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**STANDING RULES AND PROCEDURES
ATLANTA TOWN COMMITTEE
THE NATIONAL SOCIETY OF
THE COLONIAL DAMES OF AMERICA
IN THE STATE OF GEORGIA**

ARTICLE I

These Standing Rules must not conflict in any way with the Standing Rules and/or Bylaws of the State and National Societies.

**ARTICLE II
OFFICERS**

The officers shall be elected: Town Committee Chairman, Vice-Chairman, Recording Secretary, Corresponding Secretary and Treasurer; and the following, appointed by the Town Committee Chairman: Assistant Treasurer, and Parliamentarian.

**ARTICLE III
DUTIES OF OFFICERS**

- A. The CHAIRMAN shall preside at meetings of the Atlanta Town Committee and serve as an ex-officio member of all committees. She shall appoint all committee representatives and shall fill such vacancies as may occur. She shall report to the State President the election of officers with the date of Election.

- B. The VICE-CHARMAN shall assist the Atlanta Town Committee Chairman as needed and preside over meetings in the absence of the Atlanta Town Committee Chairman.
- C. The RECORDING SECRETARY shall keep all records and minutes of the Atlanta Town Committee.
- D. The CORRESPONDING SECRETARY shall send out notices of all meetings and attend to all correspondence as directed by the Chairman. She shall keep membership lists up-to-date and shall notify the State Registrar, Roster Secretary, State Corresponding Secretary, and Assistant Treasurer of deaths of members.
- E. The TREASURER shall take charge of funds and shall pay all bills authorized by the Atlanta Town Committee Chairman or the Executive Committee. She shall render an itemized statement of all receipts and expenditures at the Atlanta Town Committee meetings. She shall send dues notices and follow up notices.
- F. The ASSISTANT TREASURER, being appointed by the Atlanta Town Committee Chairman, and working with the Treasurer, shall assume the responsibilities of sending out dues notices and follow up notices.
- G. The PARLIAMENTARIAN shall be appointed by the Atlanta Town Committee Chairman to advise and rule on parliamentary procedures.

ARTICLE IV MEETINGS

- A. The Atlanta Town Committee shall meet at least three (3) times a year. Additional meetings shall be held at the discretion of the Chairman or the Executive Committee.
- B. Each meeting shall be opened with the Lord's Prayer followed by the Salute to the Flag and Article II of the National Constitution. (Article XI, Section C. State By-Laws.)

- C. A quorum is set as one-third (1/3) of the number of resident members of The Atlanta Town Committee (Article X State By-Laws.)
- D. Between meetings, the business of the Atlanta Town Committee shall be carried out by the Executive Committee.
- E. The voting meeting shall be held in January.
- F. Attendance: Each resident member is expected to regularly attend meetings. To encourage active service, new members in their first three (3) years are required to attend at least two (2) meetings per year.

ARTICLE V DUES

- A. The fiscal year shall be April 1 to March 30.
- B. Annual dues shall be set by the Finance Committee with the approval of the Atlanta Town Committee Executive Board and Standing Committee Chairs. (See Article VIII, State By-Laws.)
- C. Annual dues shall be \$80 for all categories of membership (with the exception of Honorary Members. Article VII Section E.) Notices will be mailed and emailed on or by March 15 with options to pay online or by paper check. Deadline for receipt of payment is May 1. After May 1, a \$20 late fee will be assessed. After June 1, the monthly late fee will be \$50. On June 15, each delinquent Dame will receive a registered letter and will not be contacted again. If she does not pay the dues and any assessed late fees by August 1, she will no longer be in Good Standing with The Atlanta Town Committee and shall not receive Atlanta Town Committee communications, newsletters and invitations to meetings and field trips. She will not be able to propose or endorse candidates for membership. All changes to dues policies will be communicated frequently to the Atlanta Town Committee membership. Honorary Members, who do not pay Atlanta Town Committee dues, will receive different

communications offering opportunities to contribute to any other funds.

- D. For State or National dues, failure to respond or comply by early September of the same year will be referred to the State Executive Committee who may drop the delinquent from the State and National membership rolls. (Adapted from Article VIII, Section E. State By-Laws.)

ARTICLE VI

NOMINATION AND SELECTION OF MEMBERS

- A. The procedure for nominations should be studied carefully (As per State By-Laws.) To be proposed for membership in The Atlanta Town Committee, a woman must be at least thirty (30) years of age and no more than seventy (70) years of age.
- B. A member is eligible to propose or endorse one (1) candidate every third year from the date of her own registration and/or the date of her last proposal or endorsement. The Atlanta Town Committee Chairman shall keep a record of the eligibility of proposers and endorsers and the names and dates of their last proposal. No member may propose or endorse more than one candidate a year.
- C. Completed proposal blanks shall be given to Atlanta Town Committee Chairman by December 15 to ensure time to verify the information required and meet the State deadline of January 1 for submission. No record is kept of unsuccessful candidates or the names of the members who proposed them.
- D. The procedure for selection shall be as follows:
 - 1. In January, the Atlanta Town Committee meets to select its candidates. Mrs. Orr's letter on the qualification of a Dame must be read. Each candidate is voted on separately by written ballot. To be rejected, a candidate must receive three negative votes from members present and voting.

(The omission of a positive (yes) vote shall not be considered a negative (no) vote.) The vote on each shall be individual, by closed ballot. The ballots shall be placed in envelopes provided, then sealed and turned in to the Atlanta Town Committee Chairman. The ballots shall be opened only by the Atlanta Town Committee Chairman, who shall not report the results. The names of only the selected candidates, with their proposal blanks shall be sent to the First Vice President by January 30. (State By-Laws Article III, Section E.1.b.1.)

2. The First Vice President shall also be notified if there are no nominees.
3. In February, the State Acceptability Committee will meet in Savannah. The votes of the State Acceptability Committee and the Town Committee will be combined to constitute the selection vote. Two negative votes constitute a no-selection by the State Board and the proposal blank will be destroyed. At the beginning of the February Board of Governors' Meeting, the Board will elect the candidates by written ballot. Two negative votes shall constitute rejection. (State By-Laws, Article III, Section E.1.c.) Successful candidates will be announced at the end of the meeting.

ARTICLE VII

CLASSIFICATION OF MEMBERSHIP

- A. RESIDENT MEMBER: A member who belongs to one of the seventeen (17) Georgia Town Committees, whose legal residence is in Georgia.
- B. NON-RESIDENT MEMBER: A member who belongs to one of the seventeen (17) Georgia Town Committees, but whose legal residence is not in Georgia.
- C. COURTESY MEMBER: When a Colonial Dame moves to Atlanta, upon receipt of a letter from her State Society

President to the Georgia Society President, she will be invited to become a Courtesy Member. She will be invited to non-voting meetings.

- D. GUEST MEMBER: A Guest Member is a member of another Georgia Town Committee. She will be invited to non-voting meetings.
- E. HONORARY MEMBER: Any member of the Atlanta Town Committee having actively served for forty (40) years or more may be granted Honorary Membership by the Executive Committee and pay no further dues to the Atlanta Town Committee. She will continue to pay her State and National Society dues and shall retain all privileges of membership.
- F. RETIRED MEMBER: As per State-By Laws, Section G.

ARTICLE VIII COMMITTEES

A. STANDING COMMITTEES

- 1. EXECUTIVE COMMITTEE: This committee shall be composed of the Chairman, Vice-Chairman, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer if appointed, Parliamentarian and the Immediate Past Chairman of the Atlanta Town Committee. It shall meet at the call of the Atlanta Town Committee Chairman to transact interim or any other business required of it.
- 2. FINANCE COMMITTEE: The Treasurer shall serve as Committee Chairman and the Atlanta Town Committee Chairman shall appoint at least four (4) members to the Finance Committee. This committee shall meet at the call of the Finance Committee Chairman.
- 3. LAMAR ROOM - ANDREW LOW HOUSE COMMITTEE: This committee shall remain in contact with the curator and shall acknowledge memorial gifts

to the Lamar Room Fund and shall notify family members of those so honored.

4. GUNSTON HALL: The committee shall make public recognition of George Mason and the Bill of Rights Day (Dec. 15) and follow suggestions of the Gunston Regent when possible.
5. NECROLOGIST - MEMORIALS: Shall prepare resolutions on the deaths of Atlanta Town Committee members. Said resolutions shall be typed in triplicate, signed by the author and read aloud at a meeting of the Atlanta Town Committee. The original shall be sent to the family, a copy attached to the Minutes and another copy placed in the Memorials Book to be kept by the Atlanta Town Historian.

The following committees shall function within the guidelines established by the Executive Committee and/or the State Society at the discretion of the Atlanta Town Committee Chairman.

6. CANDIDATES' HELPER
7. DUMBARTON HOUSE
8. HISTORIAN
9. HISTORICAL ACTIVITIES
 - a. HISTORIC OAKLAND CEMETERY
 - b. WHITE PAPERS
10. HOSTESSES
11. NEW MEMBERS' ORIENTATION (COFFEE)
12. NEW MEMBERS' ADVISOR
13. PATRIOTIC SERVICE
 - a. WAIF
14. SULGRAVE MANOR
15. YOUNG DAMES
16. TECHNOLOGY

SPECIAL COMMITTEES

1. NOMINATING

- a. The Nominating Committee shall consist of at least three persons appointed by the Atlanta Town Committee Chairman.
- b. The report of the Nominating Committee shall be presented at the January meeting of the Atlanta Town Committee.
- c. Officers shall be elected in alternating years for two-year terms: In one year, Vice-Chairman, Recording Secretary and Corresponding Secretary shall be elected for a two-year term. The Chairman and Treasurer shall be elected in the alternate year for a two-year term. (Town Committee Chairman's Manual, Part III, Section 2. October/November b.)

2. OTHER COMMITTEES

The Atlanta Town Committee Chairman shall appoint any other committees she may deem necessary.

ARTICLE IX AMENDMENTS

Standing Rules may be adopted, amended or rescinded by a two-thirds (2/3) vote of the Executive Committee and Standing Committee Chairs without notification or a majority with notification. When an amendment to the Standing Rules is adopted, it goes into effect immediately unless the motion to adopt states a specific time. (Article XII, State By-Laws.)