

**NATIONAL SOCIETY**

**COLONIAL DAMES XVII CENTURY**

**ARIZONA STATE SOCIETY**

**BYLAWS**

**Revised February 2004**

**Revised August 2009**

**Revised January 2011**

**Revised February 2015**

**Revised February 2019**

**ARTICLE I**

**NAME**

The Society shall be known as “The Arizona State Society of the National Society Colonial Dames of the XVII Century”

**ARTICLE II**

**OBJECT**

The object of this Society shall be in accord with Article II, Bylaws of the National Society Colonial Dames of the XVII Century.

**ARTICLE III**

**MEMBERSHIP ELIGIBILITY**

**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 or adopted parents if there is a blood relationship to the applicant, and is the lineal descendant of an ancestor who lived and served prior to 1701 in one of the Original Colonies in the geographical 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.

**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

1. applies to the New England Colonies only as an official service;
2. applies to a person given the right of suffrage or right to hold any public office by the general or quarterly court;
3. requires person to produce documentation individual was a member in good standing of some congregational church;
4. the Freeman’s Oath was the first paper printed in New England at Cambridge by Stephen Days in 1639.

 19. Head right

1. 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;
2. applies to a person named in a land grant or other official record.

 20. Transportee

1. applies to one who was conveyed from another country to the American Colonies;
2. requires proof stating individual transported into the colonies;
3. requires historical documentation submission

**Section 3.** No person shall be eligible for membership in this Society who is pledged to, or advocates the overthrow, by force or violence of the government of the United States of America, or any state or territory of the said United States of America; or anyone who has been guilty of other treasonable practices.

**Section 4.** The Society shall have the right to dismiss from its membership any person who is guilty of any of the

Foregoing and any questions in relation thereto shall be determined by this Society in accordance with the procedure

In Article XV of these bylaws.

**ARTICLE IV**

**MEMBERSHIP**

**Section 1. Admission**

1. Admission to membership in the Arizona State Society Colonial Dames XVII Century shall be by invitation. Before the prospective member is proposed for membership through a Chapter, she shall attend one Chapter function. She shall be endorsed in writing by two Chapter members in good standing who know her personally. The endorsement shall be presented to the Chapter President.
2. The President shall present the names and endorsements to the Executive Board. Acceptability shall be determined by a two-thirds vote by the Chapter Executive Board. the name shall then be presented to the membership at a regular meeting. A majority vote shall establish acceptability.
3. Upon favorable action, the Chapter President shall:
4. send an invitation of membership to the applicant and request a reply in writing.
5. upon the applicant’s acceptance, the Registrar shall send her a work sheet. When it is completed and returned, with copies of all supporting date, the Registrar shall send the applicant a set of official application papers.
6. the applicant shall return to the Registrar one original and one photocopied application. All signatures shall be original. The Registrar shall send application papers and proofs, together with the Cashier’s check, money order or Chapter’s check made payable to the National Society Colonial Dames XVII Century (NSCDXVIIC) for the application fee, to the Registrar General.
7. one year shall be granted the applicant for completion of lineage papers. However, an applicant may be granted an extension of an additional year by the Executive Board.

**Section 2. Termination of Membership**

Any member desiring to resign from the Society shall present her resignation in writing to the Chapter President.

After action by the Chapter, the Treasurer shall report the resignation immediately to the Treasurer General, and

the State Treasurer. The Chapter Registrar shall report to the State Registrar, the Registrar General and

Headquarters Office Manager. Only resignations of members in good standing shall be accepted. Membership of an Applicant who joins under false information will be terminated.

**Section 3. Transfers**

An active member may be transferred from one chapter to another to which she has been invited. To complete the transfer, the treasurer of the chapter receiving the member shall notify the Headquarter Secretary who shall update the records of the Society and ascertain the status of the member. Presidents of the two chapters involved shall be notified of the disposition of the transfer request. Upon completion of the transfer, the chapter president shall inform the chapter treasurer and registrar, and the application paper shall be forwarded to the chapter receiving the transfer.

**Section 4. Supplemental Applications**

A member shall fill out two identically typed application papers or one original paper and one photocopy for recording each ancestor supplemental to the one verified for admittance with documented proof for each generation not already verified on a previous application. When submitting an application or a supplemental, a Cashier’s check, or Money Order made payable to the National Society Colonial Dames XVII Century (NSCDXVIIC), must accompany the submission. Only the applicant and the Chapter Registrar need to sign a supplement.

**ARTICLE V**

**OFFICERS**

**Section 1. Elected Officers**

The elective officers in this State Society shall be: State President, State Vice President, Chaplain, Recording Secretary, Corresponding Secretary, Organizing Secretary, Treasurer, Registrar, Historian, and Librarian, each of whom many be re-elected to one term only.

**Section 2. Appointed Officers**

The Parliamentarian, Assistant Registrar and Auditor shall be appointed by the President.

**Section 3. Term of Office**

The term of office shall be two years. No officer is eligible to succeed herself unless she has served less than one-half term except the Registrar, Treasurer and Librarian.

**Section 4. Honorary Officer**

In recognition of her service to the State Society, the Organizing President of the Arizona State Society shall be

Honorary President of such Society for life; Past State Presidents will be Honorary Presidents for life.

**ARTICLE VI**

**NOMINATION AND ELECTIION OF OFFICERS**

**Section 1. Officers**

1. The officers shall be elected at the regular meeting of the State Conference on the odd number years.
2. A candidate for state office shall be endorsed by her chapter.
3. The candidate willing to serve the State Society will submit a resume containing a list of positions held in other societies, accomplishments achieved while serving in those positions or in their professional employment to the chairman of the nominating committee, following the selection of the chairman.

**Section 2. Nominating Committee**

A nominating committee shall:

1. consist of one (1) active member in good standing from each Chartered State Chapter.
2. have each chapter submit the name of their selected member for the Nominating Committee to the Recording Secretary, at least two (2) weeks prior to the State Conference in the even numbered calendar years.
3. the Chairman of the Nominating Committee will be selected by the members of the Nominating Committee.
4. following the review of the submitted resumes, the selection of the candidates by the Nominating Committee, will be based on qualification and or established procedures.

**Section 3. Slate of Candidates**

The slate of Candidates shall be read at the State Conference by the Nominating Committee Chairman, or in her absence, by another member of the Nominating Committee, following which the State President shall call for nominations from the floor. Nominations from the floor may be made provided the Candidate has given her permission in writing and her Chapter has sponsored her.

**Section 4. Voice Vot**e

When there is but one nominee for an office, the vote may be Viva Voice or by a motion from the floor to have the

Secretary cast an elective vote; if there is more than one Nominee for a office the election shall be by ballot.

**Section 5. Ballot Vote**

When the election is by ballot, the Teller Committee will provide the ballots. The Chairman shall read the report of her Committee to the Conference.

**Section 6. Teller Committee**

1. A Teller Committee consisting of a committee chairman and a committee of four (4) additional members shall be appointed by the State President at the beginning of her term of office.
2. The Teller Committee will be in charge of any balloting that requires a written ballot.
3. The committee will provide the ballots for voting.

**ARTICLE VII**

**DUTIES OF OFFICERS**

**Section 1. Officers**

The officers of the State Society shall perform the duties prescribed in this Article and by the Bylaws of the State

Society or the Parliamentary authority adopted by the National Society.

**Section 2. The State President**

The State President shall:

1. preside at all meetings of the State Society, Executive Board, and Board of Management;
2. appoint Committee Chairmen, Assistant Registrar and Auditor;
3. be an ex-officio member of the Teller Committee and all Committees except the Nominating Committee;
4. make a report to the Recording Secretary General not later than March 1st, before the National Conference;
5. appoint a Committee to approve the minutes of the final session of the State Conference.

**Section 3. The State Vice President**

The State Vice President shall:

1. preside and perform the duties pertaining to that office in the absence of, or at the request of the State President;
2. assume the office of State President at once should there be a vacancy in that office;
3. be a member of the Budget Committee;
4. be responsible for ordering the Past State President’s Pin and half of the cost to be budgeted each year.

**Section 4. The State Chaplain**

The State Chaplain shall:

1. conduct the devotional rites at meetings of the State Society;
2. arrange and conducts a Memorial Service at the Conference for the deceased members listed during the current year send to the Chaplain General a list of names of members who have died, accompanied by her maiden name and date of death and her National number.

**Section 5. The State Recording Secretary**

The State Recording Secretary shall:

1. keep a full and accurate record of all meetings of the State Society, the Executive Board and the Board of Management;
2. provide a copy of all minutes to the State President within thirty (30) days after the meeting;
3. secure and files all annual reports of the State Conference.

**Section 6. The State Corresponding Secretary**

The State Corresponding Secretary shall:

1. conduct all correspondence of the State Society;
2. send notices of all meetings as directed by the State President.

**Section 7. The State Organizing Secretary**

The State Organizing Secretary shall:

1. assist the State President in organizing new Chapters;
2. perform such other duties as may be requested of her.

**Section 8. The State Treasurer**

The State Treasurer shall:

1. receive all funds of the Society and deposit all funds in the name of “The Arizona State Society, Colonial Dames of the XVII Century”, in such institutions as the Executive Board shall approve;
2. pay all bills authorized by the State President, the Executive Board or items in the Budget and Finance committee Report that have been approved by the Assembly;
3. have her books closed and audited fifteen days prior to the State Conference;
4. submit a financial report at each meeting of the Executive Board and at the State Conference.

**Section 9. The State Registrar**

The State Registrar shall:

1. keep a record of all members of the Society, including marriages, death, resignations and transfers, with the National and State numbers, and all names dropped from the membership role;
2. report all changes to the National Headquarters Office Manager.

**Section 10. The Assistant Registrar**

The Assistant Registrar shall assist the Registrar in the fulfillment of the duties of her office.

**Section 11. The State Historian**

The State Historian shall:

1. keep a record of all activities of the Society and each year shall write a summary of its history and achievements;
2. direct such work as may be undertaken in accordance with the Historical program of the National Society;
3. have custody of the Society’s Scrapbook and any historical material belonging to the Society.

**Section 12. The State Librarian**

The State Librarian shall:

1. cooperate with the Librarian General in securing books for the Library in headquarters;
2. encourage the formation and expansion of research centers in local public libraries.

**Section 13. The State Parliamentarian**

The State Parliamentarian shall:

1. attend all meetings of the Executive Board
2. Have Chapter Bylaws and Standing Rules, State and National Society Bylaws and Parliamentary Authority available at all meetings;
3. interpret the Bylaws of the Society and render opinions when requested;
4. advise the President on parliamentary procedure and on the provisions of the governing documents;
5. be a member of the Bylaws Committee.

**Section 14. All Officers**

All of the above officers, State Chairmen, and Chapter Presidents shall present a written report of the year's work at the annual State Conference.

**Section 15. Retiring from Office**

All Officers, upon retiring from office, shall deliver to their successors all money, account record books, papers and other property belonging to the Society within ten (10) days after adjournment of the National Conference.

**ARTICLE VIII**

**BOARDS**

**Section 1. The State Executive Board**

The State Executive Board shall:

1. consist of the elected Officers who shall transact the business of the State Society as provided in these Bylaws and as the State Conference shall direct;
2. Regular meetings of the Executive Board be held at the call of the State President before the annual State Conference;
3. have the option to conduct business by mail, telephone conference call or any other electronic means which becomes an official act of the Board by a record of such proceedings recorded in the Minutes of the Board;
4. Meetings may be called by the State President, and must be called upon the written request of five (5) members of the State Board; The Executive Board shall fill vacancies in a State Office occurring between regular elections, the Executive Board shall fill a vacancy, with the exception of the Office of State President;
5. five members shall constitute a quorum.

**Section 2. The State Board of Management**

The State Board of Management shall consist of the elected and appointed officers, the Honorary Officers, State

Committee Chairmen and the Chapter Presidents. This Board shall meet following the Executive Board meeting before each annual State Conference or at the call of the State President. The State Boards of Management shall consider all matters affecting the welfare of the Society and shall submit recommendations to the State Conference for final action. These recommendations should be in writing, at least two (2) copies, one each for the President and the Recording Secretary. The Board shall approve an annual Budget of the current income of the Society. A quorum of ten (10) members shall approve the budget.

**ARTICLE IX**

**DUES**

**Section 1**. The fiscal year shall be from April first (1) through March thirty-first (31) of the following year.

**Section 2**. Dues requirements are now in the Standing Rules.

**ARTICLE X**

**COMMITTEES**

**Section 1**. The State President shall appoint State Chairmen for the National Committees. Their duties are defined by the National Bylaws or the National Board of Management.

**Section 2.** The State President shall appoint State Chairmen for such other committees as the Executive Board shall

Authorize**.**

**ARTICLE XI**

**CHAPTERS**

**Section 1. Chapter Membership**

Membership is in the National Society, but for the purposes of promoting the Object of the Society, members are organized into chapters.

**Section 2. Chapter Organization**

1. A chapter of ten or more members may be organized in any community in the United States of America or an international chapter ay be organized outside the United States of America with eight or more members.
2. The State Organizing Secretary in an organized state shall direct organization of a chapter and appoint the Organizing Chapter President with the approval of the State President and the Organizing Secretary General.
3. In an Unorganized State, the Organizing Secretary General shall direct the organization of the chapters and appoint the Organizing Chapter President with the approval of the President General. The Organizing Secretary General may also direct the disbandment of a chapter in an Unorganized State, with the approval of the President General.
4. The Organizing Secretary General shall direct the Headquarters Office Manager to send the Organizing Kit to the Organizing Chapter President.
5. An organizing chapter shall prepare chapter bylaws. These bylaws shall not conflict with the State and National Bylaws.
6. The Organizing Chapter President shall obtain within three months after the organizational meeting of a chapter an IRS number (EIN) and shall submit two copies of the Chapter Bylaws to the Parliamentarian for approval. These bylaws must be approved before a Charter is granted. The Organizing Chapter President shall send to the Treasurer General and to the Registrar General the names of the members who are organizing a new Chapter.

**Section 3. 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 pay her dues to the NSCDXVIIC and mail to the National

Treasurer for the time of her duty as Organizing Chapter President. The term of office as Organizing Chapter

President shall be limited to one year with one additional year to be granted by the Organizing Secretary General if necessary.

**Section 4. Membership**

1. Since the Bylaws recognize the right of any group of ten eligible prospective members to form an additional Chapter within a State, the State Organizing Secretary with the approval of the State President shall, upon receipt of a petition from such a group and upon approval of the Organizing Secretary General, appoint an Organizing President for the proposed new Chapter. A member may petition the Organizing Secretary General for appointment as Organizing Chapter President.
2. Any member may transfer to help form a new Chapter, providing that in so doing, the member of the Chartered Chapter shall not be deleted below 21 members or an Organized Chapter below 10 members. By such a transfer. A chapter member who becomes an Organizing Chapter President may retain a State Committee appointment, if her new Chapter is in the same State Society.

**Section 5. Application Papers**

Application papers for membership in a Chapter shall be signed by the Chapter President, the Registrar and two endorsing members. The member’s check or money order in the amount of the application fee and dues for one year payable to the Chapter Treasurer shall be sent to the Chapter Registrar with her Application Papers. A Chapter check payable to the National Society Colonial Dames SVII Century is then forwarded to the Registrar General with the application, proofs and supplemental papers for each member applying.

**Section 6. Fees Dues**

1. Chapter Bylaws of Standing Rules shall provide for Fees and Dues for Chapter use in addition to National and State Dues, but a Chapter may not levy assessments in excess of its Bylaws or Standing Rules. Chapter Treasurers shall, on or before November 15 report to the State Treasurer, and the State Treasurer shall report, in turn, to the Treasurer General on or before December 31 (Nat. Art. XI, Sec 6) of each year any member whose dues are in arrears, any resignations, changes in membership, change in marital status and deaths.
2. With each remittance of Annual Dues to the Treasurer General, the State Treasurer shall include an alphabetical list of the names with National numbers to whom payment shall be credited. This shall be done on per capita report forms furnished by the Treasurer General and Chapter Treasurers in Unorganized States shall report directly to the Treasurer General.

**Section 7. Representation**

A chapter organized and confirmed by the Organizing Secretary General and the President General after the first day of March shall be permitted representation by its President or elected Alternate at the National Conference.

**Section 8. Resignation**

Resignation of chapter members must be made through their respective Chapters. The resignation shall date from the time written notice is received by the Chapter.

**Section 9. Election of Chapter Officers**

1. Chapters shall hold their Annual Meetings and elect officers prior to the time of State and National elections held in odd numbered years. The term of office shall be for two years. No President shall be eligible to succeed herself for more than two consecutive terms, unless she has served less than one-half term.
2. .Chapter Presidents shall report, immediately after election, to the Corresponding Secretary General, the State President and the Headquarters Office Manager, names and addresses of officers and dates of election.
3. Chapter Presidents and other officers who are elected at the chapter’s annual meeting shall be officers elected and shall assume their duties and responsibilities as such after the National Conference at which their State President is confirmed.

**Section 10. Associate Member**

Upon invitation, an active member residing in a locality different from that of the chapter in which she holds membership, may become an Associate Member of an inviting chapter by presenting a receipt for current dues from her Chapter Treasurer. A chapter may prescribe in its bylaws, what, if any, dues it may require of Associate members. An Associate member may not hold office, a chairmanship or vote.

**ARTICLE XII**

**STATE CONFERENCE**

**Section 1. Meeting Date**

The Annual State Conference shall convene on a Saturday in February of each year as ordered by the Executive Board.

**Section 2. Call**

The State President shall send a call of this meeting to State Officers, State Chairman and Chapter Presidents at least

30 days before the conference is to be held.

**Section 3. Hostess Committee**

The Chairman or Treasurer of the Hostess Committee for the State Conference shall prepare a financial report for

The State President and the State Treasurer to be presented at the conclusion of the Conference. See Standing Rules for information on funding the State Conference.

**Section 4. Delegates and Alternates**

The Voting Body shall be the State Officers as provided in these Bylaws; the State Chairmen; the National Officers, and the National Chairmen, whose membership is within the State; Honorary State Presidents; the Chapter

Presidents or an elected Alternate, and one Delegate or her Alternate, for each seven (7) members or a major

Fraction thereof in a Chapter. Each of the above has but one vote and no proxies are permitted.

**Section 5. Quorum**

Twenty-three (23) members shall constitute a quorum at the State Conference.

**Section 6. Attendance**

All members of the National Society Colonial Dames XVII Century and guests may attend the business meetings of

The State Conference, provided they register and pay a fee as set by the State Executive Board. This fee is to cover registration, Program and Badge. Only authorized persons, as listed in these Bylaws, may vote.

**ARTICLE XIII**

**DISSOLUTION**

Upon dissolution of the State Society or any of its Chapters, the Assets thereof shall become the property of the National Society Colonial Dames XII Century to be used by it exclusively for such purposes as are permitted.

Societies entitled to tax exempt under Section 502(c) of the Internal Revenue Code of 1954 and all amendments or replacements thereof. Reference: Certificate of Amendment of Certificate of Incorporation of the National Society

Colonial Dames XII Century filed 3-11-63. For procedure, see National Bylaws, Article XII.

**ARTICLE XIV**

**PARLIAMENTARY AUTHORITY**

Roberts Rules of Order, Newly revised, shall govern the State Society in all cases not covered in these Bylaws and by the Bylaws of the National Society.

**ARTICLE XV**

**AMENDMENTS**

**Section 1**. These Bylaws may be amended at any regular meeting of the State Conference by a two-thirds vote of the accredited Delegates present and voting, provided that such proposed changes have been made in writing to the members of the Executive Board and to each Chapter President at least 60 days prior to the annual State

Conference.

**Section 2**. Amendments to these Bylaws shall take effect at the close of the State Conference at which they were adopted.

**Section 3.** Any amendments made to the National Bylaws must be brought before the State Board of Management meeting, with the recommendation that they be taken up at the State Conference for consideration and adoption.

**STANDING RULES**

**Section 1. Dues**

1. Each Chapter shall pay annually to the State Treasurer on or before –November 15, Member dues: State dues of $4.00 for each member on the Chapter role as of November 15; National dues of thirty-five ($35.00) annually and for new members that had papers approved before July 1st.
2. Junior Members (under the age of 36 year) Dues and Fees are one half of the current National dues charged and one half of the application fee charged.
3. Supplemental papers fees shall be twenty-five ($25.00) Plus $5.00 postage.
4. Coats of Arms fees for application papers shall be twenty-five ($25.00).
5. New member application fee shall be fifty-eight dollars ($58.00) which includes National dues for one year. National dues of a member accepted on or after July 1st are credited to the succeeding year. This should also apply to the Chapters.
6. A certificate for approved supplemental shall be available on request at a cost of ten dollars ($10.00).

**Section 2. State Conference**

1. Only one Chapter may serve as Hostess Chapter for the State Conference each year.
2. The State Treasurer may advance $200.00 to the Hostess Chapter. The amount must be returned to the State Treasurer at the time of the Conference from monies derived from any other form of fund raising.
3. The Minutes of the Board of Management and of the State Conference shall be sent to the Executive Board and Board of Management within six (6) weeks after the official Meetings by the State Recording Secretary.

**Section 3. National Conference**

1. In even numbered years, State Conference shall endorse, from the floor, candidates for National Office. The names and all qualifications of each candidate shall be forwarded to the National Secretary of the Society. There shall be no limit as to the number proposed but no State Society shall propose more than one candidate for each office.
2. The first Vice-President may represent her Chapter at a Board of Management Meeting when the President is unable to attend.
3. The State President or her Alternate shall be given $300.00 a year to attend the National Board Meeting in the fall and the National Conference in the spring and/or for chapter visitations.

**Section 4. Nominations and Elections**

1. Nominees shall have been a member of the Arizona Society for at least one year.
2. To be eligible for the Office of State President, a candidate must have first served as a Chapter President.
3. The Nominating Committee shall acknowledge all names of all candidates for State Office when submitted and a follow-up with a letter shall be sent to each candidate by the Nominating Committee after it has met and selected the slate.
4. A member shall not serve on the Nominating Committee for more than one consecutive election.

**Section 5. General Rules**

1. A member may not send more than five (5) applications for supplemental ancestral lines at one time.
2. A Chapter shall not solicit funds for any purpose than those of the Society.
3. Each State Officer and State Chairman shall maintain an accumulative file to be given her successor not later than (10) days following adjournment of the National Conference.
4. Outgoing officers/chairmen shall prepare an itemized list of materials in triplicate of all material turned over to her successor, dated and signed. The incoming officer or chairman shall sign as received, with one copy given to both parties and the State President.
5. The current copy of the State Bylaws will be available on the Arizona State website. Individual members without access to e-mail who wish a personal copy should contact her Chapter President.
6. A call should be sent out 30 days prior to Fall executive Board Meeting.
7. The Bylaws Committee is authorized to correct article and section designations, punctuation, spelling and cross-references and to make such technical and conforming changes as may be necessary to reflect the intent of the Arizona Society Colonial Dames 17th Century in amending these Bylaws.