Society, the State Conference and the Board of Management, or the Parliamentary Authority adopted by the Society may require.

Section 2. Duties of the State President. The president shall:

- a. preside at all meetings of the Texas Society and shall perform such other duties as are specified under the Parliamentary Authority adopted by the Society;
- b. appoint all standing committees, special committees, or any other committee that may be required to promote the objects of the National and State Societies, unless membership is defined elsewhere in these bylaws;
- c. be ex-officio member of all committees, except the nominating committee;
- d. enforce a strict compliance with the requirements of the state and National Bylaws of the Society;
- e. sign all official documents and authorize by written signature or electronic means the payment of bills by the state treasurer which are not included in approved budget, and shall have her signature included on all money accounts belonging to the Texas Society to enable her to sign for disbursement in the absence of the treasurer;
- f. approve the selection of all organizing chapter presidents prior to their appointment by the state organizing secretary;
- g. have authority to appoint, from the officers present at each State meeting, a committee of three (3) to approve the minutes of that meeting.
- h. provide an electronic copy of the script for the Fall State Board of Management meeting, the State Annual Conference Board of Management meeting, and State Annual Conference Business Sessions to the state first vice president, state recording secretary, and state parliamentarian three (3) days prior to the meetings.

Section 3. Duties of the First Vice President. The first vice president shall:

- a. in the absence or inability of the state president to perform the duties of her office, assume them;

- b. be chair of the Printing and Publication Committee, which publishes the Texas Society Directory;
- c. serve as chair of the State Conference Committee;
- d. serve as chair of the State Finance Committee.

Section 4. Duties of the Second Vice President. The second vice president shall:

- a. assist the state president as directed;
- b. preside at the designated meetings in the absence of the president or first vice president;
- c. encourage donations to the Headquarters Building and Endowment Fund;
- d. promote the sales of items for the State President Project;
- e. serve as vice-chair of the State Conference Committee;
- f. serve as a member of the State Finance Committee.

Section 5. Duties of the Chaplain. The Chaplain shall:

- a. conduct a memorial service at the annual State Conference for member(s) who have passed away during the year and prepare the memorial service program;
- b. annually, send to the chaplain general a complete report, listing the name and National number of each deceased member;
- c. perform duties, such as invocations, benedictions, blessings, etc. and as directed by the state president.

Section 6. Duties of the Recording Secretary. The recording secretary shall:

- a. record and be the custodian of the minutes of every meeting of the state executive board, to be permanently retained by the Society; such minutes to be distributed within sixty (60) days of the state executive board meeting.
- b. record and be the custodian of the minutes of every meeting of the Texas Society Board of Management and Texas Society Annual Conference Business meetings, to be permanently retained by the Society; such minutes to be distributed to the State Board of Management within sixty (60) days of the meeting.
- c. sign all official documents and perform such acts and duties that pertain to her office.

Section 7. Duties of the Corresponding Secretary. The corresponding secretary shall:

- a. conduct the correspondence of the Society and shall send out notices as directed by the state president;
- b. at the instruction of the state president, include the notice of the Fall Board of Management meeting in the summer newsletter and the Call to State Conference in the winter newsletter;
- c. serve as editor of the state newsletter, coordinating its publication and distribution.

Section 8. Duties of the Organizing Secretary. The organizing secretary shall:

- a. appoint each organizing chapter president with the approval of the state president and with the guidance of the organizing secretary general;
- b. have supervision of the organizing of new chapters;
- c. assist any chapter requesting and requiring aid to sustain or rebuild chapter membership.

Section 9. Duties of the Treasurer. The treasurer shall:

- a. have charge of the funds of the Texas Society, deposit same in a federally insured institution in the name of the Texas Society Colonial Dames XVII Century and shall draw thereon for payment of sums authorized by the Board of Management;
- b. issue checks for only those bills which are approved by the Board of Management or those bills which are authorized by in-person signature or electronic means by the state president;
- c. include the state president's signature on all accounts to ensure the state president is able to make disbursements in the absence of the treasurer;
- d. serve as a member of the State Finance Committee;
- e. annually, beginning in the summer and continuing through the December thirty-first (31) dues deadline, she shall check each chapter's online dues submission for accuracy and confirm this for the treasurer general;
- f. provide the financial examiner and the state president a listing of all accounts containing funds belonging to the Texas Society;
- g. at the expense of the Texas Society, be bonded in the maximum amount expected to be carried to cover all funds owned by the Texas Society.
- h. submit all reports required by the treasurer general of the National Society;
- i. upon receipt of the statements from the financial institution(s), shall send to the state president copies of the following financial forms: the financial reports, State President's Project Fund report, income statement, and expense statement;
- j. upon receipt of the statements from the financial institution(s), shall send to the financial examiner copies of the following financial forms: checking account bank statement, financial report, State President's Project Fund report, income statement, expense statement, and both Scholarship Fund bank statements;
- k. ensure the treasurer's records are reviewed in time for a report to be given by the financial examiner at the Fall Board of Management and the Annual Conference. In an election year, a supplemental report covering dates between the Annual Conference and the seating of officers shall be made to the state president and the financial examiner;
- l. annually, at the close of the fiscal year and within the grace period allowed, shall file the 990 return with the IRS, and shall be available to help chapter treasurers with their 990 filing;
- m. arrange for an annual professional audit of the financial records of the Society;

- n. in an election year, arrange a time and place with the newly elected treasurer to present her with the originals of all financial records, statements of all funds of the Society, all disbursements, all paid bills, reports and all other properties of the Texas Society in her possession. This transfer should be made as soon as possible following the National Conference in which the new treasurer takes office. All records shall be brought current up to the date of the National Conference and include the financial review report covering that period.

Section 10. Duties of the Registrar. The registrar shall:

- a. distribute to the state president, state treasurer, registrar general and National Headquarters office manager each month, a list of those who have been accepted for membership during the month, giving applicant's full name, address, ancestors name and state of service, and her National number;
- b. ensure that the state database accurately reflects the National membership information;
- c. prepare and distribute the annual report of membership gains and losses by February first (1) to the registrar general.

Section 11. Duties of the Historian. The historian shall:

- a. prepare a scrapbook regarding the state president and the Texas Society during her term, receiving material from each chapter pertaining to its activities;
- b. maintain a permanent file of all state presidents, state officers, and National officers from Texas;
- c. retain all the historic records of the Society to be digitized and archived at Texas Women's University and retain a copy of each Texas Society Directory.

Section 12. Duties of the Librarian. The librarian shall:

- a. promote the increase of the number of volumes donated to the National Library;
- b. encourage chapters to increase the number of volumes donated to local libraries;
- c. ensure that all donated items (books, papers, pamphlets, and forms of media (DVDs, etc.) are relevant to the required topics of genealogy, colony history, or any colonial data of any kind.
- d. encourage all members to assist others in genealogical research, and to document their volunteer hours;
- e. prepare an annual report as directed by the librarian general.

Section 13. Duties of the Financial Examiner. The financial examiner shall:

- a. upon receipt of financial statements from the state treasurer, shall review copies of the following financial documents: checking account bank statement, financial report, State President's Project Fund report, income statement, expense statement, and both Scholarship Fund bank statements;
- b. perform a fall financial review to cover the period from February 1 through July 31, and an Annual Conference financial review to cover the period from August 1 through January 31;

- c. in an election year, perform a special financial review as outlined in the TSCDXVIIC Bylaws, Article VII, Section 9, Subsection K;
- d. provide a copy of all her reports to the state treasurer for retention in the state treasurers records.

Section 14. Duties of the Parliamentarian. The parliamentarian shall:

- a. when requested, render opinion and interpret the Bylaws;
- b. serve as a member of the Bylaws Committee;
- c. perform such other duties as are outlined in the Parliamentary Authority of the Society.

Section 15. Reports of Officers. Reports of state officers shall be submitted digitally via electronic means to the state recording secretary as directed by her for inclusion in the Proceedings of the State Conference. Reports of state officers are due to their National counterparts by February 15 annually.

ARTICLE VIII – Committees

Section 1. Committees: The standing committees shall be: Awards, Gifts, and Special Activities; Bylaws; Colonial Heritage, Research and Records; Finance; Flag Custodian; Grave Markers; Headquarters Decorating; Heraldry and Coats of Arms; Insignia; Junior Membership; Marking and Preservation of Historic Sites; Membership; Museum; Music; National Defense; Pocahontas Projects; Printing and Publications; Public Relations; Scholarships; Technology Support; and Veterans Service. All other committees shall be considered either special or Conference committees.

Section 2. Finance Committee: The Finance Committee shall:

- a. consist of the first vice president (chair), second vice president, state treasurer, and state president (ex-officio);
- b. have general supervision of the finances of the State Society;
- c. prepare the annual budget for the operation of the State Society;
- d. submit the proposed annual budget to be approved by the Executive Board and adopted by the Board of Management at the Fall Board of Management meeting.

Section 3. Members. The state president shall appoint the chairs of all standing, special, and Conference committees, and the committee members at her discretion.

Section 4. Electronic Communication. Unless members indicate otherwise to the chair, all meeting notices, meetings, and voting may be conducted by electronic means.

Section 5. Reports. Reports of state committee chairs shall be submitted digitally via electronic means to the state recording secretary as directed by her for inclusion in the Proceedings of the State Conference. Reports of state committee chairs are due to their National counterparts by February 15 annually.

Section 6. Guidelines. Refer to the State Procedure Manual for specific guidelines for each committee.

ARTICLE IX – State Society

Section 1. Meetings.

- a. By majority vote of the Executive Board, any meeting of the Texas Society, including the Executive Board, Board of Management, and the State Conference, may be held electronically through use of Internet meeting services designated by the Executive Board that support anonymous voting, visible displays, identification of those participating, identification of those seeking recognition to speak, showing the text of pending motions, and showing the results of votes.
- b. Electronic meetings shall be governed by the rules adopted by the National Society or the Texas Society, which may include any reasonable limitations on, and requirements for, members' participation. Any such rules adopted shall supersede any conflicting rules in the parliamentary authority but may not otherwise conflict with or alter any rule or decision of the National or Texas Society.
- c. An anonymous vote conducted through designated Internet meeting services shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot. If a technological problem or electronic interruption should occur, voting shall be stopped, any votes cast be declared null and void. A new vote shall be conducted after the problem is resolved.

Section 2. Fall Board of Management/Workshop Registration. All members of the Board of Management, members and guests attending this meeting shall register. Only Texas Society members shall pay registration fees. There shall be no refund of registration fees. Refunds shall be made for food, if requested 14 days prior to the start of the meeting.

Section 3. State Conference. The Texas Society shall hold an annual State Conference prior to March 15th. Chapters in the state shall be assigned to geographical Areas which can be determined by a committee appointed by the state president if she deems there is a need to reorganize them. Hostesses for State Conferences shall rotate among these Areas in proper sequence as set up by this appointed committee. The Annual Conference shall be held at the time and place specified by the state president. The state president shall issue the Conference Call by January 1st, preferably in the winter newsletter.

Section 4. State Conference Registration. All members of the Board of Management, delegates, alternates, members and guests attending the State Conference shall register. Only Texas Society members shall pay registration fees. This registration fee shall be set by the Board of Management at the fall meeting. This fee shall be retained in the State Conference Fund and used only for Conference expenses. There shall be no refund of registration fees. Refunds shall be made for food, if requested 14 days prior to the start of the meeting.

Section 5. Delegates by Virtue of Office. All elected state officers, honorary state presidents, chairs of state committees, chapter presidents, chapter vice presidents (one per chapter, of the chapter's choice, if they have multiple vice presidents), and National officers (elected and appointed), honorary National officers and National chairs who are members of the Texas Society are delegates to the State Conference.

Section 6. Chapter Representation. Each chapter shall have further representation as follows: one voting delegate for each seven members and fraction of three or more elected by the chapter at a regular meeting. A member who is in arrears for dues shall not be counted in determining representation at the Conference or allowed to serve as a delegate or alternate.

Section 7. Voters. Only delegates by virtue of office and elected delegates registered at the Conference shall be entitled to vote. If a chapter president is absent, the elected alternate delegate from the same chapter shall be entitled to vote. No member shall be entitled to more than one vote regardless of any voting privileges she may have as a National, state or chapter officer or chair.

Section 8. Quorum. A quorum for the annual Business Meeting at the State Conference shall be twenty-five (25) members with representation from at least six (6) chapters.

Section 9. Reports.

- a. Reports of state chairs and chapter presidents shall be limited to three minutes. Reports of absent state officers or state chairs shall be filed without reading. In the absence of the chapter president and vice president, the chapter report may be read by a delegate or alternate.
- b. In cases where an electronic meeting has been approved by the executive board and there are time constraints, the chair may request that reports of state chairs and chapter presidents be filed and not presented orally, except for those reports that are deemed to be critical to conducting of the Society's business.

Section 10. Installation

- a. The state president and officers who are elected and installed at the State Conference shall be officers-elect and shall assume their duties and responsibilities immediately after the National Conference at which they are confirmed.
- b. A state president completing a term of office shall continue in office until her successor is confirmed and shall make her report to the National Conference.
- c. Immediately following elections, the outgoing state president and the state president-elect shall ensure that National records are updated with the names of newly elected state officers and chairs.

Section 11. Directory. A Directory shall be published by the Texas Society in the summer of odd-numbered years, at a price to be set by the state first vice president. Complimentary copies shall be offered to the president general and National Headquarters office manager.

Section 12. Eligibility and Endorsement for National Office. The State Conference may endorse candidates for National Office in the most recent even-numbered calendar year. Such nomination shall comply with the rules established in the National Bylaws. (*National Bylaws Article VII, Section 3*)

ARTICLE X – Board of Management

Section 1. Members. The Texas Society Board of Management consists of all elected state officers, honorary state presidents, chairs of state committees, chapter presidents, and any elected National officers, honorary National officers, and National chairs who are members of the Texas Society.

Section 2. Duties. The Board of Management shall have charge of the affairs of the Texas Society between meetings of the Texas Society. The State Board of Management may not change an action taken by the Texas Society.

Section 3. Meetings. The Board of Management shall hold two (2) meetings per year at a time and place specified by the state president.

Section 4. Called Meetings. The Board of Management may be called for special meetings by the state president or by a majority of its members, by giving a ten (10) day notice via electronic means to each member, stating the time, place, and specific business to be considered. No other business may be considered during the called meeting.

Section 5. Quorum. A quorum for all Board of Management meetings shall be twelve (12) members.

ARTICLE XI – Executive Board

Section 1. Members. The elected officers of the Texas Society shall constitute the Executive Board. The parliamentarian shall attend the executive board meetings at the request of the state president, serving in those meetings without vote.

Section 2. Duties and Powers. The executive board shall have general supervision of the affairs of the Texas Society between its business meetings, make recommendations to the Society, and perform such other duties as are specified in the TSCDXVIIC Bylaws.

Section 3. Meetings. The executive board shall meet at the call of the state president two (2) times during the year. Special meetings of the executive board may be called by the state president, or upon written request of five (5) members of the executive board, the time and place to be set by the state president. All business to be considered at a special meeting shall be stated in the call.

Section 4. Quorum. Seven (7) members of the executive board constitute a quorum.

Section 5. Electronic Communication and Voting. All communication required by the TSCDXVIIC Bylaws, including meeting notices, may be sent using electronic means including electronic mail. In matters requiring urgency and where an in-person meeting is not necessary or possible, a vote may be conducted by electronic means.

ARTICLE XII – Chapters

Section 1. Invitation to Membership. Chapters are required to follow the National Society Bylaws with regard to invitation to membership. [See Appendix 1]

Section 2. Applicants for Chapter Membership.

- a. When the invitation to membership has been accepted, the chapter registrar shall furnish applicant with information on how to complete the membership application form, documentation resources, and shall assist the applicant to successfully complete the application.
- b. Within one year, the completed membership application shall be returned to the registrar, accompanied by a check made payable to the chapter in an amount which covers National application fees and dues, state dues and applicable chapter dues.
- c. Membership applications shall be signed by the chapter president, the chapter registrar, and two endorsing members. The chapter shall maintain a file of approved application and supplemental papers for each member.
- d. The chapter treasurer shall issue a check covering National fees and dues made payable to Treasurer General NSCDXVIIC. This shall accompany the application papers when mailed. The chapter treasurer shall send a check for state dues to the State Treasurer TSCDXVIIC at the same time the application papers are mailed.

Section 3. Fees and Dues. In addition to the required National and state dues, a chapter may levy assessments for chapter fees and dues only if the type of assessment and the amount payable are included in the chapter's bylaws. A chapter may not levy additional assessments in excess of those specified in the chapter's bylaws.

Section 4. Reserve Member. Chapters may have a Reserve Membership category for ill or elderly members who are unable to pay their dues (National Society Standing Rule #5). The chapter is responsible for paying the National and state dues for members placed in this category, funded as the chapter desires.

Section 5. Changes in Membership. With the remittance of annual dues, the chapter treasurer shall report all changes in membership, such as death, resignation, marriage, change of address or delinquency in dues. Contact information changes should be made by the member on their membership profile on the National members-only website or may be made by the chapter treasurer or the appointed State profile chair at any time.

Section 6. Chapter Meetings. The call or written notice for a chapter meeting shall provide the location or give notice that the meeting shall be held electronically through the use of Internet meeting services, subject to the same conditions and provisions in the TSCDXVIIC Bylaws, Article IX, Section 1.

Section 7. Chapter Nominating Committee. A nominating committee shall be elected at a meeting in the fall in even-numbered years. They shall be members in good standing and shall not have been a member of the previous year's nominating committee. The committee shall nominate candidates for the officers who shall be elected prior to the upcoming State Conference.

Section 8. Election of Chapter Officers

- a. Chapters shall hold their annual meetings and elect officers prior to the time of State and National Conference in odd numbered calendar years. The term of office shall be for two (2) years or until her successor is elected. No president

shall be eligible to succeed herself for more than two consecutive terms.
(*NSCDXVIIC Bylaws Article XI, Section 9a*)

- b. Following the election and before the date designated by the National Society, the outgoing chapter president and the chapter-president-elect shall ensure that National records are updated with the names of newly elected chapter officers and chairs.
- c. Chapter officers shall be officers-elect and shall assume their duties and responsibilities as such after the National Conference at which the Texas state president is confirmed. However, for ease of transition, the outgoing officers may plan meetings and conduct chapter business until their new officers are installed.

Section 9. Vacancy and Emergency Succession. Chapter officer vacancies and chapter emergency succession shall follow the same procedures as those established for State Officers (*Texas Society Bylaws, Article V, Sections 5 & 6*). In the event emergency succession occurs, the chapter recording secretary shall provide the state president with a copy of the minutes of the chapter executive board meeting at which the president pro tem was elected.

Section 10. Annual Financial Review. The chapter treasurer's financial records shall be reviewed by three (3) chapter members appointed by the chapter president. The chapter treasurer is responsible for preparing annual financial statements and making sure her books are reviewed on an annual basis. The financial review report shall be forwarded to the state financial examiner prior to December first (1).

Section 11. Reports

- a. The president of each chapter shall submit a report of the work of the chapter to the annual State Conference. The chapter president shall submit this report to the state president and state recording secretary for inclusion in the Proceedings of the State Conference.
- b. Chapters shall send annually to the state president, officers and state chairs requested reports for their use in making their reports to state and National Conferences. Instructions for the submission of these reports shall be provided to the chapter president.

Section 12. Representation at State Conference. Chapters shall elect delegates annually to the State Conference. [See *TSCDXVIIC Bylaws, Article IX, Section 6*]

Section 13. Representation at National Conference. Chapters shall elect delegates annually to the National Conference per guidelines outlined in the National Bylaws.

Section 14. Drop in Membership and Disbandment. [See Appendix 2]

ARTICLE XIII – Insignia

Insignia shall be worn as authorized by the National Society. [See Appendix 4]

ARTICLE XIV – Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern the Texas Society in all cases in which they are applicable and in which they are not inconsistent with the Bylaws of the Texas Society and any special rules of order the Society may adopt. *(NSCDXVIIC Bylaws Article XXI)*

ARTICLE XV - Amendments

Section 1. The TSCDXVIIC Bylaws may be amended at any regular meeting of the State Conference by a two-thirds (2/3) vote of the delegates present and voting, provided such amendments have been submitted in writing to the Board of Management sixty (60) days prior to the convening of the Conference at which they will be considered and have been published with a prominent link on the Texas Society's members' only website at least forty-five (45) days prior to the convening of the State Conference.

Section 2 The State Conference shall adopt bylaws which do not conflict with the Certificate of Incorporation and the National Bylaws. Automatically, all applicable Bylaws adopted by the National Society shall become part of the State and Chapter Bylaws. *(NSCDXVIIC Bylaws Article XXII, Section 3)*

ARTICLE XVI – Dissolution

Upon dissolution of the Texas Society or any of its chapters, the assets thereof shall become property of the National Society to be used by it exclusively for such purposes as are permitted societies entitled to tax exemption under Section 501 (c)(3) of the Internal Revenue Code of 1986 and all amendments or replacements thereof.

STANDING RULES

1. State Conference

- a. The Areas within the state shall host the State Conference on a rotating basis. Each chapter is obligated to assist as hostess for the State Conference when it is in their Area. Chapters assigned by the state first vice president to host functions at State Conference are responsible for the costs incurred for decorations and/or favors they provide for that event.
- b. The Texas Society General Fund pays for:
 1. Flowers for the Memorial Service and for the state officer installation in odd-numbered years.
 2. The president general's expenses, once per two-year term when she attends the State Conference, the amount to be limited to a three (3) night hotel stay, meals, and a corsage.
 3. A gift for the president general's official visit, with cost limited to \$100.00; the state president is responsible for obtaining this gift.
 4. Printing of the Conference Program and the Memorial Service Program, under the direction of the state president and/or state first vice president
 5. Conference Banquet speaker and entertainment, with a maximum of \$500.00 allowed. Costs in excess of this amount shall come from the State Conference Benefactor Fund.
- c. The State Meetings Fund is established as a designated fund to receive donations from individuals or chapters. This fund exists to receive all income and disburse money for all expenses related to all state meetings. Donated funds remaining in the State Meetings Fund after any approved expenses are paid shall remain in the State Meetings Fund and accrue.
 1. The state first vice president shall prepare a budget with estimated income and expenses for each state meeting based on data pertinent to the specific meeting (i.e. catering, transportation, special events, AV costs versus anticipated attendance income) in order to ensure the State Meetings Fund remains solvent. She shall review this budget with the state president prior to publication of state meeting registration forms.
 2. The State Meetings Fund covers all expenses pertaining to the State Conference, except for items noted in Texas Society Standing Rule 1 Section B. However, some state conference items may be paid for out of the State Conference Benefactor Fund (Texas Society Standing Rule 1e) at the discretion of the state president and state first vice president.
 3. The state president may invite up to three (3) guests to the State Conference President's Reception or Banquet, including the heads of no more than three

(3) patriotic lineage societies who are not Texas Society members. The meal costs for those invited guests will be paid from the State Meetings Fund. Invited guests who are Texas Society members or who are family members of any state officer shall pay their own meal cost.

- d. The state president shall recognize all 25 and 50 year members present at the State Conference.
- e. The State Conference Benefactor Fund is established as a designated fund which can receive donations from individuals or chapters, whose funds are used solely for expenses related to the State Conference and the business conducted therein. Money remaining in the State Conference Benefactor Fund after Conference expenses are paid each year shall remain in the State Conference Benefactor Fund.
- f. Suggested Order of Business of State Conference
 - 1. Even Numbered Years
 - Call to order
 - Invocation
 - National Anthem
 - Pledge of Allegiance to the Flag of the United States of America
 - Pledge to the Texas Flag
 - Salute to the Flag of the Colonial Dames XVII Century
 - The American's Creed
 - Article II, Object of the Society
 - Introductions
 - Roll Call of Chapters
 - First Report of the Credentials Committee (Business Session I)
 - Reading of the Conference Standing Rules
 - Presentation of the Conference Program
 - Minutes of the Previous Meeting
 - Appointment of Committee to Approve the Minutes
 - Nominations for the Nominating Committee
 - Report of the State President
 - Reports of the State Officers
 - Reports of the Committee Chairs
 - Second Report of the Credentials Committee (Business Session II)
 - Reports of the Chapter Presidents
 - Hour of Remembrance
 - Final Report of the Credentials Committee (Business Session III)
 - Proposed Bylaw Changes (if applicable)
 - Election of Nominating Committee
 - Election of Alternate Delegates to National Conference
 - Endorsement of Candidates for National Office
 - Unfinished Business
 - Report of Teller Committee
 - New Business

- Recommendations from the Board of Management
- Hour of Giving
- Silent Auction/Raffle Drawing
- Courtesy Resolutions
- Retiring of the Colors
- Benediction
- Adjournment

2. Odd Numbered Years

- Call to order
- Invocation
- National Anthem
- Pledge of Allegiance to the Flag of the United States of America
- Pledge to Texas Flag
- Salute to the Flag of the Colonial Dames XVII Century
- The American's Creed
- Article II, Object of the Society
- Introductions
- Roll Call of Chapters
- First Report of the Credentials Committee (Business Session I)
- Reading of the Conference Standing Rules
- Presentation of the Conference Program
- Minutes of the Previous Meeting
- Appointment of Committee to Approve the Minutes
- Nominating Committee Slate of State Officers
- Nominations from Conference Floor
- Report of the State President
- Reports of the State Officers
- Reports of the Committee Chairs
- Second Report of the Nominating Committee (Business Session II)
- Reports of the Chapter Presidents
- Hour of Remembrance
- Final Report of the Credentials Committee (Business Session III)
- Election of State Officers
- Election of Alternate Delegates to National Conference
- Unfinished Business
- Report of Teller Committee
- New Business
- Recommendations from the Board of Management
- Installation of Officers
- Hour of Giving
- Silent Auction/Raffle Drawing
- Courtesy Resolutions
- Benediction
- Adjournment

g. State Awards:

1. First, second, and third place awards may be given in each award category in each membership size division. Chapters are placed in a membership size division as follows:
 - a. Division 1 – Chapters with ten (10) to twenty-five (25) members
 - b. Division 2 – Chapters with twenty-six (26) to fifty (50) members
 - c. Division 3 – Chapters with fifty-one (51) or more members
 - d. Membership is based on the number of members whose dues are paid to the state treasurer by December 31. The state treasurer shall verify the paid membership, assign categories, and send the membership categories to the state awards chair.
2. Awards may be made in the following categories:
 - a. Number of new members approved and percentage of chapter membership growth
 - b. Number of new Junior members approved
 - c. Number of supplemental applications approved
 - d. Monetary contributions to individual National funds (state treasurer shall determine these)
 - e. Monetary contributions to individual State funds (state treasurer shall determine these)
 - f. Number of Insignia and monetary value of Insignia purchased
 - g. Veterans Service hours and value of items donated
 - h. Colonial Research
 - i. Colonial Heritage
 - j. Historical Markers
 - k. Public Relations
 - l. Any other awards deemed appropriate by the state officers or chairs
 - m. A Texas Outstanding Junior award and pin shall be presented to a candidate selected by the Junior Membership Chair as the State Outstanding Junior. The award and pin are paid for from the General Fund.
3. No chapter shall be eligible for an award in any category whose state and National dues have not been received by the state treasurer by the published deadline.
4. Each chapter shall receive a summary award certificate listing all of the achievements earned by the chapter, separate award certificates for individual achievement, and any other award certificates as directed by the state president.
- h. The Conference Committee is comprised of the Conference Chair and Vice-Chair, Area Conference Chair, and the following committees: Awards, Gifts, and

Special Activities; Credentials; Flag Custodian; Music/Awesome Texas Chorus; Pages; Protocol; Courtesy Resolutions; Tellers; Tickets, Sales, and Reservations; and Timekeeper.

2. The State President Project Fund is established as a designated fund which can receive donations from individuals or chapters. Net proceeds from the sales of the state president's choice of fund-raising activities, along with all proceeds from the silent auctions and monies collected at the Officers Club function also go to this fund. Disbursements from this fund are made at the close of the two-year term and are at the direction of the state president as long as the recipient(s) purposes are in keeping with the objectives of the Society. A minimum balance of \$2,000.00 shall remain in this fund at the close of each term.
3. The National Events Fund is established as a designated fund to receive an annual budgeted amount of \$500.00 from the General Fund budget plus donations from individuals or chapters, whose funds are used solely for expenses related to events at National Conference that the Texas Society is assigned to fund. Money remaining in the National Events Fund after approved expenses are paid shall remain in the National Events Fund and accrue.
4. Chapter product sales may be permitted at Texas Society meetings or events if previously approved by the state president. Twenty-five (25) percent of the profit of those sales shall be donated to the state president's project. The remaining profit shall be used for projects that conform to the Object of the Society.
5. The state president shall receive \$2,500.00 annually toward her official expenses.
6. The Texas Society shall produce at least two (2) newsletters annually on dates specified by the state president. The newsletter shall be emailed to all members of the Board of Management and posted on the Texas Society members only website. Chapter presidents shall forward the newsletter to the chapter members immediately upon receipt.
7. Texas members serving as Pages to the National Society or the Texas Society are funded as follows:
 - a. The National Page Fund is established as a designated fund to receive an annual budgeted amount of \$500 from the General Fund plus donations from individuals or chapters. The National Page Fund shall be divided equally among Texas Pages who served the National Conference as scheduled by the National Page Chair. This fund does not apply to virtual National Conferences.
 - b. If only one (1) Texas Page serves at the National Conference, she shall receive the \$500 budgeted by the Texas Society, and any donations received shall remain in the National Page Fund. If Texas Pages are not scheduled to serve the National Conference, all donations shall remain in the National Page Fund and the budgeted funds are not carried over.
 - c. The Texas Society shall waive state meeting registration fees for Pages serving at state meetings as scheduled by the State Page Chair. The waiver shall be funded by the State Meetings Fund.

- d. The Texas Society shall waive the cost of the State Conference Banquet meal for Texas Pages who attend the banquet and serve during three of the conference business sessions. The waiver shall be funded by the State Meetings Fund.”
8. The Texas Society Marking Fund is established as a designated fund to receive the annual budgeted amount of \$300.00 from the General Fund budget plus donations from individuals and chapters, whose funds are used solely for expenses related to organizing and conducting a state-sponsored historic site marking. The site is to be chosen by the chair for Marking and Preservation of Historic Sites Committee and the state president. Money remaining in the Fund after any approved expenses are paid shall remain in the Texas Society Marking Fund and accrue.
 9. The Texas Society shall pay for a CDXVIIC marker for the grave of any honorary state president who passes away after January 1, 1991, purchased with monies from the Honorary State President Grave Marker Dedication Fund. The local chapter or family shall pay for installation of the marker.
 10. The Texas Society shall budget a reasonable amount per year toward the expenses of state officers and state committee chairmen whose jobs require them to incur more than minimal expenses. Officer and Committee Chair expenses shall not be reimbursed unless approved by the executive board or allocated in the annual budget. Receipts for expenses shall accompany all requests for reimbursement.
 11. The state president shall wear the State President’s Pin and new sash provided by the Texas Society during her term. The Texas Society shall present the outgoing state president with an Ex-State President’s 14k gold-filled pin and new Ex-State President sash immediately upon leaving office. The outgoing state president may keep her president’s sash.
 12. Chapters may invite the state president to regular meetings, special events, or special meetings during her term of office. It is customary for the state president, if she accepts, to pay for her own transportation to the event and for the host chapter to be responsible for her meals and lodging, if necessary, during her visit.
 13. Members who are actively serving as Texas Society officers may not wear the sash of an officer of the National Society while participating in business meetings of the Texas Society.
 14. The Procedures Manual may be changed only by the Bylaws Committee. Any member may request a change; however, the implementation shall be the decision of the Bylaws Committee.
 15. There shall be three (3) Scholarships administered by the Texas Society:
 - a. Harding-Massengill Scholarship Fund
 1. The Harding-Massengill Scholarship shall be funded using first the interest generated to date, and second using the monies available in the Scholarship Fund itself.
 2. The scholarship can be awarded annually in the amount of \$2,500.00 and may be awarded to up to two (2) students annually.

3. The Fund balance shall not be allowed to fall below \$5,000.00 at any time, even if this means the scholarship cannot be awarded for a period of time.
4. It is awarded to a student of good character, citizenship, academic merit, and leadership qualities who is applying to or attends Stephen F. Austin State University. The University shall assist in the selection process and the process is overseen by a Texas Society chair.

b. Texas Society Scholarship Fund

1. The Texas Society Scholarship shall be funded using first the interest generated to date, and second using the monies available in the Scholarship Fund itself.
2. The scholarship can be awarded annually in the amount of \$2,500.00 and may be awarded to up to two (2) students annually.
3. The Fund balance shall not be allowed to fall below \$5,000.00 at any time, even if this means the scholarship cannot be awarded for a period of time.
4. The recipient shall be a Texas resident enrolled in an accredited Texas college or university. The applicant should be concentrating on a career that advances the Object of the Society with majors preferred in history, library science, or historical research or preservation.

c. Dale Etter Cook Music Scholarship Fund

1. The Dale Etter Cook Music Scholarship shall be funded using first the interest generated to date, and second using the monies available in the Scholarship Fund itself.
2. The scholarship can be awarded annually in the amount of \$1,000.00.
3. The Fund balance shall not be allowed to fall below \$1,000.00 at any time, even if this means the scholarship cannot be awarded for a period of time. At the discretion of the Chair, a second \$1,000.00 scholarship may be offered if the minimum balance will be maintained.
4. The recipient shall be a Texas resident enrolled in the University of North Texas or Texas Wesleyan. The applicant should be concentrating on a career in music, whether it be teaching, performing, or related field. The University will assist in the selection process and the process is overseen by a Texas Society Chair.

16. Annual state dues are \$10, with \$5 of this amount designated for inclusion in the State Meetings Fund. The state fee for each supplemental application is \$2.

17. The State President and the State Treasurer are the authorized signers on all Texas Society bank accounts.

18. The State President and the State First Vice President are the “key executives” of the Texas Society for any bank used as a depository for Texas Society funds.

19. The State President has full authority to remove officers from a prior administration(s) as signatories and key executives for all Texas Society bank accounts and to add signatories and key executives or equivalent title to all Texas Society bank accounts as specified in Standing Rules 17 and 18.

20. There shall be a State Heraldry Club composed of members with at least one approved Coats of Arms application, whose object is to encourage social relations and to promote and support the National Society's library of Heraldry and the preservation of the lineage and Coats of Arms of our armorial ancestors. Club meetings are open to all, but only qualifying club members may vote to conduct club business.

21. There shall be a State Officers Club composed of members who have served as state officers, whose object is to encourage social relations within the state society and to support the State President's project. Club meetings and club sponsored events are open to all, but only qualifying club members may vote to conduct club business.

22. The official Texas Society Logo was created to identify the publications and approved products of the Texas Society and its chapters. The Texas Society Logo may not appear above the official insignia emblem of the National Society Colonial Dames XVII Century. The Texas Society logo may not be reproduced on any object without permission of the Texas Society Executive Board.

Bylaws, Standing Rules, and Appendices Revision History

Complete Revision Approved February 25, 2022
Revised (National Conference) April 9, 2022
Revised (Board of Management) August 26, 2022
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Revised (State Conference) March 1, 2025
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Revised (Board of Management) August 16, 2025

APPENDIX 1 – MEMBERSHIP

Section 1. Any woman eighteen years of age or over of good moral character is eligible for membership, provided she has been invited by the Society, is eligible through birth parents, and is the lineal descendant of an ancestor who lived and served prior to 1701 in one of the Original Colonies in the geographic area of the present United States of America. Lineal descendant shall mean direct legal blood descendant. No person may

enter the Society under known false lineage records. (*NSCDXVIIC Bylaws Article III, Section 1*)

Section 2. Documentary proof of an ancestor's service and residence prior to 1701 in one of the following is required:

1. Historic Founder of Jamestown or Historic Founder of any of the Original Colonies
2. Member of the London, Plymouth or Virginia Companies who came to the colonies to live
3. Colonial Governor, Lieutenant Governor, Deputy Governor, or Colonial Officer
4. Member of the House of Burgesses
5. Member or Delegate to the Council of the Assembly
6. Deputy or Representative to the General Court
7. All civil and church officials and services
8. Founder or Trustee of any College or School
9. Minister of the Gospel or Commissary of the Bishops of London
10. Member of the Council of Safety of 1689
11. Signer of the Mayflower Compact
12. Member of the House of Deputies
13. All Professions, Trades, and Crafts
14. All Military and Naval services of the Colonies
15. Any person who furnished funds or supplies.
16. Member of Provincial Congress.
17. Landowner or Planter.
18. Freeman
 - a. applies to the New England Colonies only as an official service; the Freeman's Oath was the first paper printed in New England at Cambridge by Stephen Days in 1639;
 - b. applies to a person given the right of suffrage or right to hold any public office by the general or quarterly court;
 - c. requires person to produce documentation individual was a member in good standing of some Congregational church;
19. Headright
 - a. applies to a head of a household to whom land was granted on condition that the settlement by such individual would be made upon the land;
 - b. applies to a person named in a land grant or other official record.
20. Transportee
 - a. applies to one who was conveyed from another country to the American Colonies;
 - b. requires proof stating individual transported into the colonies;
 - c. requires historical documentation submission.
21. Holder of dower rights in land (*NSCDXVIIC Bylaws Article III, Section 2*)

Section 3. Classes of Membership. The classes of membership shall be:

1. Active Members of a Chapter – an active member shall have all privileges of membership. (*NSCDXVIIC Bylaws, Article IV, Section 1 Subsection a, Item 1*)
2. Associate Members – an associate member is a member in good standing in her chapter and is invited by another chapter to become an associate member of that chapter. An associate member attends meetings and other functions of the chapter in which she holds associate membership, but she is not permitted to hold an office, a chair of a committee, or vote in that chapter. Associate member dues are prescribed in the Chapter's Bylaws and the associate member pays her dues to the Chapter accordingly. (*NSCDXVIIC Bylaws, Article IV, Section 1, Subsection a, Item 2*)
3. Member-at-Large
 - (a) A member-at-large is a member in good standing who becomes a member-at-large due to the disbandment or dissolution of her chapter. This status may be retained for two (2) years only at which time she must transfer into a chapter to which she has been invited and approved or be dropped from membership. The dues of a member-at-large are paid directly to the Society and mailed to the Treasurer General. (*NSCDXVIIC Bylaws, Article IV, Section 1, Subsection a, Item 3a*)
 - (b) A member who transfers from a chapter or a prospective member who joins the Society for the purpose of organizing a new chapter also shall be a member-at-large. She shall submit her Society dues to the Treasurer General until the new chapter is organized. (*NSCDXVIIC Bylaws Article IV, Section 1, Subsection a, Item 3b*)

Section 4. Prospective Members

A prospective member for a chapter shall be endorsed by two members of that chapter who are in good standing and by whom the prospect is known personally. Acceptability shall be determined by a two-thirds vote of the Chapter Executive Board. The name then shall be presented to the membership for a ballot vote at the next regular chapter meeting. A majority vote shall establish acceptability. Upon favorable action three (3) identical official application papers for membership, or one original application paper for membership and two copies, shall be prepared by the applicant and signed by her. The official application and copies shall be signed by the two endorsers and the proper chapter officers, then sent with documented proof clearly marked for each generation and a chapter check for the amount of the application fee and one year of dues and sent to the Registrar General. The check shall be made payable to the National Society Colonial Dames XVII Century. The applicant shall be allowed one year to prepare and return her application papers unless granted a special extension by the chapter. An applicant shall agree if admitted to membership she shall endeavor to carry out the purposes for which the Society was organized and to observe and comply with its Bylaws and Standing Rules. (*NSCDXVIIC Bylaws Article IV, Section 1, Subsection b*)

Section 5. Application Papers

Application papers for membership in a chapter shall be signed by the chapter president, the registrar, and two endorsing members. Papers shall be sent to the Registrar General with payment of the application fees and dues for one year with a check payable to the National Society Colonial Dames XVII Century. The chapter shall maintain a file of the application and supplemental papers for each member. The dues and application fees for Junior members shall be one half the current fees. *(NSCDXVIIC Bylaws, Article XV, Section 5)*

Registrar General shall examine application papers for accuracy of data and accompanying documentation for approval. Each member shall receive a certificate of membership duly attested by the President General and Registrar General to which is affixed the Seal of the National Society. Chapter Registrars are responsible for ensuring that the Applicant's name as desired on the certificate is correct. New member applications that cannot be verified have three (3) years from the date of review to submit additional requested documentation. *(NSCDXVIIC Bylaws Article IV, Section 2)*

Section 6. Application Fees

Application papers for membership in a chapter shall be signed by the *(NSCDVIIC Bylaws paraphrased, Article XV, Sections 5 and 6)*

In the event application papers cannot be verified by the Registrar General within three (3) years, one (1) year of dues and one copy of the application papers shall be returned to the chapter for proper disbursement to the applicant. *(NSCDXVIIC Bylaws Article V, Section 1)*

Section 7. Supplemental Applications

A member shall submit one original and two (2) copies of the identical typed application paper for recording each ancestor supplemental for verification. Documented proof for each generation not verified on a previous application and a check for the amount of the supplemental application fee, payable to the National Society Colonial Dames XVII Century, shall be sent to Headquarters with each supplemental application. Each supplemental application and copies shall be signed by the member and proper chapter officers. A member may request a certificate for an approved supplemental ancestor using the form available on the website and submitting the applicable fee. Supplemental applications that cannot be verified have one (1) year from the date of review to submit additional requested documentation. *(NSCDXVIIC Bylaws Article IV, Section 5)*

Section 8. Fees for Supplementals

The Society's current fee, payable to check to the National Society Colonial Dames XVII Century, shall accompany a Supplemental Paper. A Chapter may require a fee for supplementals if such provision is written into its bylaws or standing rules. *(NSCDXVIIC Bylaws Article X, Section 9)*

The State fee for each supplemental paper shall be paid by the member to the Chapter Treasurer, who then remits it to the State Treasurer by chapter check.

APPENDIX 2 – ORGANIZING OR DISBANDING CHAPTERS

Section 1. Chapter Organization

1. A chapter of ten (10) or more members may be organized in any community in Texas upon approval by the State President and State Organizing Secretary and upon approval by the President General and Organizing Secretary General. *(NSCDXVIIC Bylaws, Article XV, Section 2, Subsection a)*
2. A chapter being organized cannot deplete another chapter to less than 25 members and must have at least 5 new members. A new chapter can charter with 21 or more members. *(NSCDXVIIC Bylaws, Article XV, Section 2, Subsection b)*
3. The State Organizing Secretary shall direct organization of a chapter and appoint the Organizing Chapter President with the approval of the State President and the Organizing Secretary General. *(NSCDXVIIC Bylaws Article XV, Section 2, Subsection c)*
4. An Organizing Chapter shall prepare chapter bylaws. These Bylaws shall not conflict with the State and National Bylaws and shall be approved by the National Bylaws Committee before a Charter is granted. *(NSCDXVIIC Bylaws Article XV, Section 2, Subsection e)*
5. Within three (3) months after the organizational meeting of a chapter, the Organizing Chapter President shall obtain an Employee Identification Number (EIN) from the Internal Revenue Service. *(NSCDXVIIC Bylaws Article XV, Section 2, Subsection f)*
6. The Organizing Chapter President shall send the names of members who are organizing a new chapter to the Treasurer General and the Registrar General. *(NSCDXVIIC Bylaws Article XV, Section 2)*

Section 2. Organizing Chapter President

An Organizing Chapter President shall be a member of a chapter or a member-at-large. A member of a chapter appointed as an Organizing Chapter President shall continue to pay her dues through her chapter. A member-at-large appointed as an Organizing Chapter President shall submit her dues to the Treasurer General for the time of her duty as Organizing Chapter President. The term of office as Organizing Chapter President shall be limited to two (2) years with one additional year to be granted by the Organizing Secretary General if necessary. *(NSCDXVIIC Bylaws Article XV, Section 3)*

Drop in Membership and Disbandment

1. If the membership of a Chapter falls below the ten (10), an extension of two (2) years to increase its membership may be granted by the National Executive Board upon recommendation of the Organizing Secretary General. If the chapter membership does not obtain ten (10) members within two (2) years and no further extension is granted, such chapter shall be disbanded, and its members

may transfer to other chapters by invitation or to member-at-large for two (2) years only. *(NSCDXVIIC Bylaws Article XV, Section 13, Subsection a)*

2. To disband officially, two-thirds of all members on the chapter roll shall approve disbandment provided notice of at least three (3) months has been given to the State President and to the Organizing Secretary General before a vote is taken. Upon disbanding, the President of the disbanding chapter shall return application papers to the members except for members transferring to another chapter in which case the application papers are to be sent to the members' new chapters. She shall send a list of the members transferring to member-at-large with their national numbers to the Organizing Secretary General, Treasurer General, and Registrar General. All monies of the disbanding chapter shall revert to the Society's General Fund. Only the chapter charter shall be returned to Headquarters. Additional chapter property and records shall be sent to the State President for disposition. A final 990-N shall be filed with the Internal Revenue Service. *(NSCDXVIIC Bylaws Article XV, Section 13, Subsection b)*
3. Two (2) Chapters may merge after an affirmative vote of the majority of the membership of each chapter. Permission to merge shall be obtained from the Organizing Secretary General and the President General. The registrars of the merging Chapters shall send a list of the current members with their membership status to the Organizing Secretary General within thirty (30) days of merger approval. When chapters merge, they may retain one name with that chapter's EIN number or choose a new name using the same system of choice as an organizing Chapter, which will require a new EIN number. At the first meeting of the merged chapter, new officers shall be elected and bylaws written for approved by the National Bylaws Committee. Chapter monies shall be merged and all records placed in the care of the appropriate officers. *(NSCDXVIIC Bylaws Article XV, Section 13, Subsection c)*

APPENDIX 3 – MEMBERSHIP TRANSFER OR REINSTATEMENT

Section 1. Transfers

1. An active member in good standing may be transferred from one chapter to another chapter provided she is approved to be a member by the receiving chapter. A copy of the application papers shall be forwarded by the chapter registrar to her new chapter. A member transferring after July 1 shall pay dues for the coming year through her new chapter. *(NSCDXVIIC Bylaws Article IV, Section 7, Subsection a)*
2. A member-at-large shall be a member who upon the disbanding of her chapter may apply for member-at-large status for two (2) years. She shall pay dues directly to the Treasurer General with a check made payable to the National Society Colonial Dames XVIII Century. A member-at-large who is in good standing may transfer into a chapter to which she has been invited and approved. The Headquarters Office Manager shall notify the chapters of completion of the transfer. *(NSCDXVIIC Bylaws Article IV, Section 7, Subsection b)*

Section 2. Reinstatement

1. A member in good standing who has resigned from membership may be reinstated in a chapter after approval to become a member and upon payment of chapter, state and national dues for the current year. *(NSCDXVIIC Bylaws Article IV, Section 8, Subsection a)*
2. A member who has been dropped for non-payment of dues may be reinstated in a chapter after approval for reinstatement by the chapter and upon payment of two years of chapter, state, and national dues to the receiving chapter. No fees other than chapter, state, and national dues will apply. *(NSCDXVIIC Bylaws, Article IV, Section 8, Subsection b)*

APPENDIX 4 - INSIGNIA

Section 1. Pins

- a. The insignia pin to be worn by members of the Society in good standing shall be a Colonial Dame on a background of blue with gold. *(NSCDXVIIC Bylaws Article XVI, Section 1, Subsection a)*
- b. A Recognition Pin of miniature size and similar design may be worn upon any occasion and shall not be attached to a ribbon. *(NSCDXVIIC Bylaws Article XVI, Section 1, Subsection b)*
- c. A member shall not wear two official emblems, or an official emblem and a recognition pin, at the same time. *(NSCDXVIIC Bylaws Article XVI, Section 1, Subsection d)*
- d. A member may only wear pins for which she is qualified. *(NSCDXVIIC Bylaws, Article XVI Section 1, Subsection d)*
- e. Other organizations' badges, insignia, and campaign pins or adornments may not be worn at meetings or functions of the Society except by an invited guest representing another society or organization. *(NSCDXVIIC Bylaws Article XVI, Section 1, Subsection e)*
- f. A member shall not be authorized to purchase or wear on her ribbon two identical contribution pins. *(NSCDXVIIC Bylaws Article XVI, Section 1, Subsection f)*
- g. A donation pin for the appropriate fund will be approved for a member making the required donation to the named fund. *(NSCDXVIIC Bylaws Article XVI, Section 1, Subsection g)*

Section 2. Official Ribbon

Only ancestral bars approved by the Society and service bars and pins authorized by the Society may be worn with the insignia pin upon the official ribbon. *(NSCDXVIIC Bylaws Article XVI, Section 3, Subsection a)*

Section 3. Official Sash

The official sash ribbons for National Officers, National Appointed Officers, Honorary National Officers, Past National Officers, Past National Appointed National Officers, State Presidents, and Honorary State Presidents shall be worn only as authorized by the Society. The ends of the sashes shall be notched in a chevron cut and shall not exceed the dress hem. The sashes shall not be worn with pants. (*NSCDXVIIC Bylaws Article XVI, Section 4*)

Section 5. Location of Insignia

No writing or printing shall be placed above the insignia on any printed material. (*NSCDXVIIC Bylaws, Article XVI Section 5*)

Section 6. Reproduction of Insignia

The insignia may not be reproduced on any object except by permission of the NSCDXVIIC Executive Board. (*NSCDXVIIC Bylaws Article XVI, Section 6*)

Section 7. The Society shall have full authority over any project or design containing Society information and/or materials which are the sole property of the Society. No element of any project or design that relates to the Society can be copyrighted, made, printed, or produced in any manner without the consent of the Society by first being presented for approval through the National Executive Board. (*NSCDXVIIC Bylaws Article XVII, Section 2*)