

**BYLAWS OF THE
IOWA SOCIETY OF THE
NATIONAL SOCIETY OF THE DAUGHTERS OF THE AMERICAN REVOLUTION**

ARTICLE I – Name

The name of this corporation shall be the Iowa Society of the National Society of the Daughters of the American Revolution, hereinafter referred to as Iowa Society DAR, Iowa Society and/or ISDAR.

ARTICLE II – Objects

The Objects of this society shall be to promote the objects of the National Society of the Daughters of the American Revolution, hereinafter referred to as the National Society.

- (1) To perpetuate the memory and spirit of the men and women who achieved American Independence, by the acquisition and protection of historical spots and the erection of monuments; by the encouragement of historical research in relation to the revolution and the publication of its results; by the encouragement of historical research in relation to the revolution and the publication of its results; by the preservation of documents and relics, and of the records of the individual services of revolutionary soldiers and patriots; and by the promotion of celebrations of all patriotic anniversaries;
- (2) To carry out the injunction of Washington in his farewell address to the American people, “to promote, as an object of primary importance, institutions for the general diffusion of knowledge,” thus developing an enlightened public opinion, and affording to young and old such advantages as shall develop in them the largest capacity for performing the duties of American citizens;
- (3) To cherish, maintain and extend the institutions of American freedom, to foster true patriotism and love of country, and to aid in securing for mankind all the blessings of liberty.

ARTICLE III – Membership

Section 1. Membership. The membership of the Iowa Society shall consist of the chapters in good standing of the National Society of the Daughters of American Revolution in the state of Iowa. Any chapter of the National Society of the Daughters of the American Revolution located within the State of Iowa shall be eligible for membership in the Iowa Society of the Daughters of the American Revolution.

Section 2. New Chapters. The State Recording Secretary shall enroll a chapter newly confirmed by the National Society as a member of the Iowa Society upon receipt of the following information from the chapter: name of the chapter; the date of its organization; the names of its officers and of its members. This information shall be recorded in the permanent files of the State Recording Secretary.

ARTICLE IV – Officers

Section 1. Officers. The elected officers of the Iowa Society shall be a State Regent, State Vice Regent, State Chaplain, State Recording Secretary, State Corresponding Secretary, State Organizing Secretary, State Treasurer, State Registrar, State Historian, and State Librarian.

Section 2. Term of office.

- a. The term of office for all officers shall be for two years or until their successors are elected. The term of office shall begin no earlier than at the close of the Continental Congress which confirms the election of the State Regent and the State Vice Regent.
- b. An officer having served more than one-half a term in office shall be deemed to have served a term in that office.

Section 3. Eligibility.

- a. To be eligible for election to any state office, a member must be in good standing, shall have held membership in a chapter within this state for at least five years prior to her election, and previously served a term as Regent of an Iowa Society chapter.
- b. To be eligible for the office of State Regent or State Vice Regent, a member must have served one term as a state officer.
- c. A state officer having served the maximum of two consecutive terms in different offices may be a candidate for only the office of State Regent or State Vice Regent.
- d. A state officer, having served two consecutive terms in different offices shall again be eligible for election to any state office after the expiration of one term.
- e. No state officer may serve more than one term in the same office with exception of the State Treasurer who may succeed herself once.
- f. A state officer shall not hold a state office and a chapter office at the same time.
- g. No two state officers shall be members of the same chapter.

Section 4. Pins of State Officers.

- a. The pins of the State Officers are the property of the Iowa Society of the Daughters of the American Revolution.
- b. These pins shall be returned to the Iowa Society upon completion of term of office, resignation or death.
- c. Each newly elected officer shall sign a statement of possession upon receipt of pin, said statement shall be returned when the pin is relinquished to the Iowa Society.
- d. One copy shall be kept on file by the State Regent, the Recording Secretary, and the newly installed officer.

Section 5. Vacancy of Office

- a. Should the office of State Regent become vacant, the State Vice Regent shall become State Regent automatically provided she has been confirmed as State Vice Regent. If neither the Regent nor Vice Regent can serve, the Executive Committee shall fill the vacancy until the next State Conference and/or the Board of Management meeting subject to the approval of the National Board of Management meeting subject to the approval of the National Board of Management.
- b. A vacancy in any other office shall be filled by the Executive Committee for the unexpired term.

Section 6. Honorary State Regent. In recognition of valuable service to the Iowa Society, a member who has served a full two-year term as State Regent, upon her retirement from office, may be elected Honorary State Regent for life, by a majority vote at any State Conference. Election may be by acclamation. An Honorary State Regent shall have all rights and privileges of a voting member as long as she remains a member in good standing in a chapter in Iowa.

Section 7. National Office.

- a. A member shall not be eligible as a candidate for Vice President General or any other National Office until she has served as State Regent.
- b. A candidate for Vice President General shall be endorsed by a majority of the delegates present and voting at the State Conference. Voting shall be by ballot. The motion for endorsement shall designate the specific Continental Congress at which she desires to be a candidate for election and shall be made not more than eighteen months in advance of the Congress so designated. (NSDAR Bylaws Article VI, Section 2 (b))

ARTICLE V– Nomination and Election of Officers

Section 1. Election

- a. All State Officers shall be elected at State Conference in even numbered years.
- b. A chapter shall, by a majority vote, endorse a member as a candidate for a State Office and a copy of said endorsement shall be filed for information with the State Regent and acknowledged by her to the Chapter previous to the time of nomination.
- c. Nominations of all candidates for state offices may be made from the floor providing the consent of the nominee has been obtained and the nominee shall have the endorsement of her chapter in writing.
- d. A delinquent member shall not be eligible for endorsement, nomination or election.
- e. The consent of the nominee must be obtained.
- f. Election shall be by ballot and a majority of all votes cast shall be necessary to elect. However, when there is only one nominee for an office, the vote may be by acclamation.
- g. Results of the election must be reported immediately to the office of the Organizing Secretary General.
- h. The voting members may vote by mail or electronically, if necessary, to conduct the business of ISDAR.

ARTICLE VI – DUTIES OF OFFICERS

Duties. The officers shall perform the duties prescribed by these bylaws, by the bylaws of the National Society of the Daughters of the American Revolution, and by the parliamentary authority adopted by the National Society.)

Section 1. State Regent.

- a. She shall be the chief executive officer, the official spokesman of the State Society and shall have general supervision of its affairs.
- b. She shall preside at all meetings of the Iowa Society including the State Conference, the Executive Committee and the Board of Management.
- c. She shall appoint all duly authorized state committees and any special committees as deemed necessary. She shall be an ex-officio member of all committees.
- d. She shall appoint the District Directors.
- e. She shall appoint the Parliamentarian with the approval of the Executive Committee.

- f. She shall approve and sign all contracts and obligations authorized by the State Conference or by the Executive Committee and no monies shall be paid for any purpose until the bill or voucher has been approved by her.
- g. She shall issue warrants accompanied by the statement to the State Treasurer for expenditure of all monies. There warrants are to be sent first to the Recording Secretary for that officer's counter signature for further action. (see Section 4, item "c" of this Article.)
- h. In case of the illness of the Treasurer, she shall have the authority to sign checks for the payment of bills. First, she shall issue the warrant to be sent to the State Recording Secretary for that officer's counter-signature.
- i. She shall have general supervision over and is responsible for the State Conference, appointing such committees as needed. (See Article VII- Iowa State Conference)
- j. She shall have direct supervision and guidance of printing and compiling of the Iowa Official Record for her term of Office. (See Article XIV- Official Publications.) Record should be published within two years of her term.
- k. The State Regent shall appoint a member who resides in Iowa to serve as Registered Agent for the purpose of submitting the annual report of the corporation to the Secretary of the State, State of Iowa.
- l. She shall perform such other duties as are specified in Robert's Rules of Order, Newly Revised, and the Bylaws of the National Society.
- m. The State Regent, the State Vice Regent and the State Treasurer shall have their names on the signature cards of all financial accounts.

Section 2. State Vice Regent

- a. In the absence of the State Regent, she shall assume and perform the duties of the State Regent.
- b. Fill the unexpired term if a vacancy occurs in the office of the State Regent.
- c. She shall serve as General Chairman of the State Conference.
- d. She shall assist in planning the State Board of Management under the supervision of the State Regent.
- e. She shall serve as chairman of the Budget and Finance Committee.
- f. She shall serve as chairman of the Auding Committee.
- g. She shall prepare the registration forms for State Conference and Board of Management and forward them to the State Regent and the Iowa Society newsletter publishers for distribution to the ISDAR official mailing list and inclusion in the newsletter that is published prior to State Conference and Board of Management.
- h. The ISDAR official mailing list will include the State Officers, Honorary State Regents, National Chairmen, National Vice Chairman, District Directors, State Chairmen and Chapter Regents.
- i. She shall perform such other duties as may be assigned to her by the State Regent
- j. The State Regent, the State Vice Regent and the State Treasurer shall have their names on the signature cards of all financial accounts.

Section 3. State Chaplain

- a. She shall conduct such religious services as the occasion may require and daily benedictions and grace for all state meetings and events.

- b. She shall prepare and conduct the Memorial Service during the State Conference. She shall coordinate a brief tribute for deceased past State Regents and State Officers. She shall provide a copy of the Memorial Service, Necrology Roll and tributes to the State Recording Secretary for inclusion in the proceedings book. The Memorial Program shall recognize members of 25 years or more.
- c. She shall maintain records of deceased members as reported by chapters.

Section 4. State Recording Secretary

- a. She shall accurately record and preserve all minutes of the Iowa Conference, the Board of Management and the Executive Committee. The said minutes shall be approved by members of the Executive Committee as designated by the State Regent. Approved said minutes shall be sent within three weeks to all State Officers.
- b. She shall keep a list of all Iowa Chapters for the purpose of calling the roll and obtaining the official number present and the voting strength to establish a quorum.
- c. She shall authenticate all acts and orders of the Iowa Society and shall countersign and date all warrants upon receiving them from the State Regent for the expenditure of state funds, and she shall transmit said warrants with expediency to the State Treasurer before monies can be paid.
- d. She shall, under the guidance of the State Regent, compile information for inclusion in the Official Record, and shall assist with the proofreading. She shall be responsible for the distribution of this Official Record to those designated by the State Regent, and the remaining books shall be in her custody. (See Article XV – Official Publications, Section 1)
- e. She shall compile for the State Directory, the names, addresses, and contact information of all State Officer, Honorary State Regents, National Chairmen, National Vice Chairmen, District Directors, State Chairmen and Chapter Regents, Vice Regents, Treasurer and Registrars. (See Article XV, Section 2)
- f. She shall be custodian of the Iowa Society records.

Section 5. State Corresponding Secretary

- a. She shall conduct such correspondence as the State Regent may direct.
- b. She may assist the State Regent and The State Recording Secretary in proofreading and distributing the Iowa Official Record for the term she serves.
- c. She shall order and have available for all meetings the supplies needed by the chapters.

Section 6. Organizing Secretary

- a. She shall investigate and ascertain the possibilities of the organization of new chapters.
- b. With the assistance of the State Regent, she shall have supervision of the organization of new chapters and disbandment of chapters.
- c. She shall assist the duly appointed Organizing Regents in complying with the instructions sent by the Organizing Secretary General.
- d. She shall conduct the correspondence relating to the organization of chapters.
- e. She shall assist chapters to develop and stabilize membership and to maintain adequate administration through the required officers and other proper procedures.
- f. She shall consult with District Directors and Chapter Regents in making a survey of prospective area for new chapters.

- g. She shall serve as State Membership Chairman and report to the State Conference the work of this committee.
- h. She shall assist the Lineage Research and Volunteer Genealogist committees as needed.

Section 7. State Treasurer

- a. She shall be the custodian of all funds of the Iowa Society and shall receive and collect same.
- b. She shall receive all state dues and all funds contributed by the Chapters for State and National projects.
- c. All monies received by the State Treasurer shall be placed in a bank or Credit Union, which is a member of the Federal Deposit Insurance Corporation or NCUA .
- d. She shall disburse such sums only when authorized by the State Board of Management or the State Conference except the running expenses of the Society.
- e. Each order, accompanied by the statement, upon the Treasurer for disbursement of funds must be signed by the State Regent and the State Recording Secretary before any money can be paid.
- f. She shall keep an account of all sums received or disbursed and shall keep receipts for all payments.
- g. The accounts and books shall at all times be open for inspection at the request of the State Board of Management and/or Auditing Committee.
- h. The books and accounts shall be closed and balanced within 30 days of the end of the fiscal year and transmitted to the Auditing Committee no later than one day before the opening of the Iowa State Conference.
- i. She shall present to the State Conference a detailed financial statement signed by the Auditing Committee representing funds received and disbursed during the fiscal year.
- j. She shall provide all required documentation to a professional, independent tax preparer and verify that all required forms are filed in a timely manner each year. In the final year of her term in office, she shall be responsible for ensuring the preparation and filing of the above forms before relinquishing the Treasurers books and supplies to the newly elected State Treasurer.
- k. At the expiration of her term of office, she shall furnish a supplementary report, no later than one month from the close of Continental Congress, of all receipts and disbursements not covered by the Auditing Committee Report. This supplemental report shall be sent to the State Regent and incoming State Treasurer. This supplemental report is incorporated into the incoming State Treasurer annual report. All material effects pertaining to this office shall be turned over to the new State Treasurer at this time.
- l. She shall give bond in an amount to be determined by the Executive Committee. The fee for this bond shall be paid by the Iowa Society.
- m. The State Regent, the State Vice Regent and the State Treasurer shall have their names on the signature cards of all financial accounts.
- n. She shall provide NSDAR with a copy of the appropriate IRS form 990 or confirmation that the 990-N epostcard has been accepted, a copy of ISDAR's annual financial report, and a copy of the audit report or financial review.

- o. She shall ensure that all chapters comply with IRS and Iowa filing requirements, receive a copy of all chapters filing of federal and Iowa tax returns, or confirmation that the 990-N epostcard has been accepted, and that any electronic Iowa forms have been filed as required.

Section 8. State Registrar

- a. She shall keep the membership files and/or database current including those files containing information on active members, inactive member, state officers, and members-at-large.
- b. She shall act as one of the two points of contact for email inquiries to the ISDAR web site.
- c. She shall compile and work with the State Chaplain to verify death used for the Necrology Roll and read the Necrology Roll at the Memorial Service during State Conference.

Section 9. State Historian

- a. She shall stimulate interest in the history of Iowa and shall direct such historical work as may be required by the Iowa Society or suggested by the National Society.
- b. She shall keep a reference record of the historical documents and relics of which the State Society may come into possession.
- c. She shall keep on file a record of all historical markers and monuments erected by the Iowa Society.

Section 10. State Librarian

- a. She shall facilitate the giving of books by the chapters.
- b. She shall collect books and papers which may be of genealogical and historical value for placement in the National Society Daughter of the American Revolution Library or other historical depository deemed suitable.

Section 11. State Officer Reports. Each State officer shall submit a written report to the State Regent and the State Recording Secretary and shall deliver an oral report to the state Conference.

Section 12. State Officers Materials. All retiring State Officers shall deliver to their successors a typed record of the work accomplished during their administration. All book, records and material pertaining to each State Office shall be transferred to the incoming officers no later than the close of Continental Congress with exception of the State Treasurer as provided in this Article, Section 7, item k.

ARTICLE VII – IOWA STATE CONFERENCE

Section 1. State Conference Meeting. The annual meeting of the Iowa Society shall be known as the Iowa State Conference of the Iowa Society Daughters of the American Revolution and shall be for the purpose of receiving reports of officers and committees, for programs in furtherance of the objects of the Society, for the election of officers and for any other business that may arise. The Iowa State Conference hereafter shall be known as the State Conference.

Section 2. Time. The State Conference shall be held annually in the spring of the year unless otherwise ordered by the State Board of Management or the State Conference.

Section 3. State Conference Location and Date.

- a. The State Conference shall be held in Des Moines, or within a fifty-mile radius.
- b. The date and place of the meeting shall be named by the Executive Committee.

Section 4. Change location and/or date. If necessary, the Executive Committee has the power to change location and/or date.

Section 5. Call for the State Conference.

- a. The call for the State Conference shall be issued forty-five (45) days before the convening of said conference. This notice, created by the State Vice Regent shall be part of the official mailing list utilized by the Iowa Society newsletter. (See Article VI, Section 2, (h).
- b. Unless members indicate otherwise to the State Regent or State Recording Secretary, in writing, all communication required in these bylaws, including meeting notices, may be sent using electronic measures, including email.

Section 6. Registration Fee. All Iowa Daughters who attend the State Conference shall pay a registration fee to be determined by the Executive Committee, such sum to be used in defraying the expenses of the Conference. Funds left from entertaining the Conference shall be placed in the General Fund.

Section 7. Conference Representation. Each chapter is entitled to representation at the State Conference by its Regent, or in her absence, by the Vice Regent or alternate. The number of additional delegates to which a Chapter is entitled shall be based upon the number of members on the Chapter Roll in good standing in the National Society on January 1 of each year.

Section 8. Delegates shall be elected according to:

- a. Chapters having less than 50 members in good standing in NSDAR shall be entitled to two (2) delegates.
- b. Chapters having 50 members and not exceeding 99 members in good standing in NSDAR shall be entitled to four (4) delegates.
- c. Chapters having 100 or more members in good standing in NSDAR shall be entitled to two (2) delegates for each additional 100 members.

EXPLANATORY TABLE

CHAPTER REPRESENTATION AT STATE CONFERENCE

Chapter members in Good Standing in NSDAR

Members representatives votes.

12 to 49 (Inclusive) Regent and 2 Delegates 3

50 to 99 (Inclusive) Regent and 4 Delegates 5

100 to 199 (Inclusive) Regent 6 Delegates 7

200 to 299 (Inclusive) Regent and 8 Delegates 9

Section 9. Alternates.

- a. Regents and delegates shall be entitled to an alternate and the Chapter Regent is authorized to fill vacancies in the Chapter delegation from the elected alternates.
- b. Delegates and alternates to the State Conference shall be elected each year no later than two months before the month in which State Conference is held. (If State Conference is held in April then a chapter shall elect delegates no later than the February meeting.)
- c. A list of the delegates and alternates, with the date of their election by the Chapter, shall be sent to State Conference Chairman by the deadline as specified on the State Credentials Form.
- d. A member whose dues are delinquent shall not be eligible to represent the chapter as a delegate or alternate at State Conference.

Section 10. The Iowa Conference shall consist of:

- a. All State Officers of the Iowa Society.
- b. All National Officers and all Past National Officers whose memberships are in Iowa and who are in good standing in their Chapters.
- c. All past State Regents whose memberships are in Iowa and in good standing in their Chapters.
- d. All State Chairmen.
- e. All Chapter Regents or their alternates.
- f. All delegates or their alternates elected by Chapters
- g. All Organizing Regents
- h. All visiting members.

Section 11. Voting Members. The voting members of the State Conference shall be the elected State Officers as provided in these bylaws. the Honorary State Regents, the National Officers and the Honorary National Officers whose memberships are within the state, the Chapter Regent or in her absence the Vice Regent of the Chapter or her alternate, and elected delegates or alternates of each Chapter of the Iowa Society entitled to representation at the State Conference in Accordance with Sections 7 and 8 of this Article. A member shall vote only once on each motion, no matter how many offices held. The voting members may vote by mail or electronically if necessary, to conduct the business of ISDAR.

Section 12. Attendees. All Iowa members of the National Society of the Daughters of the American Revolution shall have the privilege of attending the annual meeting and may take part in discussions, but may not make motions or vote unless otherwise duly qualified to vote.

Section 13. Eligibility. A member must have belonged at least one continuous year preceding the Continental Congress to be eligible to represent her Chapter at the State Conference or Continental Congress.

Section 14. Proxy voting. There shall be no voting by proxy at any State Conference.

Section 15. Quorum. Twenty-Five (25) voting members present at any meeting of the State Conference shall constitute a quorum.

Section 16. Appointments. The State Regent shall appoint such other Chairmen and Committee members as needed for the State Conference.

ARTICLE VIII—STATE BOARD OF MANAGEMENT

Section 1. Board of Management Members. The elected officers of the Iowa Society, Honorary State Regents, National Officers whose memberships are within the State, the Regent of each Chapter or in her absence the Chapter Vice Regent shall constitute the State Board of Management, hereafter to be known as the “Board of Management.”

Section 2. Officers. The elected officers of the Iowa Society shall be officers of the State Board of Management.

Section 3. Attendees. In order that the aims and activities of the National Society may be presented to the State Board of Management and through them to the Chapters, all State Chairman and all members of committees are expected to attend all Board of Management Meetings and shall have the privilege of the floor. However, only those listed in Section 1 of this Article may make or second a motion or cast a vote.

Section 4. Meeting. The State Board of Management shall meet during the fall, the date or dates to be set by the State Regent. A registration fee determined by the Executive committee may be charged to help defray the expenses of the meeting. Special meetings shall be called by the State Regent, or upon written

request of five members of the Board, or upon the written request of ten Chapters. At least five days notice of the time and place of meeting shall be given at all meetings of the Board.

Section 5. Interim. The State Board of Management shall have full power and authority over the business and affairs of the Iowa Society of the Daughters of the American Revolution during the interim between its meetings except that of modifying an action taken by the Iowa Conference. In case of an emergency, the Board of Management may be circularized and the vote taken by mail.

Section 6. Quorum. Fifteen members shall constitute a quorum of the Board of Management.

Section 7. Proxy voting. There shall be no voting by proxy at any Board of Management Meeting.

Section 8. Notice. Unless members indicate otherwise to the State Regent or State Recording Secretary, in writing, all communication required in these bylaws, including meeting notices, may be sent using electronic measures, including email.

Section 9. Fall Packet. The material submitted to the official State web site from State Officers, National Chairmen, National Vice Chairmen, State Chairman, and District Director shall be the basis of the fall packet. This includes basic information regarding the responsibilities of said office/chairmanship and any contest information and deadlines. This also shall include the State Conference credential form.

Section 10. The voting members may vote by mail or electronically if necessary, to conduct the business of ISDAR.

ARTICLE IX – DISTRICTS

Section 1. Districts. The state of Iowa shall be divided into not more than eight and not less than four districts. Future redistricting shall be directed by the Board of Management.

Section 2. Director. A Director for each District shall be appointed by the State Regent.

Section 3. Hostess. Each District shall rotate as hostess to the State Conference.

Section 4. District Director's duties shall be

- a. To visit the Chapters in her district whenever she may assist them.
- b. To assist the Organizing Secretary in the promotion of new Chapters.
- c. She shall assist the State Chaplain with the Memorial Service at State Conference.

Section 5. Activities of Chapters. The District Director shall coordinate the activities of the Chapters in her district in preparation for the hosting of the State Conference, working under the direction of the State Regent and the Conference Chairman.

ARTICLE X – EXECUTIVE COMMITTEE

Section 1. State Executive Committee. The State Executive Committee shall consist of the elected State Officers and hereafter shall be know as the Executive Committee.

Section 2. Duties and Powers. The State Board of Management may authorize this committee to perform such specific duties between its meetings, as the Board of Management may from time to time deem advisable. The State Regent may consult the Executive Committee in emergencies requiring attention between meetings of the State Board of Management.

Section 3. Meetings. The Executive Committee shall meet at the call of the State Regent. It shall report and make recommendations to Board of Management and the State Conference.

Section 4. Quorum. Five members shall constitute a quorum.

Section 5. Voting. The voting members may vote by mail or electronically if necessary, to conduct the business of ISDAR.

Section 6. Proxy Voting. There shall be no proxy voting at any State Executive Meeting.

Section 7. Notice. Unless members indicate otherwise to the State Regent or State Recording Secretary, in writing, all communication required in these bylaws, including meeting notices, may be sent using electronic measures, including email.

Section 8. Honorary State Regent's Project. A balance remaining in an Honorary State Regent's project reverts to the State Society after three years following the end of her administration. That Honorary State Regent may recommend to the Executive Committee how the funds should be distributed. If at the end of three years no recommendation is made, the Executive Committee shall disburse the funds.

ARTICLE XI—MEETINGS

Section 1. Electronic Participation. Provision may be allowed for members who are unable to attend in person to participate or watch by electronic means. Participation if available, will be subject to any limitations established in special rules of order or standing rules adopted to govern such participation, and at reasonable expense to ISDAR. Electronic mail (email) shall not be used to conduct meetings or to hold a vote. (Electronic participation cannot be held without a provision in the bylaws.)

Section 2. Emergency Electronic Platform Meetings. In the event of a state or nationally declared catastrophic event where in-person gathering is not possible or is prohibited or discouraged, the Board of Management by majority vote, may authorize a virtual platform meeting of the Iowa Society. The meeting will be subject to all rules adopted by the Board of Management. These rules shall supersede any conflicting rules in the parliamentary authority but may not otherwise conflict with rules or decisions of the Society. A secure, anonymous vote conducted through the designated voting platform shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be by ballot.

ARTICLE XII – DUES AND FUNDS

Section 1. State Dues

- a. The annual State dues for the Iowa Society shall be five dollars (\$5.00) for each member on the Chapter Roll.
- b. Chapter Treasurer shall remit to the State Treasurer on or before December 1, five dollars (\$5.00) for each member who has paid her dues.
- c. Dues for a member admitted or reinstated from December 1 to July 5 shall be sent to the State Treasurer immediately upon receiving notice of acceptance or reinstatement by the National Society Daughters of the American Revolution. Dues for a member admitted or reinstated on or after July 5, shall be sent with Chapter Dues and credited for the upcoming dues which begins December 1.
- d. Upon payment of dues each member shall be entitled to participate in all projects of the National and State Society as determined by the State Board of Management.

Section 2. Allocation. State dues shall be allocated by the Budget and Finance Committee appointed by the State Regent, such allocation to be approved by the State Board of Management.

Section 3. National Credit. In order to receive National credit all funds shall be remitted to the State Treasurer before December 1 and the State Treasurer shall remit these funds to the Treasurer General before March 1.

Section 4. Fiscal Year. The fiscal year of the Iowa Society shall be March 1 through the last day of February of the following year.

ARTICLE XIII – STANDING AND SPECIAL COMMITTEES AND SPECIAL APPOINTMENTS

Section 1. Standing and Special Committees. The State Regent shall appoint such standing and special committees as are authorized by the National Society, by the Iowa State Conference, by the State Board of Management and/or by the Executive Committee. Special Chairmen or committees may be appointed as may be deemed necessary to carry on the work of the Iowa Society.

Section 2. Parliamentarian. The State Regent shall appoint a Parliamentarian with the consent of the Executive Committee, who shall act as adviser in matters pertaining to Parliamentary Procedure. She may or may not be a member of the Iowa Society. If a Parliamentarian is entitled to wear a DAR sash for any office, Honorary Office, or past office, she should not wear it or official DAR pins while serving as Parliamentarian with the exception of the DAR Parliamentarian pin which is worn alone. It shall be her duty to advise the presiding officer on points of parliamentary law and also to give similar advice to the Society when requested to do so.

Section 3. Custodian. The State Regent shall appoint a custodian who shall have charge of the material effects of the Iowa Society, including the DAR Banner, the Iowa Flag and the Centennial Banner.

Section 4. Budget and Finance Committee. The State Regent shall appoint a Budget and Finance Committee composed of three to five members, one of whom shall be the State Vice Regent who shall serve as chairman. The duties of this committee shall be to prepare an annual budget and submit the proposed budget to the board of Management each year.

Section 5. Auditing Committee. The State Regent shall appoint an Auditing Committee composed of five members, one of whom shall be the State Vice Regent who shall serve as chairman. The duties of this committee shall be to receive the books and accounts of the State Treasurer and to examine and audit said books and accounts. The chairman of said committee shall report the results of the audit to the State Conference.

Section 6. Bylaws Committee. The State Regent shall appoint a Bylaws Committee which shall:

- a. Review the state bylaws for compliance with NSDAR bylaws;
- b. Give consideration to all proposed amendments properly submitted;
- c. Edit and correlate proposed amendments before notice is given;
- d. Prepare the notice of proposed amendments for distribution to all Chapters in the Iowa Society at least thirty days and not more than 60 days prior to the State Conference.

Section 7. State Chairmen. All State Chairmen are to send copies of materials used in their committee activities to the State Regent. As spokesman for the State Society, the State Regent has final approval on the activities of the committees within the state. Recommendations from committees are to be sent to the Executive Committee for review before any action can be taken by the committee.

Section 8. Chairmen of Committees. All retiring Chairmen of Committees shall prepare a typed record of the work, accomplished during their administration of that office or committee and all such records, books

and materials belonging to that office shall be transferred to the State Regent-elect or succeeding State Chairman at the end of the 2-year term.

Section 9. Quorum. A quorum of each committee shall be a majority of the committee members.

Section 10. Proxy voting. There shall be no proxy voting.

Section 11. Notice. Unless members indicate otherwise to the chair, in writing, all communication required in these bylaws, including meeting notices, may be sent electronically.

ARTICLE XIV – CHAPTERS RESPONSIBILITIES

Section 1. Election of Officers. Each Chapter shall hold its election of officers prior to May 1st. The Chapter Regent shall report the names and address of officers, date of election and date of taking office to the Organizing Secretary General.

Section 2. Chapter Officer Forms. Each Chapter Regent shall complete and return Chapter Officer forms with the names, addresses and phone numbers of the newly elected Chapter Officers immediately after the election to the State Regent, to the State Recording Secretary and to the Organizing Secretary General, NSDAR.

Section 3. Contributions. The Chapter Treasurer shall send contributions to the State Treasurer on or before December 1 in order to have them included in the State Treasurer's annual report. Contributions received by the Chapter Treasurer after February 1 shall be sent as soon as collected to the State Treasurer.

Section 4. Dues. Annual State and National dues shall be paid on or before December 1 of each year to the State Treasurer and Treasurer General, NSDAR.

Section 5. Bylaws. Each Chapter may submit a copy of bylaws to the State Parliamentarian to ascertain if such bylaws comply with the National and State Bylaws.

Section 6. Consecutive Years. No member shall serve as Chapter Regent for more than six (6) consecutive years.

ARTICLE XV – OFFICIAL PUBLICATIONS

Section 1. Official Record.

- a. The state proceedings Book shall be the Official Record of a State Regent's two -year term of office. These proceedings shall be published no later than two years after the close of her term.
- b. This Official Record shall include the full reports of the State Conference, and the minutes of the Board of Management Meetings and Fall meeting; the names of all State Officers and District Directors, al State Chairmen and each Chapter Regent. It shall also include such other information as shall be deemed necessary by the immediate past State Regent to ensure a complete report of the administration.
- c. One copy shall be furnished free to Honorary State Regents, State Officers, District Directors, State Chairmen and each Chapter. One copy shall be donated to the State Historical Society of Iowa. Other copies may be distributed at the discretion of the Executive Committee.

- d. Each State Officer, each Chapter Regent, and each State Chairman, shall prepare a two-minute oral report for the State Conference and a written report for inclusion in the Official Record.

Section 2. State Directory.

- a. At the beginning of each administration the State Recording Secretary shall compile the State Directory. This shall include the names and contact information of current State Officers, District Directors, State Chairmen, Honorary State Regents, National Chairmen, National Vice Chairmen and Chapter Regents, Vice Regents, Treasurers, and Registrars. The State Directory will be available to members via the ISDAR website. At Board of Management, a printed copy will be available to members at cost.
- b. Each Chapter Regent shall send a list of names and contact information of the Chapter Regent, Vice Regent, Treasurer, and Registrar to the State Recording Secretary, immediately after election, for inclusion in the State Directory

Section 3. State Handbook.

- a. The State Handbook has been compiled for State Officers, District Directors, State Chairmen and Chapter Regents to provide the information necessary for them to carry out their responsibilities.
- b. The State Handbook shall contain:
 - i. A job description pertinent to the office/committee.
 - ii. ISDAR Articles of Incorporation and Bylaws.
 - iii. General Information pertinent to the State, copies of the most current State and National Packets, and any other materials as deemed appropriate by the State Regent.
 - iv. The contents shall be reviewed at least once during each administration.
- c. The State Handbook and its contents are the property of the Iowa Society.
- d. It is the responsibility of the officer/chairman to file copies of reports and any other work of their office/committee in this book. State Chairmen shall turn over their handbooks to the State Regent-elect by the close of the final State Conference of the current State Regent's term. State Officers shall turn over their handbooks to their successors no later than the close of Continental Congress.

ARTICLE XVI – EXPENSES

Section 1. Regent's Traveling Expenses. Six thousand dollars (\$6,000.00) shall be appropriated from the State General Fund each year to be used by the State Regent toward defraying the traveling expenses of her office. One-half of this amount may be drawn one month after the close of Continental Congress and the remainder after December 1.

Section 2. Courtesy Expenses. Five hundred dollars (\$500.00) shall be appropriated from the State Fund each year to be used by the State Regent for Courtesy expenses during Continental Congress.

Section 3. Expenses. Expenses for State Officers and State Chairmen must be submitted no later than January 15th and approved by the State Regent.

Section 4. Traveling Expenses. The traveling expenses of the State Organizing Secretary or her official representative shall be allowed for the organization and or disbandment of Chapters.

ARTICLE XVII – RECORDS

Section 1. Records.

- a. All records, including but not limited to application papers, minutes, treasurer’s records and official correspondence, generated by any person or group of people acting in an official capacity for the Iowa Society and chapters, are the property of the Iowa Society or chapter responsible for generating the records.
- b. No individual Iowa member or members may dispose of any of the said records without the official knowledge and consent of the Iowa Society or chapter responsible for generating the records.
- c. These records may be donated to the State Historical Society of Iowa (SHSI).
 - i. An agreement between the ISDAR and the SHSI was approved by the 104th State Conference, April 23, 2003.
 - ii. This agreement sets out procedures for donating materials to the Historical Library by the Iowa Society and by individual chapters.
 - iii. All donations of state material or of disbanded chapters shall be approved by the State Regent and the State Historian per said agreement.
 - iv. All donations of chapter material shall be approved by the Chapter Regent and Chapter Historian per said agreement. The State Regent should be notified of all donations of DAR material prior to event.
- d. The State Regent shall appoint a liaison to the SHSI whose responsibility is to review the records prior to being donated. The liaison shall be an Honorary State Regent, past State Officer or member who has knowledge of the history of the Society.

ARTICLE XVIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws, standing rules, or rulings of the National Society Daughters of the American Revolution, these bylaws, or any special rules of order the organization may adopt.

ARTICLE XIX– AMENDMENT OF BYLAWS

Section 1. Notice. These Bylaws may be amended by a two-third vote at any annual meeting of the Iowa Society, providing that a copy of the proposed amendment has been sent to all Chapters in the Iowa Society at least thirty days and not more than sixty days before the meeting provided further that such amendments shall have been submitted to the State Bylaws Committee for review.

Section 2. Effective. Any amendment to the bylaws shall take effect at the close of the state conference at which it is adopted unless otherwise provided for prior to its adoption or in the motion to adopt.

Section 3. Housekeeping. Any amendment to the bylaws of the National Society shall become the law of the Iowa Society and Iowa Chapters without further notice.

ARTICLE XX – DISSOLUTION

Although the period of duration of the state organization is perpetual, if for any reason the state organization is to be dissolved or otherwise terminated, no part of the property of the state organization or any of the proceeds shall be distributed to or inure to the benefit of any of the officers or members of the state organization. Upon the dissolution of the state organization, assets shall be distributed by the Board of Management and /or the Executive Committee to and only to the National Society Daughter of the American Revolution. Any such assets not so disposed of shall be disposed of by the local United States District Court, exclusively to such organization or organizations as said court shall determine, which are organized within the meaning of section 501 (c)(3), with purposes and objectives consistent with those of the state organization.

Amended April 25, 2014

Amended May 6, 2016

Amended April 27, 2018

Amended May 9, 2020

Amended April 23, 2022