



CONSTITUTION AND BYLAWS
CHAPTER NO. _____
NATIONAL SOJOURNERS®, INC.



***** CONSTITUTION *****

ARTICLE I
ORGANIZATION

Section 1. The name of this Chapter shall be _____ Chapter No. _____ and shall function under the Charter issued by National Sojourners, Inc..

Section 2. The Chapter acknowledges the sovereign authority of and hereby pledges allegiance to National Sojourners, Inc., its *National Constitution and Bylaws* including all amendments, they being considered the supreme law governing this Chapter.

Section 3. Frequency of meetings:

[BI-MONTHLY] MONTHLY [QUARTERLY [SEMI-ANNUALLY [ANNUALLY

Section 4. Location of meetings:

The Chapter meets at the same location for Chapter meetings:

(DAY and WEEK) _____
(TIME) _____
(PLACE) _____
(ADDRESS) _____

OR

The location changes and the members are notified before each meeting.

(DATE and WEEK) _____
(TIME) _____
(PLACE) The members are notified before each meeting of the location.
(ADDRESS) The members are notified before each meeting of the location.

Section 5. Special Meetings: Special meetings may be called by the President at such time and place as he may deem necessary or when requested in writing by _____ (#) elected officers or by _____ (#) Chapter members in good standing, setting forth the purpose of the meeting. No business other than that specified in the call shall be considered at any special meeting. _____ (#) days advanced written and/or electronic notice to each voting Chapter member of such special meeting will be given.

Section 6. The insignia, badge, medal, lapel button and the colors shall conform to those identified in the *National Constitution and Bylaws* of National Sojourners, Inc.

ARTICLE II PURPOSES

The purposes of this Chapter shall be as prescribed by the *National Constitution and Bylaws*, National Sojourners, Inc.

ARTICLE III MEMBERSHIP

Section 1. Membership in this Chapter shall be governed by the *National Constitution and Bylaws* of National Sojourners, Inc.

Section 2. The types of Memberships (MIP, MMIP, IMMIP and Dues Payers) allowed in this Chapter are: MIP types only Annual Dues only or both

ARTICLE IV OFFICERS AND COMMITTEES

Section 1. The elective officers of this Chapter shall be as follows:

- a. President
- b. Three Vice Presidents (if available to be elected)
- c. Secretary
- d. Treasurer

(Secretary and Treasurer can be combined into one office.)

Section 2. The Chapter President is authorized to appoint the following Officers as required:

- a. Chaplain (optional)
- b. Marshal (optional)
- c. Judge Advocate (optional)
- d. Historian (optional)
- e. Surgeon (optional)
- f. Color Bearers (optional)
- g. Assistant Secretary (optional)
- h. Assistant Treasurer (optional)
- i. Other officers, as required.

Section 3. In the event of the temporary or permanent absence of any elected officer, the next in succession (if applicable) will serve. The President may appoint a replacement for any office left vacant after succession.

Section 4. If a Chapter requires Trustees, they should elect no less than three.

Section 5. The elected officers of this Chapter shall constitute the Chapter's Executive Committee (including the Trustees if applicable).

Section 6. *The National Constitution and Bylaws* require that each Chapter assign members to the first four committees listed below. The members of the committees shall be appointed by the President:

- a. Americanism Committee
- b. Bridge of Light Committee
- c. Membership/Telephone Committee
- d. Education and Training Committee
- e. Program, Time, and Place Committee (optional but encouraged)
- f. Resolutions and Bylaws Committee (optional but encouraged)
- g. Refreshment Committee (optional but encouraged)
- h. Nominating Committee (optional but encouraged)
- i. Fraternal and Public Relations Committee (optional but encouraged)
- j. Auditing Committee (optional but encouraged)

Section 7. The President is empowered to appoint such other AD HOC Committees and assistants as best suit the purpose and administration of the Chapter.

Section 8. Delegates and alternates to the National Convention shall be elected as prescribed in the *National Constitution and Bylaws*.

ARTICLE V HEROES OF '76

This Chapter of National Sojourners, Inc. sponsors, as an affiliate auxiliary organization, _____ Camp of Heroes of '76 in accordance with the *National Constitution and Bylaws* and the *Official Manual of the Heroes of '76* (if applicable to your chapter).

ARTICLE VI AMENDMENTS - CONSTITUTION

Section 1. The Chapter's Constitution may be amended at any regular business meeting of this Chapter provided that:

- a. The proposed amendment(s) is (are) submitted in writing to the Secretary and read to the members at a preceding meeting.
- b. The Secretary notifies all members in writing of the impending change not less than 30 days prior to the meeting at which the amendment(s) will be considered.
- c. There is a quorum at the meeting at which the amendment(s) will be considered.
- d. Amendments are approved by a three-fourths (3/4th) vote of the members present and voting.

Section 2. All changes to the Chapter's Constitution must be approved by Headquarters, National Sojourners, Inc., before they go into effect.

***** BYLAWS *****

**ARTICLE I
QUORUM**

Section 1. No regular or special meeting may be termed official unless there be present at least _____ (#) elective officers and _____ (#) other members in good standing.

**ARTICLE II
ORDER OF BUSINESS**

Section 1. The normal order of business shall be as set forth in the "Order of Ceremonies" pamphlet as published by National Sojourners, Inc.. The President is empowered to change this order of business for expediency in conducting meetings.

Section 2. Joint meetings with other Chapters are encouraged, particularly for those meetings designated as "Ladies Night."

**ARTICLE III
DUTIES OF OFFICERS**

Section 1. The President shall preside at all meetings. He shall make all appointments of officers and committees as authorized, make recommendations as to policies and projects, make administrative and executive decisions within the limitations of the Constitution and Bylaws, and supervise the activities of the Chapter in general, making sure that the other officers and committee(s) function properly. He shall be an ex-officio member of all committees.

Section 2. The Chapter Executive Committee shall be composed of the President, Vice Presidents, Treasurer, Secretary and Trustees.

Section 3. The First Vice President shall assist the President in the administration of the Chapter and shall preside in his absence.

Section 4. The Second Vice President shall preside in the absence of the President and First Vice President.

Section 5. The Third Vice President shall preside in the absence of the other officers.

Section 6. The Secretary shall keep all records of all proceedings, prepare and transmit all correspondence and prepare and submit all reports of the Chapter as required by National Headquarters, National Sojourners, Inc..

Section 7. The Treasurer shall collect all funds authorized by the organization; make disbursements of all funds as authorized by the budget or approved by vote of the members; keep an accurate account of all funds received and disbursed; and submit a financial statement to the President before the annual meeting.

Section 8. The Assistant Secretary and Assistant Treasurer, if appointed (highly recommended), shall assist the Secretary and Treasurer in the performance of their duties, respectively, and serve for them in their absence.

Section 9. If required, Trustees shall be elected annually. Trustees will be elected to one of three positions each year for a three-year term. The Trustees will monitor all financial affairs of the Chapter and maintain an inventory of the Chapter's assets. They will execute their duties under the direction of the Chairman. The

Chairman will be the Trustee serving the third year of the three-year term or as otherwise designated by the President. They will make recommendations to the elected officers. Recommendations made by the Trustees require approval by the membership.

Section 10. The Chaplain shall conduct the devotions at all meetings of the Chapter and perform such other duties as pertain to his office.

Section 11. The Judge Advocate, if appointed, shall serve as parliamentarian at all meetings advising the presiding officer on legal matters.

Section 12. The Marshal shall be responsible for the presentation of the colors, conduct candidates, and dignitaries as directed by the presiding officer, collect fines, turning them over to the Secretary and in other ways assist the presiding officer to maintain order and dignity at all times.

Section 13. The Color Bearers, if appointed, shall assist the Marshal in presenting and retiring the Colors and in the absence of the Marshal shall perform his other duties.

ARTICLE IV DUTIES OF COMMITTEES

Section 1. The **Americanism Committee** shall formulate and carry out an annual program designed to promote the cause of Americanism in conformity with such directives and principles set forth by the National Americanism Committee. This committee shall consist of _____ (#) members, one of whom will be a Chapter Vice President. It shall submit in writing at the annual meeting a complete report of its activities and accomplishments. Interim reports may be made at any business meeting. Reports will also be submitted as required by National Headquarters, National Sojourners, Inc.. The Chairman shall select an ROTC Chairman and a Masonic Youth Chairman.

Section 2. The **Bridge of Light (BOL) Committee** oversees such tasks as local Masonic, community and Grand Lodge liaison. In coordination with Area and Regional Representatives, provide programs to stimulate Masonic Lodge support of patriotic programs developed as a service to the fraternity by National Sojourners, Inc. and other suggested activities outlined in the *Bridge of Light Handbook* published by National Sojourners, Inc..

Section 3. The **Membership/Telephone Committee** shall formulate a program for recruitment of new members and retention of present members. It shall assist the Secretary in preparing all reports relative to membership required by National Headquarters, National Sojourners, Inc.; it shall endeavor to contact all members of other Chapters that have been transferred into this area; it shall advise other Chapters of members of the Chapter who have been transferred or moved into their areas. This Committee shall consist of a Vice President, and at least _____ (#) members. All members of the Chapter are ex officio members of this Committee. Committee members are responsible for calling all members on the "Call" list to determine attendance at meetings or for other purposes directed by the President.

Section 4. The **Education and Training Committee** shall consist of _____ (#) or more members under the guidance of a Vice President who shall establish within the Chapter a program of Education and Training coordinated with and as recommended by the National Committee on Education and Training.

*** Type N/A in the blanks if your Chapter does not have any of the following Committees ***

Section 5. The **Program, Time and Place Committee** shall, at the direction of the President, be responsible for obtaining a suitable place for our meetings, establishing the time for same and providing speakers or other means of making the meetings more interesting. This Committee shall consist of a Vice President and at least _____ (#) other members.

Section 6. The **Resolutions and Bylaws Committee** shall consist of _____ (#) members. It shall make recommendations on any and all resolutions presented for action to the Chapter as well as any amendments to the Constitution and Bylaws.

Section 7. The **Refreshment Committee** shall consist of _____ (#) members whose duties will be to see that appropriate refreshments are available at all gatherings or meetings of the Chapter.

Section 8. The **Nominating Committee** shall consist of _____ (#) members appointed by the President, none of whom shall be incumbents or aspirants for any office in the Chapter. The committee shall present their nominations for each elective office at the meeting prior to elections. Actions of the Nominating Committee shall in no way preclude nominations from the floor.

Section 9. The **Fraternal and Public Relations Committee** shall endeavor to keep the name of this Chapter and National Sojourners, Inc. in a positive and favorable manner in the public eye, and always with special emphasis on Community and Masonic Service.

Section 10. The **Auditing Committee** shall consist of at least three (3) members appointed by the President, usually the 1st, 2nd, and 3rd Vice Presidents, certify the accounts of the Treasurer and the accounts of the Trustees annually, and at any time there is a change in the incumbents. The regular audit period will coincide with the term of the elected officers. Audit reports will be in writing and furnished to the President before the annual meeting and no later than one regular meeting following a change in the Secretary, Treasurer or Trustees.

Section 11. The duties of other committees shall be clearly outlined at the time of creation and added to the **Other Chapter Policies** page.

Section 12. A written report of the activities and accomplishments of each Committee shall be presented to the Chapter by the Committee Chairman and entered in the minutes of the annual meeting.

ARTICLE V DUES AND FINANCES

Section 1. A Chapter whose status is designated as a Member in Perpetuity (MIP) Chapter requires that all members apply for membership with the purchase of a Membership in Perpetuity and does not and will not initiate Annual Dues Paying members.

Section 2. Dues paying members will be assessed Chapter dues of \$ _____ plus the currently prevailing National Per Capita.

Section 3. Dual Membership in this Chapter may be held by any member in accordance with The *National Constitution and Bylaws*.

Section 4. Members in good standing in other Chapters who wish to transfer their membership to this Chapter (not dual or multiple membership) are excused from payment of dues for the year in which the transfer is made.

Section 5. A Chapter initiation fee of \$ _____ shall be charged all new members. These new members shall be provided a regulation Sojourner Medal during the Initiation ceremony.

Section 6. Operating funds of this Chapter shall be deposited in a local, full service, **FDIC, NCUA or FSLIC** insured financial institution. All accounts shall be carried in the name of this Chapter and shall have primary and alternate signature authority of the Treasurer, Secretary, and another member so designated or a Trustee.

Section 7. A budget shall be presented for approval by the membership no later than the meeting preceding the annual meeting. Significant expenditures not included in the budget shall be referred to the Executive Committee for review and determination of funding sources before seeking approval of the membership.

**ARTICLE VI
AMENDMENTS - BYLAWS**

These Bylaws may be amended at any regular business meeting of this Chapter provided that:

- a. The proposed amendment(s) is (are) submitted in writing to the Secretary and read to the members at a preceding meeting.
 - b. The Secretary notifies all members in writing of the impending change not less than 30 days prior to the meeting at which the amendment(s) will be considered.
 - c. There is a quorum at the meeting at which the amendment(s) will be considered.
 - d. Amendments are approved by a three-fourths (3/4th) vote of the members present and voting.
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All changes to the Chapter's Constitution and Bylaws must be approved by Headquarters, National Sojourners, Inc., before they can go into effect.

APPROVALS PAGE

Instructions: (**READ CAREFULLY**)

Fill out this Chapter Constitutional and Bylaws form **DIGITALLY** (it is a FILLABLE PDF form) and send it as an attachment on an email to HQ@nationalsojourners.org. The subject line format should read as follows:

BYLAWS for Chapter name and #

Important: THEN send **TWO** signed paper copies of this **APPROVALS** page to National Sojourners, Inc, 7942-R Cluny Ct., Springfield, VA 22153. HQ will review, and once approved, affix the National seal, the NST signature, and annotate it to the digital copy. HQ will email the completed and approved copy back to the Chapter Secretary for Chapter records and keep one copy on file at HQ.

OPR: National Office Revision: (12 March 2024)

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HQ, National Sojourners, Inc.

_____ **Chapter No.** _____

Chapter Secretary

National Secretary

Signed _____

Signed _____

Print name _____

Print name _____

Date ____/____/____

Date ____/____/____

OTHER CHAPTER POLICIES

This section is provided for each Chapter to insert other internal policies which are unique and apply only to their Chapter: (i.e. special Chapter events, elections, or Committees). These policies must not conflict with the *National Constitution and Bylaws*.