

STANDING RULES FOR NSCDA IN MARYLAND

Please note: Standing Rules give procedure and details for interpreting policy that is stated in the Bylaws. Bylaws: Article IV, Section 4, Duties of the Board, B 3. *“Standing Rules may be adopted, changed or rescinded at any Board meeting by a majority vote with prior notice or a two-thirds [2/3] vote without prior notice.”*

A. MEMBERSHIP

1. Courtesy Members are without vote but should be given the same attention as new members and transfers.
2. The status of Courtesy Members should be checked periodically with the State Society of their membership, to be sure that dues and fees are paid in full.
3. Members of The National Society of The Colonial Dames in The State of Maryland shall not be paid employees of the Society.
4. Fees: Annual dues are \$135.00 (adopted 2009-2010)

Per capita assessment, paid to The National Society, is currently \$40.

As of 2005, Life Members are exempt from paying per capita dues.

Life membership shall require a payment of \$5,000.

If dues are not paid by May 1, a late fee of \$25 will be charged.

A transfer fee of \$25 (in or out of MD Society) will be charged for processing lineage papers.

A reinstatement fee of \$50 shall be charged to members who have resigned or were dropped for failure to pay dues. *(adopted 9/2010)*

Processing/ verification for new members is \$100.

There shall be no processing/verification fee for new Youth & Junior members as long as they are proposed by members of the NSCDA of Maryland. Otherwise, the full processing fee shall be charged.

Initiation fee for new members is \$100.

Initiation fee for new Junior members shall be: \$50.

Initiation fee of new Youth members shall be: \$25

Junior members shall pay dues of \$50 a year, of which \$40 is the per capita tax.

Youth members shall pay dues of \$40 a year, which is the per capita tax.

Board members including officers shall pay an annual fee of \$50.

Processing/verification fee for Supplemental applications shall be \$100. *(adopted 2/2016)*

5. At the discretion of the Board, a member who has given many years of devoted and loving service to the Society may be deemed a DAME EMERITUS, RETIRED. She will no longer be required to pay dues nor will she be listed in our roster.

B. ANNUAL OR SEMI-ANNUAL MEETINGS OF THE SOCIETY

1. Members may have access to minutes of any meeting of the Society.
2. Officers and Committee Chairmen shall submit written reports via email to the Corresponding Secretary 2 (two) weeks prior to the Annual (or Semi-Annual) meeting. The Corresponding Secretary will compile the reports and provide copies to all members at the meeting. The following shall also be given a copy:

President

Historian

Recording Secretary

A synopsis of the report should be given to the editor of the Clarion.

3. Format: Place the name and date of the meeting at the top of the page and the full name, position and signature at the bottom of the page.
4. Each Town & County Committee, in assigned rotation, shall be responsible for hosting the Annual Meeting. The Maryland Society shall help defray the cost of Annual Meeting arrangements.

C. MEETINGS OF THE BOARD

1. Any member may attend a Board meeting, with notice to the President.
2. Written reports must be prepared for all Board meetings as for Annual Meetings. Otherwise, reports will not be included in the minutes. Three (3) copies are required if delivered to Recording Secretary at the meeting; only one copy is needed if the report is emailed to Recording Secretary prior to the meeting.

D. APPOINTMENTS

1. The President is an ex-officio member of all committees except the Nominating Committee and the Roll of Honor Committee. She is notified of all meetings and should arrange to visit each committee at least once during her term of office.
2. When the President goes out of office, her appointed chairmen and their committee members go out of office.
3. Each new President appoints, with Board approval, her committee chairmen.
4. Each newly-appointed chairman shall receive, from the retiring chairman, a list of her duties, a record of past activities and a copy of the latest annual report.
5. Each newly-elected officer shall receive, immediately after the Annual Meeting, the file of any important papers from the previously-elected officer and a copy of the procedures for that position, as stated in the Procedures Manual maintained by the President.

E. COMMITTEES AND APPOINTED OFFICES

Section 1. Standing Committees

A. Finance Committee—a Standing Committee—of which the Treasurer is chairman, shall supervise the financial affairs of the Society.

The Finance Committee shall prepare an annual budget for NSCDA-MD and ensure that budgets are prepared for Mount Clare Mansion and T&C Committees.

Budgets shall be presented to the Board in November for approval

The Finance Committee is responsible for the management of the Society's invested funds including investment objectives and policies, selecting appropriate means to implement such objectives and policies, and monitoring policy implementation and investment performance.

The Finance Committee must approve any agreements with investment advisors concerning the safekeeping and amnagement of the Society's invested funds.

The Committee shall meet at least 4 times a year.

The Finance Committee may from time to time submit supplements to the budget for the current fiscal year to the Executive Committee for approval

B. Historical Activities Committee – a Standing Committee- works in the fields of research, preservation, restoration and education

E./B. Chairman attends workshops at Biennial and the Region IV meetings.

C. Membership Committee – a Standing Committee – works to increase membership

Identifies prospective members and legacies who could become valued members of the Society.

Plans social events to introduce prospectives to current members and to further the goals and objectives of the Society.

D. Museum Properties Committee (aka House Committee)—a Standing Committee – advises and aids in the interpretation, restoration and maintenance of Mount Clare Museum House with the purpose of educating people in the property's historical significance.

Chairman submits report for the Annual Meeting and another by 1 June to The National chairman and Vice-chairman of Region IV detailing activities of the Maryland Society in Museum Properties

Chairman attends workshops at Biennial and Region IV meetings.

Oversight for the furnishings, accessions, deaccessions and loans rests with this committee with approval from the Board.

Funds generated from the auction sale of deaccessioned collection objects are restricted and may only be used to purchase new acquisitions, both period and reproduction, to be used for the interpretation of Mount Clare according to the Museum's Mission Statement and Collections Management Policy.

Any structural changes or repairs to Mount Clare or the Stable must have the advice and approval of Maryland Historic Trust.

Guidelines set by the American Association of Museums should be followed as closely as possible by the Board, the B&O staff managing Mount Clare, and the House Committee

Responsible for meeting with B&O management on a regular basis to ensure smooth operation of the House

Plaques to honor a donor are not allowed at Mount Clare or the Stable. However, lists of contributors, financial and otherwise, published in the *Clarion* or other Society literature, may be allowed.

1. Development Committee - Subcommittee of the Museum Properties Committee. –shall run the annual Friends of Mount Clare Fund.

The purpose of the Friends of Mount Clare (FOMC) is to create interest in and revenue for the benefit of the museum's fine art, furnishings, and library collection, hereinafter referred to as the Collection, at the Mount Clare Museum House.

All funds donated to the Friends of Mount Clare shall be used only for the Collection and are accounted for separately from the operating funds for the Museum, Stable and NSCDA. Revenue generated is deposited into a restricted account referred to as the FOMC account.

All expenditures from the FOMC account must be approved in advance by the Museum Properties Committee (aka House Committee).

All gifts to the FOMC shall be acknowledged by a tax receipt letter.

All gifts over \$250 shall also be acknowledged by a letter from the President or Chairman of the Development Committee.

E. Patriotic Service Committee—a Standing Committee—works primarily in the field of education to stimulate a spirit of true patriotism and knowledge of the American heritage. The committee also has responsibilities for Citizenship; the Colonial and Pioneer History Video Project; the Congressional Seminar Project; Flag Programs; Scholarships and Educational Awards; Service to the Military and other projects.

Chairman submits report for the Annual Meeting and another by 1 June to The National chairman and Vice-chairman of Region IV detailing activities of the Maryland Society in Patriotic Service.

Chairman attends workshops at Biennial and the Region IV meetings.

The Committee administers the annual Congressional Scholarship awards including raising funds to support the scholarships.

The committee publicizes the essay contest in Maryland high schools, judging the essays, and contacting the scholarship winners.

Every three years, the committee also selects a Maryland graduate student to receive the Region IV American History award, and makes the presentation.

Section 2. Other Committees

A. Nominating Committee – The committee consists of a member from each Town & County Committee, plus one from the Board.

The previous chairman calls the meeting to order and a new chair is elected.

Neither the President nor the Board has any authority over the Nominating Committee.

The Nominating Committee shall, when asking for their acceptance, inform all prospective officers of the listing of their duties in the Society's Directory, including prompt attendance and the assumption of the costs that may be incurred.

The Chairman of the Nominating Committee shall, as a courtesy, send to the President the slate of nominees before the slate is presented to the Board.

B. Endowment Committee- The Emilie McKim Reed Memorial Lecture and Charlotte Duer Brice Memorial event shall be held in alternate years.

The chairman of the event shall be appointed by the President well in advance, so that the event may be well-publicized to attract a good attendance. Events sponsored by the Endowment Committee shall benefit the Maryland Society's endowment.

Undesignated donations and 10% of the net proceeds from Society fundraisers shall be deposited in the Endowment Fund.

C. Roll of Honor Committee -responsible for selecting Maryland candidates for Roll of Honor award. Chairman shall be appointed by the President

The Chairman shall select four committee members from names submitted by the Chairmen of all Town and County Committees

The names of the selected committee members shall never be revealed.

The Chairman shall ask for secret letters of recommendations and seconds from each of the Town and County Committees and/or members of the Board, offering the names of worthy candidates with reasons for their recommendations. The names of recommenders shall remain secret to the extent possible.

For each candidate approved to be honored, it is required that a check for at least \$100 be provided in their honor. This amount will be sent to the chairman of the National Roll of Honor Committee.

The Chairman shall fill out the Roll of Honor application form (found on the NSCDA website) for each candidate selected by the Committee.

At least two months before the Annual Meeting, the Chairman shall submit the name/s of the approved candidate(s), along with a check or checks and the Roll of Honor form/s, to the President (or a past President if the current President is an honoree), for her endorsement. The date of acceptance shall be placed on the form/s.

Signed forms and checks shall be sent to the chairman of The National Roll of Honor Committee. Her office provides a signed certificate

Funds may also be donated to pay for the Roll of Honor pin which can be ordered using the form on the Roll of Honor page on the NSCDA website.

The Roll of Honor award is presented at the Annual Meeting. It should be a surprise to the recipient/s.

Any unsigned forms and the file for that Chairman's term shall be purged.

The rejection of a candidate should not influence choices of future Roll of Honor recipients.

Section 3. Appointed Positions

A. The Clarion –Editor shall be appointed by the President.

The Clarion shall be published at least four [4] times per year, allowing three [3] weeks for delivery to each member of the Society

The deadline for submitting material for the next issue shall be stated in the current issue.

Announcements or invitations should be submitted to the Editor of the Clarion at least six [6] weeks before the date of the event and well before the deadline for the Clarion

All dates for scheduled events of the Society, including those for the Town and County Committees and for Mount Clare, should be published when possible.

B. The Directory – Editor appointed by the President- shall bring the membership listings up to date annually

Any changes in the Bylaws and Standing Rules must also be included in the Directory.

The Editor will explore ways to distribute the Directory in order to reduce postage costs.

C. Teller – a Manager appointed by the President

The ballots and a return envelope shall be provided, with the invitations to the Annual meeting. The ballots shall be returned only to the Teller.

The Teller shall conduct the counting of ballots of all Society elections, checking each ballot against the current membership list . An unsigned ballot shall not be counted.

Any member may change her advance vote, on the day of the meeting, by checking with the Teller.

The Report by the Teller goes only to the President.

All ballots shall be destroyed as ordered by the President

F. OFFICERS-MISCELLANEOUS

1. Corporate State Registrar

Each member must notify the Corporate State Registrar of any change in name, home address, Email address, telephone number or marital status.

The Corporate State Registrar shall provide all membership changes to the Board, the Editor of the Clarion, the Editor of the Directory, and the Mt. Clare office.

Before each regularly scheduled monthly Board meeting, The Colonial State Registrar and the Associate States Registrar must Notify the Corporate State Registrar of any new members to be Included in her Report to the Board.

2. Treasurer

All bills for payment shall be itemized on a standard form provided by the Treasurer, with receipts attached. The form shall be signed by the person making the request

Bills shall be presented as they occur or as otherwise arranged with the Treasurer.

The Society does not use money from the treasury to provide gifts to members.

All checks should be made payable to the NSCDA of MD.

The Treasurer may choose assistants as needed.

Funds expended beyond Budget allowances are the personal responsibility of the person making the expenditure.

All undesignated donations and the net proceeds from all fund-raisers shall have ten percent [10%] or more deducted and placed in the Endowment Fund.

A housing allowance shall be budgeted for the President and delegates to attend the Biennial, the Region IV Meeting, and meetings of The National Board.

Funds shall be budgeted to help support arrangements for the Annual Meeting.

G. GENERAL

In order to prevent scheduling problems, a calendar of events shall be kept in the office at Mount Clare and always referred to when planning activities.

Approval of the President is required for

—the use of Society stationery.

—Correspondence with any member of the City of Baltimore, the Maryland Historic Trust or any other government official.

—Materials written or distributed under the aegis of the Society.

—Contacts with outside agencies, organizations or public officials, excluding routine maintenance calls to the appropriate office of the City of Baltimore, which shall be made by the President or her appointed representatives.

Officers, Managers and Chairmen shall make an effort to abide by the Bylaws and Standing Rules of the Society and to make suggestions or motions for improvement to them. It is equally important to follow the basics of Robert's Rules of Order and, when needed, to know how to find a reference in an available copy of the latest edition

When necessary or deemed justified by the President, ballots may be conducted by telephone, email or other electronic devices.

In the event of the death of a member, her insignia and certificate shall become the property of her heirs, with the understanding that they confer no right or standing in the Society upon such heirs.

Rather, such heirs are encouraged to convey such insignia to The Registrar of their NSCDA State Society for re-use by a current member.

**BYLAWS (AS OF 2012)
OF THE
NATIONAL SOCIETY OF THE COLONIAL DAMES
OF AMERICA
IN THE STATE OF MARYLAND**

Article I. Name

This Society shall be known by the name of THE NATIONAL SOCIETY OF THE COLONIAL DAMES OF AMERICA IN THE STATE OF MARYLAND, INC. [hereafter called The Maryland Society]. The Society in Maryland, one of the thirteen original Colonial States, forms a constituent part of The National Society of The Colonial Dames of America and shall be subject to its Constitution and Acts in Council.

Article II. Objects

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

Article III. Membership

Section 1. Eligibility

A candidate for admission to the NSCDA of Maryland shall be eligible for membership provided she is directly descended in her own right from an ancestor of worthy life, residing in an American Colony, who rendered efficient service to his country during The Colonial period, either in the founding of a State or Commonwealth, or in the founding of an institution which survived and developed into importance in a colonial government, or who by distinguished service contributed to the founding of our nation. All services, which constitute a claim to membership, must have been rendered before July 4, 1776 but this date shall be held to include all the signers of the Declaration of Independence.

To be proposed for membership, a candidate shall meet one of the following requirements:

1. Have been born in or be a resident of Maryland or the District of Columbia and its environs and be eligible in accordance with the Eligibility List of The Maryland Society or any other Colonial Society.

2. Be a non-resident of and not be born in Maryland or the District of Columbia and its environs but be eligible in accordance with the Eligibility List of The Maryland Society or of another Colonial Society if good reason can be shown for not becoming a member of the Society in the state in which she was born or currently resides.

Section 2. **Admission Procedures**

A. Membership in The Maryland Society shall be by invitation only.

B. A candidate for admission to the Maryland Society shall be proposed and seconded by any two members of the Maryland Society who know her. A candidate may also be proposed and seconded by members of another Corporate Society who know her.

C. A candidate may be proposed either through the Board of The Maryland Society or through a Town and County Committee

D. A candidate shall present one eligible ancestor for admission. Additional eligible ancestors may be presented in supplemental applications after the candidate has become a member. A form filled out by the proposer of the candidate will be sent to The Colonial State Registrar for approval of her ancestor. Upon approval, The Colonial State Registrar shall propose the candidate at the next regularly scheduled meeting of the Board or by email. Acceptance of her candidacy shall be voted online after time allotted to allow discussion; if there is no discussion, the election may proceed without delay.

E. The name of each candidate shall be voted by secret ballot. Negative votes by two-thirds [2/3] of those voting shall act as a rejection of a candidate.

F. A candidate rejected by the Board shall not be eligible for reconsideration until after the expiration of at least 3 years. If, after reconsideration, a name is rejected again, this action shall be final. A candidate who is known to have been rejected by another Corporate Society shall not be proposed for membership.

G. The Colonial State Registrar shall issue to the candidate accepted by the Board 1 set of lineage papers provided by the Society. Within 1 year from the date of issue, the candidate shall return completed sets. This period may be extended for good cause. The papers shall be reviewed and endorsed by the genealogist.

H. A candidate whose papers have been endorsed by the genealogist shall be enrolled as a member of the Society. Her papers shall be numbered for recording by the Corporate State Registrar upon receipt of processing and verification fees, initiation fees and the annual dues for the current year or a Life Membership Fee. Both copies are signed by The Colonial State Registrar, the Genealogist, and the President of the MD Society, who also adds the Society's seal to each. One copy is returned to the member; the other copy,

with all supporting documents, shall become the property of the Society and filed with the lineage papers of the Maryland Society. All fees are recorded in the Standing Rules.

I. Members admitted between June 1 (first) and October 1 (first) shall pay one half the Annual Dues plus the per capita tax of The National Society.

Section 3. Life Members

A member of the Society may become a Life Member upon payment of a lump sum fixed by the Board and shall be exempt from the payment of annual dues AND The National per capita tax. The sum shall be recorded in the Standing Rules.

Section 4. Members under the age of 30

There shall be a Junior membership from eighteen (18) to thirty (30) years of age; for a Junior, the initiation fee and the annual dues shall be at a reduced rate. Members under the age of eighteen (18), Youth members shall be required to pay only The National Society's annual per capita tax. These sums shall be recorded in the Standing Rules.

Section 5. Courtesy Members

A. A letter of introduction or submission of the approved Courtesy Membership Form* from the Corporate State Registrar of a member's own Society to the Corporate State Registrar of Maryland shall entitle the member to receive such recognition and courtesies as are specified in paragraphs C and D below. (*This form is found online in the Members section of the NSCDA web-site, nscda.org, under Officers & Cttees> Registrars>Forms>Courtesy Members.) The letter should state that the member is "in good standing" i.e.has paid her dues. A copy of the letter or the form should be sent to each of the impacted Society Presidents.

B. A member who moves from Maryland may become a Courtesy Member of another Corporate Society by having the Corporate State Registrar of Maryland write a letter of introduction or submit the Courtesy Membership form to the Corporate State Registrar of the other State Society.

C. As a temporary member of the Maryland Society, a Courtesy member may not vote or hold office as an officer or manager.

D. As it is privilege of NSCDA membership, a Courtesy Member is entitled to propose or second a candidate for membership in the Maryland Society.

E. A Courtesy Member to MD shall pay an annual fee in the amount of one half the dues of the Maryland Society minus the yearly per capita tax paid to The National Society. The yearly National per capita tax is collected by her own Corporate Society. She must remain a member "in good standing" in her parent Society by paying these dues. As such, she is counted in her parent Society's Annual Report to National. If she is dropped for non-payment of annual dues or

fees, she cannot be admitted as a Courtesy Member until the following calendar year.

Section 6. Transfers

A. Membership in a Corporate Society is freely transferable in accordance with the procedures specified by The National Society. If the person transferring to Maryland is a Life Member of another Corporate Society, her Life Membership status will be accepted by the Maryland Society provided her former State Society reciprocates in the same manner. Her per capita shall be paid to the Maryland Society.

B. When a Maryland member wishes to transfer to another State Society, she should notify the Maryland Corporate State Registrar informing her of her intent to transfer. A fee will be charged for copying and mailing her lineage papers. (If the application has been scanned, there will be no charge for transmitting a copy electronically.) If such a member is a Life Member, her membership fee shall be retained by the Maryland Society.

Section 7. Resignation

A Resignation shall be sent in writing (either by mail or electronically) to the Corporate State Registrar who shall present it to the Board for action. No resignation shall be accepted unless the member's dues are paid for the current calendar year.

Section 8. Unbecoming Conduct

Any member who, by unbecoming conduct, renders herself unworthy to continue in membership, may be expelled by 2/3 (two-thirds) vote of the entire Board and may not be reinstated.

Section 9. Reinstatement

After one year has elapsed from the time of the acceptance of her resignation, a former member may be reinstated at the discretion of Board upon payment of a reinstatement fee and current dues. The reinstatement fee shall be equal to the initiation fee in effect at the time of reinstatement. The former member shall be exempt from the requirement of filing lineage papers. Her application for reinstatement shall be presented to the Board.

Section 10. Associate State Societies

A candidate for membership in an Associate State (i.e a non-Colonial state) Society whose eligible ancestor resided in Maryland may be admitted to membership in accordance with the method prescribed by the Acts in Council of The National Society.

The Registrar of the Associate State shall send to the Maryland Society's Associate States Registrar a proposal form presenting the name of the candidate and her

ancestor. If the ancestor through whom the candidate asks to be admitted has rendered service in accordance with the Eligibility List of the Maryland Society or is listed in the NSCDA's Register of Ancestors, the Registrar of the Associate State shall send instructions and forms provided by the Maryland Society to the candidate for execution. Three (3) sets of lineage papers are required. The candidate is allotted one year to complete the lineage papers. If the papers are approved by the genealogist and all membership fees through the Maryland Society have been paid, Maryland's Corporate State Registrar shall assign a number to be used by the Registrar of the Associate State to number all 3 (three) sets of lineage papers. The original papers and the primary documentation are retained by the Maryland Society; the other two sets of lineage papers are returned to the Registrar of the Associate State Society.

Section 11. Membership Confidentiality

The NSCDA Directory, Lists, Bylaws, Insignia, etc. shall not be given to anyone other than a member of the Society.

ARTICLE IV. THE BOARD OF THE MARYLAND SOCIETY

Section 1. The Board

A. The voting members of the Board shall be elected Officers, Chairmen of Standing Committees and specified ex-officio members.

B. The immediate Past President shall be a member of the Board for one (1) year without power to vote or make motions unless she holds a current position with vote.

Section 2. Officers

The elected officers shall be a President, two (2) or more Vice Presidents, a Recording Secretary, a Corresponding Secretary, a Treasurer, a Corporate State Registrar, and an Historian.

A. The President, Vice Presidents, Recording Secretary, Corresponding Secretary, Treasurer, Corporate State Registrar and Historian shall be elected to 2 (two) year terms by ballot prior to the Annual Meeting, by the membership of the Maryland Society.

B. The officers, with the exception of the Treasurer and the Corporate State Registrar, shall be limited to a maximum of 6 (six) consecutive years in one office.

Section 3. Managers

A. There shall be a minimum of 9 (nine) managers, 1/3 (one third) of whom shall be elected by ballot by the membership of the Maryland Society prior to each Annual Meeting.

B. The managers shall be elected for 3 (three) year terms.

C. Any member of the Maryland Society may be elected to the Board of Managers to serve for the designated term or until a successor is elected and her term shall begin at the close of the Annual Meeting prior to which she is elected.

D. The President shall, with the approval of the Board, appoint Managers to serve where needed.

Section 4. Duties of the Board of the Maryland Society

A. The Board shall have all power and authority over the affairs of the Maryland Society between meetings of the Society, except that of modifying any action taken at a regular or special meeting of the Society.

B. The Board shall have the following duties:

1. Employ all paid employees of the Maryland Society.
2. Establish all fees and dues.
3. Vote on Standing Rules as proposed. Standing Rules may be adopted, changed or rescinded at any Board meeting by a majority vote with prior notice or a 2/3 (two-thirds) vote without prior notice.
4. Arrange such commemorative or historical ceremonies or Entertainments as it deems appropriate in accordance with the objects of the Society.
5. Supervise all publications of the Society and determine which records, documents, or records of the Society may be copied.
6. Authorize representation in cooperative with organization of similar purpose.
7. Perform other duties as are required by these Bylaws or by the Maryland Society or The National Society.
8. Members of the Board including the Officers shall pay an annual fee, as set forth in the Standing Rules.

Section 5. The Executive Committee

A. The elected officers, with the appointed Parliamentarian as a non-voting member, shall constitute the Executive Committee.

B. The Executive Committee shall exercise any and all powers of the Board in the management of the business and affairs of the Maryland Society in the intervals between meetings of the Board.

C. Any action taken by the Executive Committee shall be reported and ratified at the next regular Board meeting.

Section 6. Ex Officio Members

The Regent of Gunston Hall, the Lady of the Dumbarton House Board and the Associate Trustee, Friends of Sulgrave Manor shall be ex officio members of the

Board with voting privileges. They are appointed by the President with the approval of the Board.

Section 7. **Vacancies**

In case of a vacancy in the office of President, the First Vice President shall become President. Vacancies in other offices or vacancies occurring among the Managers for any reason shall be filled by the President with the approval of the Board. The new Officer or Manager shall serve for the unexpired term.

Section 8. **Removal**

A. At any duly called or held meeting of the Society and/or the Board at which a quorum is present, the members may, by affirmative vote of the majority of the members, remove any Officer or Manager from office and may elect a successor to fill any resulting vacancy for the unexpired term of the removed Officer or Manager.

B. Any Officer or Manager who fails to attend 3 (three) meetings without excuse may be removed and a successor appointed or elected to fill the resulting vacancy for the unexpired term of the removed Officer or Manager.

ARTICLE V. DUTIES OF OFFICERS

Section 1. **Officers**

The Officers of the Maryland Society shall perform the duties prescribed by the Constitution of The National Society of The Colonial Dames of America, by the Acts in Council of The National Society, by the Board of the Maryland Society, by these Bylaws and by the parliamentary authority adopted by this Society.

Section 2. **President**

A. The President shall be the chief executive officer of the Society and shall uphold its Constitution and Bylaws. She shall preside at all meetings of the Society and shall be the Chairman of the Board. She shall be an ex officio member of all committees except the Nominating Committee and the Roll of Honor Committee. She shall have the power to call special meetings of the Society and of the Board. She shall prepare an annual statement of the affairs of the Society to be submitted at the Annual Meeting. She shall also be signatory to the Society's checking account. As soon as possible following her election, the President shall present Standing Rules to the Board for consideration of any needed changes before final approval.

B. The President shall present a report at the Biennial on behalf of the Maryland Society.

C. The President (or her designee) shall be expected to attend the Biennial and Region IV meetings.

Section 3. **Vice Presidents**

In the absence or inability of the President to perform the duties of her office, the Vice Presidents, in order of rank, shall perform the duties of the President. The Vice Presidents shall be assigned duties by the President.

Section 4. **Recording Secretary**

The Recording Secretary shall keep a record of the proceeding of all meetings of the Society. She shall keep a record of Motions passed and Actions to be taken. Together with the President, she shall certify the Acts of the Society and, if necessary, she shall authenticate them with the seal. She shall have charge of the seal, the Certificate of Incorporation and the records of the Society. She shall keep a list of the members of the Board and all Committee chairmen and, when required, shall read the roll call. She shall keep, with the Minutes, the sign-in sheet of each Executive Committee meeting and each Board meeting.

Section 5. **Corresponding Secretary**

The Corresponding Secretary shall give notice of Board and Executive Committee meetings and shall conduct such other correspondence of the Society as the Society or Board may authorize.

Section 6. **Treasurer**

A. The Treasurer, with the Finance Committee, shall have charge of the funds and investments of the Maryland Society. She shall deposit all monies to the credit of The National Society of The Colonial Dames of America in The State of Maryland in such banks, trust companies, or other repositories as the Finance Committee may recommend. This is for the payment of money and all instruments of transfer of securities on behalf of the Society, unless otherwise authorized by the Board.

B. She shall report on the financial status of the Society at each regular meeting of the Board and at the Annual Meeting of the Society.

C. She shall sign all checks, drafts, and other instruments.

D. She shall, with the approval of the President, sign all contracts requiring the payment of monies.

E. The Treasurers of committees shall report directly to the Treasurer. All Committee chairmen and committee treasurers shall forward any bills or receipts to the Treasurer who will keep a record of the financial status of each committee.

F. At the discretion of the Board, the Treasurer's accounts will be reviewed annually by a Certified Public Accountant approved by the Board.

G. The Treasurer shall be bonded at the expense of the Society in an amount determined by the Board.

H. An Assistant Treasurer may be appointed to perform duties assigned to her by the Treasurer. She shall be bonded at the expense of the Society in an amount determined by the Board.

I. The Treasurer (or her designee) shall be expected to attend the Biennial and Region IV meetings.

Section 7. Corporate State Registrar

A. The Corporate State Registrar shall be responsible for keeping a register of the record of each member of the Maryland Society, which shall include her Maryland membership number, name, date of enrollment, dates of official positions held in the Society, transfer, resignation, death and such other information as the Society or Board may authorize.

B. She shall be responsible for transmitting to The National Registrar and to Dumbarton House, twice yearly, a report of changes in membership. She shall include changes in name and address and the names of new members, courtesy members, transfers and those who have died, resigned or been dropped.

C. Because Maryland is a Colonial state, the Registrar shall supervise the work of a Colonial State Registrar who admits new members to the Maryland Society and an Associate States Registrar who admits new members resident in non-Colonial states whose ancestor resided in Maryland.

D. The Registrar shall be responsible for the safekeeping of all proofs upon which membership has been granted and the responsibility for access to all membership records.

E. The Registrar shall order all insignia and certificates of membership from The National Registrar and shall keep a record of the name and number of the member to whom issued.

F. The Registrar has full access to iDames and all such databases that The National Society shall develop. In particular, she is responsible for updating the data in iDames. She has the authority to give Read-Only access to others in the Maryland Society who require such access to perform their specific functions.

G. The Corporate State Registrar (or her designee) shall be expected to attend the Biennial and Region IV meetings.

Section 8. Historian

The Historian shall keep a detailed record of the activities of the Maryland Society. She shall annually prepare a written report, which will be included in the Directory of the Maryland Society. A copy of her report shall be given to The National Officers, to the Presidents of other Corporate Societies and to The National Society office at Dumbarton House. She shall write or edit and prepare for publication such addresses, essays or documents of an historical or patriotic nature as may be required by the Board.

ARTICLE V I . NOMINATIONS AND ELECTIONS

Section 1. **Nominating Committee**

A. The Nominating Committee shall consist of an uneven number of voting members, which shall include a member from each of the Town and County Committees and a member from the Board, all of whom must have been members of the Maryland Society for at least 2 years. They shall be elected not later than the October Board meeting.

B. One member shall be elected by the Board to represent the Board. The previous Chairman of the Nominating Committee shall be an ex-officio member of the Committee with vote and shall represent her own Town and County Committee. the remaining members of the Nominating Committee shall be elected by each of the eligible Town and County Committees, so there is only one from each Committee. If the numbers of approved Town and County Committees changes to become an uneven total, the past Chairmen of the Nominating Committee shall be ex-officio without vote, to keep an uneven number of votes.

C. No member except the immediate past Chairman may serve a consecutive term.

D. No member shall be nominated until her consent to serve has been obtained.

E. The membership shall be notified at the Semi-annual Meeting and by the Clarion of the members of the new Nominating Committee, in order that any member of the Society may present suggestions for candidates.

F. The immediate past Chairman of the Nominating Committee shall call the first meeting of the new Committee.

G. The Nominating Committee shall elect its own Chairman who is not a member of the Board.

H. It shall be the duty of the Committee to nominate a candidate for each position to be filled at the Annual Meeting. Because Officers are elected every 2 (two) years, only 3 (three) new Managers are elected in the years between.

I. Any group of 5 (five) members of the Maryland Society may nominate a candidate for election at the Annual Meeting. The written permission of the candidate along with the names and signatures of the members making the nomination shall be received by the Chairman of the Nominating Committee before the March Board meeting. The name of the candidate must appear on the slate.

Section 2. **Elections**

A. The ballot shall be mailed to each member of the Society, except Courtesy members, with the notice of the Annual Meeting. Every member shall have the right to vote in person, by mail or by email.

B. The Officers and Managers shall serve until their successors are elected. New terms shall begin at the close of the Annual Meeting.

ARTICLE V I I . MEETINGS OF THE MARYLAND SOCIETY

Section 1. Membership Meetings

A. The Annual Meeting of the Maryland Society shall be held in the spring of each year for the purpose of electing Officers and Managers, receiving annual reports and for any other business that may arise. (A Semi-Annual Meeting of the Maryland Society may be held in the autumn of each year.) The Business portion of the Annual Meeting is for members only. Written notice stating the time and place of such meetings shall be given not less than 10 (ten) days before the meeting date.

B. Special meetings of the Society may be called by the President or by the Board, and shall be called upon the written request of at least 10 (ten) members of the society. Written notice stating the time, place and purpose of special meetings shall be given not less than 10 (ten) days before the meeting date. The business transaction shall be limited to that specified in the call to the Special Meeting. Expert witnesses may be invited to attend these meetings.

C. A majority of votes cast at an Annual or Special Meeting of the Society duly called, and at which a quorum is present, shall be required for action to be taken upon any matter which may properly come before the meeting unless more than a majority of votes cast is required by the General Corporation Law of Maryland, the Certificate of Incorporation of the Maryland Society, the Acts in Council of The National Society, or by these Bylaws.

Section 2. Board Meetings

A. Meetings of the Board shall be held at least 4 (four) times a year. Suggested meeting dates are the first Thursday of October, November, January and March. When necessary or deemed justified by the President, meetings may also be conducted by telephone, email or other electronic means as they become available. Board members are also expected to attend the Annual Meeting.

B. Special meetings of the Board may be called by the President or shall be called upon the written request of at least 3 (three) elected members of the Board. At least 2 (two) days notice shall be given personally, by mail, or by telephone. The business transacted shall be limited to that specified in the call to the special meeting.

C. The action of a majority of the members of the Board present at a meeting, at which a quorum is present, shall be the action of the Board, unless the concurrence of a greater proportion is required for such action by the General Corporation Law of Maryland, the Certificate of Incorporation of the Maryland Society, The Acts in Council of The National Society or by these Bylaws.

D. Any action required or permitted to be taken at any meeting of the Board or of any committee thereof may be taken without a meeting if a written consent to such action is signed by all members of the Board or such committee, as the case may be, and such written consent is ratified at the next meeting and the file added to the minutes of the Board or committee.

E. If any member of the Board shall be absent from 3 (three) consecutive Board meetings without explanation deemed satisfactory to the Board, the Board shall declare her place vacant.

Section 3. **Executive Committee Meetings**

Meetings shall be at the call of the President or at the request of at least 3 (three) members of the Executive Committee. At least 1(one) day's notice shall be given.

Section 4. **Quorum**

- A. The quorum for Membership meetings shall be 50 (fifty),
- B. The quorum for Board meetings shall be 12 (twelve).
- C. The quorum for Executive Committee meetings shall be 5 (five).

ARTICLE VIII. TOWN & COUNTY COMMITTEES

Section 1. **Formation**

A. These shall be Standing Committees working, as all such Committees do, under the Board of Managers and under the Bylaws of the Corporate Society.

B. The President shall recommend to the Board the formation of Town and County Committees, as needed, in the principal towns and counties throughout the state.

C. The membership of the Committees shall consist of all members residing in such towns and counties. The Corporate State Registrar shall notify the Chairman of the Town or County Committee of the admission of new members.

D. No member may be added to a Town or County Committee or dropped from such a Committee except by authority of the President of the Maryland Society or at the member's own request.

Section 2. **Jurisdiction**

The Town and County Committees shall operate in cooperation with the Board of Managers and the Bylaws and the Standing Rules of the Maryland Society and the Constitution and the Acts in Council of The National Society.

Section 3. **Officers**

Each Town and County Committee shall elect its own officers to include a Chairman, Vice Chairman, Secretary and Treasurer, and other officers as needed. The Secretary shall notify all members of all meetings of the Committee.

Section 4. Nominations

A. A Nominating Committee of 3(three) members shall be elected by each Town and County Committee to present a slate for election at any regular meeting of the Committee prior to their Annual Membership Meeting. No current officer may serve on the Nominating Committee.

Section 5. Meetings

Each Town and County Committee shall meet at least 3 (three) times a year.

Section 6. Finances

A. Town and County Committees should apply to the Treasurer of the Maryland Society for such financial aid as they may need for supplies or for carrying out any local historical or patriotic work which they may wish to undertake and which the Board may approve. The request should be presented before the yearly budget is set for the Corporate Society. Funds may not be requested for social functions.

B. Any assessed amounts collected from the members as a result of a vote at a regular meeting of the Committees are called “social fees” and are not called “dues”.

C. Fundraisers to benefit Mount Clare, Museum Properties, Historical Activities, and Patriotic Service are encouraged by the Board of Managers of the Maryland Society.

Section 7. Board Representation

A. The Chairman of each Town and County Committee shall report to the Board of Managers of her Corporate Society at the regular meetings of the Board. Each chairman also serves on the Board, with vote. Each Chairman should inform her Town and County Committee members of the actions of the Society and, at regular meetings, bring to their attention any other interesting facts or papers.

B. No member may be added to a Town or County Committee or dropped from such a Committee except by authority of the President of the Maryland Society or at the member’s own request.

C. Recommendations to The Colonial State Registrar from Town and County Committees may be made to support the proposal of a candidate for membership.

ARTICLE IX . OTHER COMMITTEES AND APPOINTMENTS

Section 1. Standing Committees

A. Standing Committees of the Maryland Society shall be Membership, Historical Activities, Patriotic Service, Museum Properties (“House Committee”), and such other Standing Committees as may be required for the activities and programs of the Society. Of the named Committees, Historical Activities, Patriotic Service, and Museum Properties are National Committees, which means that each

has a National Chairman and that each is a Standing Committee in every corporate society.

B. The Chairman of each Committee, except the Town and County Committees, shall be appointed by the President with the approval of the Board. The Chairmen shall be members of the Board, with vote. Each Chairman shall select her own committee members.

C. The duties of these committees shall be designated by the Board and shall be consistent with the aims of the same committees of The National Society.

D. The chairmen (or their designees) of the committees for Patriotic Service, Museum Properties, and Historical Activities shall be expected to attend the Biennial and Region IV meetings.

Section 2. **Special Committees**

A. The President, with the approval of the Board, may create any Special Committee, as needed.

B. The Chairman of a Special Committee shall be appointed by the President with the approval of the Board. The Chairman shall select her own Committee members. She may attend Board meetings at the invitation of the President.

Section 3. **Appointments**

A. The President of the Maryland Society, with the approval of the Board, shall appoint the Lady of the Dumbarton House Board, the Maryland Regent of Gunston Hall and the Associate Trustee of the Friends of Sulgrave Manor. They are ex-officio members of the Board, with vote. Their duties shall be determined by The National Society.

B. The President, with the approval of the Board, shall appoint a Parliamentarian who shall attend meetings of the Society, the Executive Committee and the Board. The Parliamentarian shall not be voting member of the Board. She must have been a member of the Maryland Society for at least 2 (two) years.

C. The President, with the approval of the Board, shall make any other appointments as required by the programs of the Maryland Society.

ARTICLE X. FEES, DUES, AND FISCAL YEAR

Section 1. **Fees**

The initiation or the reinstatement fee, together with annual dues, shall be payable to the Treasurer within one month after notice from the Registrar of a member's acceptance or reinstatement by the Board. The dues of any member admitted to membership or reinstated after October 1 shall be credited to the next calendar year.

Section 2. **Annual Dues**

A. The annual dues shall be payable upon receipt of the dues notice for the next calendar year. A late fee shall be assessed on all unpaid dues as of May 1. This fee shall be determined by the Board of Managers. By December 1 of the dues year, any member whose dues or fees remain unpaid shall be dropped from membership automatically.

B. A member in good standing, who for financial reasons, is no longer able to be an active member may, at the discretion of the Board, be exempt from the payment of the Society's dues, but must pay The National per capita tax.

C. All fees shall be stated in the Standing Rules.

Section 3. **Fiscal Year**

The fiscal year shall be the calendar year.

ARTICLE XI . INSIGNIA AND SEAL

Section 1. **Insignia**

A. Insignia shall be prescribed by Article VI of the Constitution and Article X of the Acts in Council of The National Society. The badge shall be worn on the left breast on occasions when the members assemble officially for any stated purpose. No other badge, pin or ornament may be worn above this insignia.

B. The motto of The National Society is "Virtutes Majorum Filiae Conservant" (Daughters Conserve the Virtues of their Elders) and is inscribed on the reverse side of the badge.

C. Insignia and Certificates of Membership may be ordered through the Corporate State Registrar of the Maryland Society.

Section 2. **Seal**

The Seal of the Maryland Society is a round emblem enclosing the Coat of Arms of The State of Maryland. Around the margin, between an inner and an outer circle, are written the words: "The National Society of The Colonial Dames of America in The State of Maryland" and below: "1750-1891".

ARTICLE XII . MEETINGS OF THE NATONAL SOCIETY

The National officers of the NSCDA meet with members of the corporate societies at two events which alternate every other year. These events are Biennial Council which is always held at a hotel in the Washington DC area and the Regional Conference. Of the four regions into which corporate societies are grouped, Maryland is in Region IV. The purpose of these meetings is to bring together officers from all over the country, to exchange ideas and further the mission of the Society as a national entity. Biennial Council is held in even-numbered years, while Region IV meetings are held in odd-numbered years. (See also: NSCDA Acts in Council, Article IV and Article VII)

Section 1. **Biennial Council**

A. The Maryland Society is entitled to send 5 (five) delegates with vote and 5 (five) alternates without vote to the Biennial Council meeting, to include any Officers or Chairmen who are expected to attend workshops.

B. The delegates shall be the President, the Treasurer, the Corporate State Registrar or their designees, and 2 (two) of The National Standing Committee chairs or their designees. 5 (five) alternates shall be chosen by the Board, 2 (two) to be members of the Board and 3 (three) to be members at large.

C. If the President is unable to attend, she shall appoint one of the Vice Presidents. If a Vice President is not available, the President shall select her own designee.

D. Vacancies in the delegation other than that of the President shall be filled by the Board.

E. Shared housing in the conference hotel shall be paid by the Maryland Society. The delegate shall be responsible for paying the Registration fee. Members who hold positions that oblige them to attend Biennial Council are entitled to deduct any unreimbursed Council expenses from their personal income tax returns to the extent allowed by law.

F. Any member in good standing (i.e. has paid dues for current year) may attend Biennial Council as an observer.

Section 2. **Regional Conference**

A. Responsibility to host the Regional Conference is rotated among the societies in Region IV (see pages 59 and 60 of this **Directory**), following guidelines set forth in the NSCDA Acts in Council, Article VII.

B. The Maryland Society shall send 6 (six) delegates to the Region IV Conference, preferably the President, the Treasurer, the Corporate State Registrar, and the Maryland chairmen of the 3 (three) National Standing Committees: Historical Activities, Museum Properties, and Patriotic Service (or their designees).

C. Shared housing in the conference hotel shall be paid by the Maryland Society. The delegate shall be responsible for paying the Registration fee. Members who hold positions that oblige them to attend Region IV meetings are entitled to deduct any unreimbursed Region IV expenses from their personal income tax returns to the extent allowed by law.

D. Vacancies in the delegation shall be filled by the President.

Section 3. **The National Board**

The National Board consists of The National Officers, the Presidents of the Corporate Societies, the Chairmen of The National Standing Committees and National Special Committees, and Representatives of the Sulgrave Manor Board.

The National Board meets at Biennial Council and at Regional Conferences. (See also: NSCDA Acts in Council, Article V)

A. The President of the Maryland Society is expected to attend National Board Meetings at Biennial and at Region IV conferences. If the President is unable to attend, she shall appoint one of the Vice Presidents. If a Vice President is not available, the President shall select her own designee.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

Section 1. Rules

The rules contained in ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern this Society, in all meetings of the Society, in cases in which they are applicable and are not inconsistent with or not covered by the Constitution or Acts in Council of The National Society or these Bylaws.

ARTICLE XIV. AMENDMENTS AND REVISIONS

Section 1. Amendments

Portions of these Bylaws may be amended at any Semi-annual, Annual or Special Meeting of the Maryland Society, by 2/3 (two-thirds) vote of the members voting in person or by ballot, provided that the amendment has been approved by a majority of the Board and has been submitted in writing and sent not less than 15 (fifteen) days before the meeting.

Section 2. Revision

When it is believed to be necessary, these Bylaws may be revised (for extensive and general changes throughout the Bylaws) by the Bylaws Committee whose chairman is appointed by the President with the approval of the Board. The Chairman shall select her own committee members. Any changes in policy or a total revision must be approved by the same method as an amendment (see Section 1 of this Article). In accordance with the directions in ROBERT'S RULES OF ORDER, NEWLY REVISED, corrections that do not affect policy may be made to the Bylaws of the Maryland Society by the Recording Secretary or the chairman of the Bylaws Committee before publication, each calendar year, of the Bylaws in the **Directory** of the Maryland Society.

Section 3. Amendments to The National Society Constitution and Acts in Council

Any amendment adopted at the Biennial Council affecting the Corporate Societies shall become part of these Bylaws automatically. Members of the Maryland Society shall be notified of any such change. The Bylaws of the Society shall be corrected accordingly.

ARTICLE XV. DISSOLUTION

Section 1. In the Event of Dissolution

In the event of dissolution of The National Society of The Colonial Dames of America in The State of Maryland, Inc. the assets of National Society of The Colonial Dames of America in The State of Maryland shall be distributed in accordance with federal and Maryland laws.

Revised 1998;

Amended 2005;

Corrections 2006;

Amended 2007;

Amended 2008;

Revised 2010;

Revised 2012