

Guilford Chapter 301

Bylaws

Article I

Name of Chapter

The name of this organization shall be Guilford Chapter 301, North Carolina Division, United Daughters of the Confederacy. The Chapter was organized 27 April, 1899, and is located in Greensboro, North Carolina.

Article II

Objects

The objectives of the Chapter, as listed in the bylaws of the General Organization, are Historical, Educational, Benevolent, Memorial, and Patriotic. Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Article III

Membership

Section 1 Eligibility. Those eligible for membership are women at least 16 years of age who are lineal or collateral blood descendants of men and women who served honorably in the Army, Navy, or Civil Service of the Confederate States of America, or gave Material Aid to the cause. Women who were adopted are eligible only through the bloodline of a biological parent.

Section 2 Confederate Ancestor. No Confederate ancestor who took the Oath of Allegiance before April 9, 1865, shall be eligible to be used for application for membership. If proof of further Confederate service is available, thereby nullifying the Oath of Allegiance, the ancestor shall be considered for approval.

Section 3 Admission & Types of Membership.

- A. Admission to the Chapter shall be by invitation after prospective member attends three (3) Chapter sponsored events, with two (2) being regular Chapter meetings. Exception: If prospect is family member of current Chapter member, the attendance provision shall be waived.
- B. Types of Membership shall be as defined in the *UDC General Bylaws*.
- C. Suspension of Membership shall be as defined in the *UDC General Bylaws*.

Section 4 Original Membership Application shall be as defined in the *UDC General Bylaws*.

Section 5 Supplemental Membership Applications shall be as defined in the *UDC General Bylaws*.

Section 6 Transfer of Membership shall be as defined in the *UDC General Bylaws*.

Section 7 Termination of Membership shall be as defined in the *UDC General Bylaws*.

Section 8 Reinstatement of Membership shall be as defined in the *UDC General Bylaws*.

Article IV

Dues

Section 1 Amount. Annual Chapter dues shall be as recorded in Standing Rules: Schedule of Dues and Fees plus amount sufficient to meet Division and General obligations.

Section 2 Payment and Collection.

- A. The Treasurer shall mail Annual Statement to members no earlier than July 5 and no later than July 15 each year.

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- B. The Annual Statement shall provide for verification of members' contact information, collection of UDC Club dues, *UDC Magazine* subscription renewals, optional contributions to Chapter's Special Funds as recorded in Standing Rules.
- C. Chapter dues shall be paid to the Chapter Treasurer on or before August 31 each year.
- D. The Chapter Treasurer shall mail reminder notices to late payers of record on October 1, November 1 and December 1.
- E. The Chapter Treasurer shall remit all Division and General taxes and other financial obligations to the Division Treasurer by deadline stated in the *NC Division Bylaws*.

Section 3 Restrictions.

- A. A member whose General per capita tax is not received by the Treasurer General by July 1 shall not be counted in the Chapter's credentials report for Annual Convention.
- B. A member whose General per capita tax is not received by the Treasurer General by August 31 shall be dropped from membership.

Article Officers

Section 1 Officers.

- A. Definition. The elected officers of the organization shall be President, Vice President, Second Vice President, Third Vice President when organization is sponsoring a Chapter of Children of the Confederacy (CofC), Recording Secretary, Treasurer, Registrar, Historian, and Recorder of Military Service Awards.
- B. Term. These officers shall be elected during the February chapter meeting, in even numbered years, and shall serve a term of two years.
- C. Eligibility. A candidate shall have been a member of the Chapter in good standing, attend Chapter meetings on a regular basis, and attend a minimum of 1 District Meeting. There is no limit on the number of concurrent terms a member may serve in any one office.
- D. Vacancies in Office.
 - 1) President. A vacancy in the Office of President shall be filled by the Vice President.
 - 2) Offices Other Than President. A vacancy shall be filled by appointment by the President, subject to approval of the Executive Committee. A member who is appointed to a vacancy shall have the same qualifications as if elected.
- E. Installation. Newly elected officers shall be installed preceding adjournment of the May chapter meeting and assume their duties immediately.

Section 2 Duties and Responsibilities.

- A. Duties. Officers shall adhere to the detailed duties, procedures and rules established by the UDC General and detailed in the *UDC Handbook* and officer manuals plus duties assigned by the organization.
- B. Records. Each officer shall maintain updated records/electronic files and a procedural handbook for all matters relating to her office, to be given to her successor on the day of installation or in case of resignation immediately to her replacement.
- C. Property. Each officer shall be responsible for all property entrusted to her as detailed on the Chapter Property Agreement Form. In the event of loss or damage, said property shall be replaced.
- D. Reports. Each officer shall submit a written report, as necessary, to membership at regular and special chapter meetings with copy each to President and Recording Secretary.
- E. Expenses. Each officer shall submit, as necessary, an expense report, including receipts, to the President for authorization of expenses allowed in the annual budget. The President shall forward requests for reimbursement of expenses not allowed in the annual budget to the Finance Committee for review and recommendation.

Section 3 Chapter President. The Chapter President shall have a general supervision of Chapter affairs and other

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officers. She shall preside at all regular and special Chapter meetings and all meetings of the Executive Committee.

- A. Immediately upon her election she shall appoint all Standing and Special Committees that are authorized by the Chapter and shall serve as an ex officio member of all committees with the exception of the Nominating Committee.
- B. She may replace any nonfunctioning committee chairman or member, with the approval of the Executive Committee.
- C. She shall present a report at the annual District Meeting and the Division through the Chapter Reporting system as outlined by the Division President.
- D. Any vacancy in an elected Chapter Office shall be filled by appointment by the Chapter President and approval of the Executive Committee.

Section 4 Chapter Vice President. The Chapter Vice President shall receive and process applications for UDC insignia, pins, and medals except for those otherwise designated, and arrange for medal bestowals. In the absence of the Chapter President at any Chapter meeting, she shall preside. In the event of the death or resignation of the Chapter President, the Chapter Vice President shall assume that office

Section 5 Second Vice President. The Chapter Second Vice President shall receive and process Division and General scholarship applications.

Section 6 Third Vice President. The Chapter Third Vice President shall be the Director of the Lizzie Lindsay 776 Chapter of the Children of the Confederacy. She shall arrange and supervise their meetings; attend Division and General CofC Convention or have a representative if possible.

Section 7 Chapter Recording Secretary. The Chapter Recording Secretary shall record the proceedings of the Chapter and Executive Board Meetings. At each meeting, she shall present the minutes of the previous meeting for their approval. She shall be a member of the *Chapter Yearbook* Committee.

Section 8 Chapter Treasurer. The Chapter Treasurer shall maintain the financial records of the Chapter, make all deposits of Chapter monies, and issue all checks drawn on the Chapter treasury. Chapter monies shall be deposited in an account in the name of the Chapter in an FDIC-insured bank that has been approved by the Chapter or in another investment account approved by the Finance Committee. The Chapter President shall be co-signer on all Chapter accounts. All expenditures not authorized in the annual Chapter budget shall be pre-approved by the Finance Committee. She shall present a monthly financial report to the Chapter. Her books shall be reviewed annually by a member appointed by the Chapter President.

Section 9 Chapter Registrar. The Chapter Registrar shall receive and process applications for Original membership, transfers, and Supplemental membership according to the rules established by the Organization and printed in Division and General Bylaws and the *Registrar's Manual*. When processing Original membership applications, Supplemental membership applications and requests for copies of papers and certificates from the UDC General, she shall collect appropriate amounts payable to the Chapter per Standing Rule - Dues and Fees. For Original Membership Applications Chapter dues shall be credited as follows: September 1 through last day of February, to the current fiscal year; March 1 through August 31, to the next fiscal year. In the event an Original membership application is not approved, Chapter dues will be reimbursed.

Section 10 Chapter Historian. The Chapter Historian shall receive and process applications for Jefferson Davis Historical Gold Medals and arrange for their bestowal. She shall maintain the Chapter history and prepare an annual Chapter Scrapbook. The President has the option of appointing a special Committee for Scrapbooks.

Section 11 Recorded of Military Service Awards. The Recorder of Military Service Awards shall receive and process applications for military service awards. She shall arrange for bestowal of the award and conduct the bestowal ceremony.

Section 12 Appointive Officers. The President:

- A. shall appoint the Chaplain who shall serve a 2-year term and adhere to the detailed duties, procedures and

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rules established by UDC General and detailed in the *UDC Handbook* and officer manual;

- B. may appoint a Corresponding Secretary and Parliamentarian as deemed necessary.

Section 13 Nominations and Elections.

A. Nominating Committee.

1) Membership. This committee shall consist of three members in good standing who have knowledge of members' abilities as potential candidates. Members shall be elected at the April Chapter meeting in odd-numbered years.

2) Duties. This committee shall:

- a) meet and elect a chairman from within the Committee;
- b) present the slate of Officer candidates at the January meeting in even-numbered years following which nominations may be made from the floor provided prior consent by the nominee(s) has (have) been obtained.

- B. Election. Election of Officers shall take place at the February meeting. Election shall be by viva voce for all officers for which there is only one candidate. For offices with more than one candidate, there shall be a written ballot. The President shall appoint two tellers to distribute, collect, and count the ballots. A majority of the members present and voting shall elect.

Article VI Meetings

Section 1 Regular Meetings. The Chapter shall meet on the third Tuesday of the month September through April. The time and location of the meetings shall be approved by the Executive Committee.

Section 2 May Luncheon-Meeting. The Executive Committee may select the location, day and time for the annual May luncheon-meeting.

Section 3 Special Meetings. Special Chapter meetings may be called by the Chapter President, or at the request of a minimum of seven Chapter members. A minimum of 7 days written notice shall be provided to all members stating the purpose of the meeting. The business at any Special Chapter meeting shall be limited to that stated in the call.

Section 4 Quorum. At least five (5) members of Chapter in attendance and in good standing shall constitute a quorum.

Article VII Executive Committee

Section 1 Membership. The Executive Committee shall consist of the elected and appointive officers and most recent Ex-Chapter President.

Section 2 Duties. The Executive Committee shall:

- A. conduct the affairs of the chapter between meetings but it may not rescind or change a vote of membership;
- B. approve any appointment made by the President.

Section 3 Meetings.

- A. Annual Planning Meeting. The committee shall meet in June, at the call of the President with a minimum of 7 days written notice, to plan the new chapter year's meetings, speakers, events and to gather information for budget planning.
- B. Special Meetings. The committee shall meet at the call of the President with a minimum of 7 days written notice.

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- C. Voting. Officers are voting members of the committee.
- D. Quorum. Two-thirds of officers attending committee meeting shall constitute a quorum.

Section 4 Removal of Officers. The Executive Committee may remove from office any officer unable to:

- A. fulfill responsibilities of office as defined in Chapter Bylaws.
- B. attend at least five (5) chapter meetings as defined in Chapter Bylaws: Article VIII Chapter Meetings; Section 1 Regular Meetings.

Section 5 Electronic Voting. In matters that required urgency and when a meeting is not critical to a decision, a vote may be conducted by electronic mail (email) which must be ratified at the next meeting.

Article VIII Committees

Section 1 Standing Committees. The organization shall have the following Standing Committees: Audit, Bylaws and Finance appointed by the President. Unless otherwise noted, these committees serve a 2-year term concurrent with the officers.

- A. Audit Committee.
 - 1) Membership. The Committee shall be composed of three (3) members.
 - 2) Duties. The Committee shall audit the Treasurer's records and accounts annually. All members of the Committee shall be present when the audit is conducted.
 - 3) Restrictions. Officers involved in the expenditure review and approval process may not serve on the committee.
- B. Bylaws Committee.
 - 1) Membership. The committee shall be composed of three (3) members.
 - 2) Duties. The committee shall request amendment proposals from officers, committee chairmen and membership and review NC Division Bylaws and General Bylaws for changes that impact the chapter. The committee shall draft proposed amendments to Bylaws and prepare presentation for the Division Bylaws Committee as described in the UDC Handbook; Chapter 5; Bylaws Committee. Refer to Article XIII Amendments.
- C. Finance Committee.
 - 1) Membership. The Committee shall be composed of the Treasurer and two (2) members.
 - 2) Duties. The Committee shall:
 - a) Prepare the annual Chapter Operating Budget and present to the Executive Committee for approval at the Executive Committee August meeting and to Chapter membership for approval at the September Chapter meeting;
 - b) Review financial status reports monthly and make recommendations to Executive Committee as necessary;
 - c) Review expense reimbursement requests not included in Chapter Operating Budget and make recommendation to Executive Committee regarding said requests;
 - d) Meet with Financial Advisor at least once annually to review investments and present results of meeting to Executive Committee;
 - e) Review fundraising requests and make recommendation to Executive Committee.

Section 2 Special Committees. The President may authorize such Special Committees as are deemed necessary for a limited timeframe and duration with approval of the Executive Committee.

Section 3 Electronic Voting. In matters that require urgency and when a meeting is not critical to a decision, a Committee vote may be conducted by electronic mail (email) which must be ratified at the next Committee meeting.

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Article IX Finances

Section 1 Fiscal Year. The Chapter fiscal year shall be September 1 through August 31.

Section 2 Account Signatories. The President, Vice President and Treasurer shall be signatories on all financial accounts.

Section 3 Chapter Operations Investment Fund.

- A. Principal balance of the Fund is encumbered and invested to produce income for the Chapter Operating Account. When developing the Chapter Operating Budget, the Finance Committee may include as income interest and dividends generated by the Fund during the 12-month period August 1 through July 31.
- B. Expenditures from the principal require review and recommendation by the Finance Committee, approval of the Executive Committee and approval of membership during a regular or special chapter meeting.

Article X Scholarships

Section 1 Scholarships.

- A. The Ellen Reiter Bissell Scholarship. Award will be based on the amount of interest earned annually on the investment fund up to maximum of \$1000.
- B. The May Gordon Latham Kellenberger Scholarship. Award will be based on the amount of interest earned annually on investment fund up to maximum of \$250.

Section 2 Funds. Scholarship Funds shall be:

- A. Encumbered for awarding college scholarships as defined by each fund;
- B. Held in investments accounts separate from the general operating fund.

Section 3 Payments.

- A. Awards shall be payable to the institution of higher learning.
- B. If interest earned by the specific fund is insufficient to pay maximum award, the amount may be supplemented from chapter operating funds providing sufficient funds exist.

Section 4 Scholarship(s) Not Awarded. Should a scholarship not be awarded, the award amount may be reinvested in the appropriate scholarship fund or donated to NC Division UDC or General UDC scholarship fund(s).

Article XI Children of the Confederacy

The Lizzie Lindsay 776 shall be under the direction of the Chapter Third Vice President.

Article XII Arbitration and Discipline

For all matters pertaining to arbitration and discipline, the provisions in the *UDC General Bylaws* shall apply.

Article XIII Amendments

Section 1 Approval by Division Bylaws Committee. Proposed bylaws amendments shall be sent to the Division Bylaws Committee for its reviews and approval. Upon receipt of approval, the Chapter Bylaws Committee

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Chairman shall give the proposed amendments to the Recording Secretary for distribution to membership. The Recording Secretary shall make distribution via email, or US mail if email address is not available or inactive, a minimum of 30 days prior to the meeting at which they are to be considered with notice of said meeting date, time and location included with the proposed amendments.

Section 2 Adoption of Bylaws Amendments. A 2/3's vote of the members present and voting at the meeting set in Section 1 above shall be required for adoption.

Section 3 NC Division and General Bylaws. Amendments to the Bylaws of either organization that affect Chapter Bylaws shall automatically change such requirements in these Chapter Bylaws.

Article XIV Parliamentary Authority

The rules contained in the current edition of "Roberts Rules of Order Newly Revised" shall govern the Chapter in all cases in which they are not inconsistent with these bylaws and any special rules of order that may be adopted.

Article XV Dissolution

All remaining Chapter assets after payment of authorized expenditures shall be distributed to the Division, provided that the receiving entity qualifies for tax exemption as provided for by the U.S. Internal Revenue Service. No distributions of assets may be distributed to its members or private individuals.

Revised 2021

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Standing Rules

Courtesy Cards

Upon the death of a chapter member's husband, child, mother or father an appropriate courtesy card will be sent.

When a chapter member is sick, an appropriate courtesy card will be sent.

Ex-Chapter President Pin

In even numbered years and if funds permit, the Chapter budget shall include an amount sufficient to purchase an Ex-Chapter President pin for the outgoing Chapter President. When a President serves multiple consecutive terms, the pin shall be gifted at the conclusion of the final term. The pin may be gifted to an Ex-President once.

Fundraising

Section 1. The Finance Committee is responsible for reviewing fundraisers to ensure compliance with IRS fundraising regulations for nonprofit organizations and North Carolina Tax regulations.

Section 2. Legacy fundraisers are: Vidalia Onion Sales and Wreaths Across America wreath sponsorships. Funds to remain in place until retired by membership vote.

Section 3. Fundraising ideas must be submitted to Committee for review at least 90 days in advance of activity.

Section 4. Approval by Executive Committee and membership is required for all fundraising efforts.

Lizzie Lindsay Chapter 776, Children of the Confederacy (CofC)

If funds permit, the Chapter budget shall include an allocation of \$100 to support the Lizzie Lindsay Chapter 776. The funds shall be made available immediately following approval of the annual budget in September.

Minutes Book: UDC General

The chapter operating budget shall include amount sufficient to purchase two copies of UDC General Convention Minutes Book; one each for President and Recording Secretary.

Special Funds

Section 1. Legacy special purpose funds include:

- A. Confederate Monument Care Fund. The fund accepts contributions from chapter members, chapter operating budget, Founders' Fund and non-members. Such funds to be used for care of the Confederate burial site located in Green Hill Cemetery, Greensboro, NC.
- B. Division Convention Hosting Fund. The chapter operating budget will include \$50 annual allocation to the fund. Such funds to be used when the Central Region is hosting the NC Division Convention.
- C. Founders Fund is funded by proceeds from Chapter fundraisers. Such funds to be used for special donations, projects or activities.

Section 2. Accumulated special funds shall:

- A. be held in reserve pending approval of expenditures by membership on recommendation by the Finance Committee;
- B. remain in place until retired by membership vote.

Guilford Chapter 301 Standing Rules

Schedule of Dues and Fees Payable to Guilford Chapter 301

Item	Amount
Chapter Dues: <ul style="list-style-type: none"> • Members • Associate Members 	\$34 \$17
Application and Transfer Processing Fee for copies, UDC required paper & postage	\$22
UDC General: Certificates (1)	*
UDC General: Copies of Applications (2)	*
<p>* Refer to Fee Schedule on NC Division website.</p> <p>(1) Processing fee charged by the UDC General for replacement and transfer certificates shall be the responsibility of the Chapter member.</p> <p>(2) Processing fee charged by the UDC General to provide copies of applications shall be the responsibility of the prospect, Chapter member, or individual requesting reinstatement or transfer.</p>	

Amended 17 Sep 2024