

NATIONAL CONSTITUTION AND BY-LAWS

Incorporated in the State of Florida, 1973

Revised 2014

OUR PRAYER

Oh, Almighty and most merciful God. We, the Sons and Daughters of the heroes and heroines of Pearl Harbor, humbly beseech thee to grant for our parents who still remain, with long and happy lives and for those whom you have called to Yourself, eternal happiness and peace in Your most loving care.

Our Heavenly Father, we pray for all our fellow American citizens that they may ever keep in mind our motto: "Pearl Harbor - December 7, 1941 - Lest We Forget", and the Pearl Harbor Survivors motto: "Remember Pearl Harbor - Keep America Alert". Most kind and loving Father of all mankind, we, the Sons and Daughters humbly pray that the world may never again experience the horrors that our fathers and mothers underwent on that Sunday morning, December 7, 1941, at Pearl Harbor, Island of Oahu, Territory of Hawaii. Amen.

Father Valenti

OUR MOTTO

Pearl Harbor - December 7, 1941-Lest We Forget!

PREAMBLE

We, Sons and Daughters of Pearl Harbor Survivors, and Children of Sons and Daughters, in perpetuity, band ourselves together for the purpose of keeping alive the memory of our Survivor parent(s) who perished or persevered during the attack on Pearl Harbor and other Oahu Installations on December 7, 1941; to promoting and promulgating the obligations of citizenship and patriotism; and to aid in protecting our Nation, as laypersons, from all her enemies whether from within or without.

MISSION

It is the mission of the SDPHS to create programs that inspire youth and adults to learn and document the history of the beginning of WWII and the days that followed from people who experienced it and from their ancestors. Our programs help youth and adults to expand their skills in journalism pertaining to the history of WWII and the attack on Pearl Harbor, December 7, 1941. Our programs will teach about events leading up to and following the "Day of Infamy" through documentation and films recorded by military survivors, child survivors, and descendants of survivors.

OUR MOTTO

Pearl Harbor – December 7, 1941 – Lest We Forget

BLAZON**Logo approved December 1982**

The Blazon shall consist of a circular disc with "Sons and Daughters of Pearl Harbor Survivors" on the outer edge with lettering in red color, bordered on each side by blue in white background. "Sons and Daughters" shall be separated by two black stars. The small inner circle shall be a red background with a white eagle, outlined in black, with a black eye, emblazoned over the red circle. Included in the inner circle shall be four gold stars. The words "December 7, 1941 - Lest We Forget" in black lettering shall be placed around the outer edge of the inner circle.

The two black stars represent those who perished at Pearl Harbor on December 7, 1941. The four gold stars represent the four military branches on Oahu during the attack. The red circle stands for the rising sun of Japan and the white eagle represents the United States of America. The white eagle emblazoned over the red circle shall show that the United States triumphed over Japan, despite the sneak attack.

ARTICLE I

This organization, hereafter referred to as "SDPHS", shall be known as the Sons and Daughters of Pearl Harbor Survivors Incorporated, and may be identified by the initials "SDPHS".

ARTICLE II**National Headquarters and National Administration Office**

The National Headquarters shall be located with the current SDPHS National President. The location of the National Administration Office will be established by a three-quarters (3/4) majority vote of the National Executive Board.

ARTICLE III**Purpose and Objectives**

1. Purpose: SDPHS shall be an organization dedicated to the preservation of the history of the attack on Pearl Harbor, Island of Oahu, Hawaii on December 7, 1941. Its motive and spirit shall be a commitment of fraternal and patriotic purposes and teaching the historical and educational data left to us by the Pearl Harbor survivors.
2. Objectives:
 - A. Keep alive the memory of our survivor parents who perished or persevered during the attack on Pearl Harbor, December 7, 1941 for fraternal, patriotic, historical, and educational purposes.
 - B. Preserve and strengthen comradeship among members.
 - C. Maintain true allegiance to the Constitution of the United States of America.
 - D. Foster true patriotism.
 - E. Maintain and extend the institution of American Freedom.
 - F. Preserve and defend the United States of America from her enemies.
3. Parent organization: The SDPHS, Inc. is an offspring organization of the now dissolved Pearl Harbor Survivors Association, Inc. organization and will strive to adhere to the ideals of its parent organization and keep their memories of Pearl Harbor – December 7, 1941 alive through their memorabilia and memoirs.

ARTICLE IV**National Organization Structure**

The structure of the organization shall consist of the following, all hereinafter described:

1. Elected National Officers of the SDPHS
2. National Executive Board (including District Directors)
3. State Officers
4. Chapters
5. Members

ARTICLE V**Elected National Officers**

Elected National Officers:

1. The National President Shall:
 - A. Preside over the National Convention.
 - B. Appoint chairs of all National Committees and instruct them as to their duties.
 - C. Be the official spokesperson for the National Organization.
 - D. Be the presiding officer of the National Executive Board.
 - E. Appoint qualified and eligible members to fill vacancies in any elected National Office for remaining term of the vacant offices.
 - F. Appoint qualified members to fill trustee vacancies.
 1. Trustees are appointed for a term not to exceed that of the appointing authority.
 2. Responsibilities and duties of Trustees will be determined by the National President and approved by the National Executive Board.
 - G. Call meetings of the National Executive Board when deemed necessary.
 - H. Cast his/her vote in any matter before the National Executive Board in the event of a tie.
 - I. Not succeed himself/herself after two sequential terms of office.
2. The National Vice President Shall:
 - A. Assist the President.
 - B. Preside for the President in the event of his/her absence.
 - C. Succeed to the Presidency in the event of its vacancy, prior to the regular election.

3. The National Secretary Shall:
 - A. Be custodian of the corporate seal.
 - B. Prepare and preserve minutes of all national meetings.
 - C. Maintain and preserve master membership lists.
 - D. Notify all members if national meetings, convention or reunions.
 - E. Maintain current lists of all national, state, and local chapter officers and furnish all National Executive Board Members the lists annually or as changes occur.
 - F. Direct the necessary activities of the National Administration Office as outlined by the National Executive Board.
 - G. Prepare such reports as required by the National Executive Board.
 - H. Receive and process all applications for membership and forward all funds so collected to the National Treasurer for recording and depositing in the Association's account. In conjunction with the processing of the application for membership, the National Secretary in conjunction with the National Treasurer shall maintain the Membership Roster and shall furnish copies, semi-annually, to the proper officials, National, and State, as required. The initial distribution shall be within thirty (30) days of the end of the calendar 4th quarter (January) and the second distribution shall be made within thirty (30) days of the end of the calendar 2nd quarter (July).

4. The National Treasurer Shall:
 - A. Be the fiscal officer of the National SDPHS.
 - B. Be custodian of all properties, funds, securities, and assets of the SDPHS.
 - C. Pay all reasonable and necessary bills of the SDPHS authorized by the National Executive Board.
 - D. Maintain a complete and accurate record of all receipts and disbursements.
 - E. Furnish the National SDPHS with a security bond when the treasury is over \$25,000 to cover all monies handled, premium to be paid by the SDPHS (amount of which to be determined by the National Executive Board).
 - F. Prepare annually for distribution to every member in good standing a statement of operations and conditions of the SDPHS, in the newsletter, *OFFSPRING*.
 - G. Prepare such reports as required by the National Executive Board.
 - H. Recommend rules and regulations for the handling of funds, including remittances to the office from any subordinate body. Such rules and regulations shall be approved by the National Executive Board.
 - I. Perform all such other duties as required by the Constitution and By-laws and those duties as directed by the National Executive Board.
 - J. Cause the SDPHS financial record to be audited in accordance with the SDPHS Handbook.
 - K. Shall provide the National Secretary with the names of the dues-paying members upon receipt of the dues remittances so that the Membership Roster will be current at all times. This action will provide the National Secretary with the authority to remove from the rolls of members in good standing, those who have not forwarded their annual dues by the end of ninety (90) days after the close of the fiscal accounting year (March 6th). This fiscal accounting year is from December 7th to the following December 6th. The National Treasurer shall furnish to the National Secretary the names and addresses of all members who reinstate their membership during any fiscal year.

5. The National District Directors Shall:
 - A. Be the Chief Executive Officer of his/her district and shall direct all activities of the Sons and Daughters of Pearl Harbor Survivors, Inc. therein.
 - B. In the event the office of a National District Director shall become vacant, the President, with approval of the National Executive Board, shall appoint a District Director to fill that vacancy until the next scheduled election. The United States of America shall be geographically divided into eight (8) Districts. District 1 shall consist of Alaska, California, Hawaii, and Nevada. District 2 shall consist of Idaho, Montana, Oregon, Washington, and Wyoming. District 3 shall consist of Arizona, Colorado, Kansas, Nebraska, New Mexico, Oklahoma, and Utah. District 4 shall consist of Arkansas, Louisiana, Missouri, and Texas. District 5 shall consist of Illinois, Indiana, Iowa, Minnesota, North Dakota, South Dakota, and Wisconsin. District 6 shall consist of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee. District 7 shall consist of Delaware, Maryland, Michigan, New Jersey, Ohio, Pennsylvania, Virginia, West Virginia, and District of Columbia. District 8 shall consist of Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont.

ARTICLE VI

National Executive Board and Duties

1. The National Executive Board hereinafter referred to as the "Executive Board" shall consist of the following national officers:
 - A. The President of the Sons and Daughters of Pearl Harbor Survivors, Inc., who also shall be the chair of the Executive Board.
 - B. The Vice-President of the Sons and Daughters of Pearl Harbor Survivors, Inc.
 - C. The Secretary of the Sons and Daughters of Pearl Harbor Survivors, Inc.

- D. The Treasurer of the Sons and Daughters of Pearl Harbor Survivors, Inc.
 - E. The eight (8) District Directors of the Sons and Daughters of Pearl Harbor Survivors, Inc.
 - F. Three (3) trustees appointed by the President.
2. The Chair of the Executive Board shall:
 - A. Conduct all meetings of the Executive Board in accordance with Robert's Rules of Order (latest edition).
 - B. Bring before the Executive Board all matters requiring their action.
 - C. Call regular and special meetings of the Executive Board. The Board shall meet or vote at least semi-annually.
 - D. Appoint committees for specific tasks, to report to the National Executive Board.
 3. The Secretary shall act as Secretary of the Executive Board and shall:
 - A. Prepare and preserve minutes of all meetings of the Board.
 - B. Notify all concerned of Board Meeting.
 - C. Handle all correspondence of the Board.
 4. The Executive Board shall be presented with and decide upon the following:
 - A. Issues involving the spending of all monies, including at each Executive Board Meeting a review of the donation from the National Treasury to each newly chartered chapter.
 - B. Interpretation of the Constitution and By-laws of the SDPHS.
 - C. All grievances from members, State Chairs, State Chapters, and District Directors in accordance with the SDPHS Handbook.
 - D. The suspension or revocation of chapters, a two-thirds (2/3) vote of the Executive Board required for such suspension or revocation.
 - E. The suspension or revocation of membership in the SDPHS, a two-thirds(2/3) vote of the Executive Board required for such suspension or revocation. All members of the SDPHS having membership suspended or revoked will be notified of such action by the National President, through Registered or Certified Mail, returned receipt requested.
 - F. The employment of clerical, technical, and professional assistants, and the payment therefore.
 - G. The calling of special conventions. A two-thirds (2/3) approval required by the Executive Board.
 - H. The absorption, amalgamation, merger or affiliation with any other organization.
 - I. The confirmation of State Chairs.
 - J. Bona fide and approved expenses of various officers of the Sons and Daughters of Pearl Harbor Survivors, Inc. Authority to reimburse expenses of officers upon evidence of amount may be extended to the National Treasurer.
 - K. Be permitted to vote on all issues using the United States Mail.
 - L. All marks, insignia, uniforms, and other designating paraphernalia of the Association, including the power to retake, repossess, and change the design.
 5. The Executive Board shall have all powers conferred elsewhere in the constitution, including jurisdiction without limitation, of all members, chapters, state officers and all other subordinate bodies or groups that are now in existence or may later come into existence.

ARTICLE VII Membership

1. Membership Application Form: There shall be an application form for membership.
2. National Dues:
 - A. Membership dues shall be reviewed by the Executive Board during their annual board meeting.
 - B. All dues and fees received after October 1st of each year, shall be credited to the next fiscal year.
3. Rules to apply for membership:
 - A. Complete the required application form and submit it, accompanied with membership dues.
 - B. The SDPHS reserves the right to require proofs and use whatever means necessary to verify statements made by applicants on application form.
4. Qualifications for membership:
 - A. Direct Lineage Membership: Must be the son or daughter or blood descendant of a son or daughter, the stepson or stepdaughter, or the stepson's or stepdaughter's blood descendant or adopted daughter or the adopted son's or adopted daughter's blood descendant of a member of the United States Armed Forces stationed on the island of Oahu, or within three (3) miles offshore at the exact time of the attack (7:55 a.m. to 9:45 a.m.) December 7, 1941; survivor having been

honorably discharged from the United States Armed Forces or received discharge under honorable conditions. Death as a result of the attack is considered “honorably discharged.”

- 1) All child survivors, whether or not their parent was within three (3) miles of Pearl Harbor during the attack, may be a lineage member of the SDPHS.
 - B. Collateral Membership: Must be the niece or nephew of a member of the United States Armed Forces stationed on the island of Oahu or within three (3) miles offshore at the exact time of the attack (7:55 a.m. to 9:45 a.m.) December 7, 1941; survivor having been honorably discharged from the United States Armed Force or received a discharge under honorable conditions. Death as a result of the attack is considered “honorably discharged.” Entitled to all the rights and privileges of a member in good standing at age of eighteen (18).
 - C. Lineal and Collateral Membership in perpetuity eligibility: Those who are blood descendants of a member of the United States Armed Forces stationed on the island of Oahu, or within three (3) miles offshore at the exact time of the attack (7:55 a.m. to 9:45 a.m.) December 7, 1941; survivor having been honorably discharged from the United States Armed Forces or received discharge under honorable conditions. Death as a result of the attack is considered "honorably discharged.”
 - D. Minor Membership:
 - 1) Minors under the age of eighteen (18) years will be carried on the membership rolls as “minor lineage members" but will have no rights for holding office or voting privileges.
 - 2) Upon reaching eighteen (18) years, a minor lineage member will pay regular adult lineage dues.
 - 3) Minor lineage members becoming adult lineage members at the age of eighteen (18) years and in good standing will receive all voting rights and membership privileges.
 - E. Prohibited Membership: Must not be a member or ever has become a member of any terrorist or subversive organization, which advocates the overthrow of the United States Government.
5. The rights and privileges of members in good standing:
- A. May attend all National Conventions and vote on issues at the business meetings.
 - B. May make motions, recommendations, and proposals from the floor at the business meeting in accordance with Robert's Rules of Order, current edition.
 - C. Members are entitled to take grievances before the National Executive Board either in person or in writing.
 - D. Members are entitled to all mailing material published by the SDPHS, Inc.
 - E. Members are entitled to receive a copy of the annual financial report issued by the National Treasurer in the official publication of the SDPHS, Inc.
6. Obligations of members:
- A. Members must maintain true alliance to the United States of America.
 - B. Members must encourage alertness and preparedness of the Armed Forces of the United States of America.
 - C. Members should help keep the memory of Pearl Harbor alive.
 - D. Members should, whenever possible, attend the national and local Memorial Services each December 7th.
 - E. Members shall not wear the SDPHS insignia or clothing anywhere that would be considered in bad taste to wear it, not appropriate to wear it, or where it would cause an embarrassment to other members and/or the organization.
 - F. Members shall at all times conduct themselves in a manner so as to do credit to the SDPHS.
 - G. Sectarian matters or partisan politics are prohibited in any meeting or convention of the SDPHS, its districts or its chapters; and the name, insignia, emblem or records of the SDPHS, its districts or its chapters shall not be used for any sectarian business, or partisan political purpose.
 - H. Members, to be in continuous good standing, must pay his or her renewal (annual) dues within ninety (90) days after the close of the membership year (December 7 - December 6).
7. National Honorary Membership may only be granted by the following provisions:
- A. The nomination of a person for National Honorary Membership shall be made by a Chapter to the State Chair setting forth the qualifications and reasons for the nomination.
 - B. The State Chair shall forward the nomination to the National Executive Board with his/her recommendation at least six (6) months prior to a National Convention.
 - C. The National Executive Board shall investigate the nominee and shall vote to accept or reject the application. A two-thirds (2/3) affirmative vote of the National Executive Board shall be required to forward the nomination to the National Convention.
 - D. After a two-thirds (2/3) affirmative vote by the National Executive Board, the nominee and the reason for the nomination shall be published in the SDPHS *OFFSPRING* prior to the next National Convention.
 - E. Vote at the National Convention on the nomination for the National Honorary Member shall be by ballot and two-thirds (2/3) affirmative vote of the members present and voting shall be required.
8. Associate Membership:

- A. Associate membership is available to any individual who supports the mission and values of the Sons and Daughters of Pearl Harbor Survivors, Inc.
- B. Associate Members may participate in all National meetings and functions, but neither hold elective national offices nor vote.
- C. Associate Members may participate in all Chapter meetings and functions, may hold any elected chapter office except President and Vice President, and may vote on chapter business in accordance with chapter rules.

ARTICLE VIII **Elections**

1. Elections for national officers shall be by "mail-in" ballots. Ballots shall be mailed to the National Office, in sealed envelopes and shall be opened and counted at the National Convention during the National Convention Week, prior to December 7th. If no convention is held, the ballots shall be counted during the week prior to December 7th by a committee appointed by the National President that will consist of the National Secretary and at least two members who are in good standing and are not candidates for a national office. Elections shall be held on even numbered years. The National Executive Board shall determine the outcome of any ballot in question. To elect the offices of President, Vice President, Secretary, and Treasurer, shall require a majority of all votes cast. In the event there are more than two (2) candidates for any of the National Offices and no candidate receives a majority of the votes cast, the person receiving the lowest number of votes shall be dropped and another ballot taken of those in attendance at the National Convention meeting. This procedure shall be followed until a majority is received by a candidate. National Officers will assume full responsibility of their office on December 7th of the year they are elected and shall serve for two (2) consecutive years.
2. The election of National Officers and the vote on amendments to the Constitution and By-laws by a secret ballot shall be accomplished in accordance with the SDPHS Handbook and Robert's Rules of Order (latest edition).
3. Term of National Officers:
 - A. A term of office for National President and National Vice President shall be for two (2) years not to exceed two (2) consecutive terms of office or the interval between a National Convention and until a successor is qualified. May not succeed themselves after two sequential terms of office.
 - B. A term of office for National Secretary and National Treasurer shall be for two (2) years or the interval between a National Convention and until a successor is qualified.
4. Eligibility to hold office:
 - A. Be a member in good standing. All nominations for national office shall be made, in writing, to the National Secretary prior to September 15th of the election year.
 - B. Any candidate that shall have been removed from a qualifying office for disciplinary reasons shall not be eligible for nomination.
5. Election of District Directors:
 - A. All districts directors shall be elected by only those members from the district in which the nominee resides.
 - B. District Directors may be elected at District Conventions.
 - C. The new District Director's term of office shall commence and coincide with the terms of the National Officers.
 - D. The District Director shall be sworn in at the National Convention.

ARTICLE IX **Subordinate Bodies**

In order to facilitate and further the objectives of the SDPHS, the following subordinate bodies, hereinafter described, are authorized.

1. State Chairs:
 - A. Election:
 - 1) All State Chairs shall be elected by the members of their respective states. Provided, however, if there is not a qualified chapter in the state, then it shall be the duty of the National President on recommendation of the District Director to appoint a State Chair who shall serve in such capacity with all the obligations and privileges hereinafter enumerated until a State Chair is duly elected by the members of the state and that in the interim any State Chair appointed by the National President shall serve a probationary period of one year with the option of the President to extend the appointment.

- 2) Where the states do not hold state conventions to elect the State Chair, they may elect their State Chair by U.S. Mail ballots.
 - B. Qualifications:
 - 1) Member in good standing.
 - 2) Shall accept his/her appointment in writing to the National Executive Board.
 - 3) Shall demonstrate an earnest desire to further the SDPHS.
 - C. Obligations
 - 1) Shall devote sufficient time and effort to locate new Sons and Daughters within their state and encourage their membership in the SDPHS.
 - 2) Shall keep complete and accurate records of all receipts and disbursements made on behalf of SDPHS.
 - 3) Shall abide by the Constitution and By-laws of SDPHS.
 - 4) Shall encourage the formation of chartered local chapters.
 - 5) Shall be responsible to the National Executive Board for all of his/her official acts.
 - 6) Shall upon termination of their appointment surrender all books, records, membership lists, monies, and other properties in their possession as State Chair and belonging to the SDPHS, to the seceding State Chair or if none, to the National Administrative Office.
 - 7) Shall follow all reasonable orders issued by the National Executive Board.
 - D. Privileges of State Chair:
 - 1) Shall be Chief Executive Officer of the SDPHS within their own state in the absence of the National President.
 - 2) Shall be entitled to distribution of the state portion of the application fees from the National Treasurer.
 - E. Term of State Chair appointments: The Chair shall be appointed to a term of two (2) years, or the interval between a National Convention and until a successor is elected and qualified.
2. National Chartered Local Chapters:
- A. Requirements:
 - 1) Prepare applications for charter and send to the National Executive Board on a prescribed form issued by said Board. Application must be signed by at least two (2) members in good standing of SDPHS. These members must also be qualified to become members of the Chapter seeking such charter in accordance with boundaries of states' sectional divisions.
 - 2) Receive written approval of State or District Director on said form.
 - 3) Upon receiving National Executive Board approval of application, the local chapter officers shall be elected and the chapter certified.
 - 4) Execute contract with the National Office. If contract is not executed within thirty (30) days after election of officers, the application is automatically revoked by the National Executive Board.
 - B. Obligations:
 - 1) Abide by the National SDPHS Constitution and By-laws including all alterations and amendments thereto.
 - 2) Items bearing the registration mark or insignia of SDPHS must receive written approval of the National Board before manufacture and sale.
 - 3) Chapters shall forward promptly, to the National Treasurer, all monies received for National membership dues, or from any other source, belonging in whole or in part to the National Office of the SDPHS.
 - 4) Chapters shall conduct a business meeting at least semi-annually with annual reports to the National Secretary.
 - 5) Chapter shall elect Chapter President, Vice President, Secretary, and Treasurer.
 - 6) Chapter shall elect or appoint three (3) Trustees who must be National Lineal or Associate members.
 - 7) Chapters shall notify the National Secretary of the names and addresses of all chapter officers.
 - 8) Chapter Trustees shall annually examine the financial records of the local chapter and furnish the National Treasurer with signed statements of operations and conditions as of December 31st by March 30 of the following year.
 - 9) Chapters shall keep complete and accurate records of all receipts and disbursements of their respective Chapters.
 - 10) Chapter shall produce all chapter records, regardless of nature to any elected National Officer for examination upon request.
 - 11) Upon dissolution of any local chapter, regardless of reason, monies, securities, property, and records shall be forwarded to the National Office for disposition as directed by the National Executive Board.
 - 12) Chapter shall deposit the chapter's monies in recognized banking institutions in the name of the local chapter. At least two (2) officers must be co-signers of every disbursement check made.
 - 13) Local chapters may accept donations from its membership and said monies shall become a part of the local chapter and shall not come under the control of the National Office until and unless said chapter is dissolved.
 - C. Chapter Membership:
 - 1) Shall consist of any National Member (Lineal, Associate, Minor, National Honorary) living in a chapter's geographical boundary.
 - 2) Must be made up of at least 51% National Lineal members.

- 3) Friends-of-the-Chapter may be any person not related to a Pearl Harbor survivor or to a SDPHS Member, but who has shown an interest in being identified with the organization. They shall have the privilege of attending all meetings, but may not vote or hold any elective office in the chapter.
- 4) Chapter Honorary Member may be a person the chapter desires to honor in recognition of outstanding service to the organization. The member may not vote or hold any elective office in the chapter

D. Local Chapter Executive Board:

- 1) Nominations and elections of local chapter officers as mentioned in Article IX, Section 2.B.6 shall be conducted at a general meeting of said chapter.
- 2) Local Chapter Executive Board shall meet at least semi-annually.

- E. Privileges: Local Chapters may adopt their own By-laws; however, such By-laws must not be in conflict with the National Association's Constitution and By-laws. All such local By-laws must be presented to and approved by the National Executive Board.

ARTICLE X
Official Year

The "Official" year of the Sons and Daughters of Pearl Harbor Survivors, Inc. shall be December 7th through December 6th, inclusive, of the following year.

ARTICLE XI
National Convention and Memorial Service

1. The Sons and Daughters of Pearl Harbor Survivors, Inc. will hold National Conventions, as called for and approved by two thirds (2/3) of the Executive Board Members biennially on even numbered years.
2. The official time of Memorial Services shall be 0755 (7:55 a.m.) Honolulu time on December 7, thereby commemorating the exact time of the attack on Pearl Harbor, December 7, 1941.

ARTICLE XII
Quorum at National Convention

All those members present, in good standing, and a quorum of National Officers shall constitute a quorum at the Official Business Meeting for the transaction of business for the Sons and Daughters of Pearl Harbor Survivors, Inc.

ARTICLE XIII
Clarification of Terms

The words "shall" and "will" throughout this publication shall be defined as meaning "mandatory".

ARTICLE XIV
Additional Miscellaneous Provisions

1. Supreme Authority:
 - A. The supreme authority and direction of the Sons and Daughters of Pearl Harbor Survivors are vested in the SDPHS Constitution and By-laws.
 - B. The provisions contained in the SDPHS handbook, shall be the standing rules of the Association and shall govern the organization in all cases to which they are not in conflict with the National Constitution and By-laws or special rules of this organization. The standing rules may be amended by a two-thirds (2/3) affirmative vote of the National Executive Board.
2. Parliamentary Procedures: Robert's Rules of Order (latest edition) shall govern parliamentary procedure in all meetings, assemblies, and conventions of SDPHS.
3. Validity or Operation of Constitution and By-laws: If any provision of this Constitution and By-laws shall be declared invalid or inoperative by any competent authority or operation of law, the remainder of the Constitution and By-laws shall remain effective

4. Removal of an Elected National Officer: If an Elected National Officer becomes incapacitated for any reason in the performance of his/her duties as prescribed by the National Constitution and By-laws, he/she may be summarily relieved by a three-fourths (3/4) vote of the National Executive Board, less the National Officers.
5. No reimbursement shall be made for expenses incurred in moving National Offices, when such moves are the personal choices of the office holder.
6. Annual Budget
 - A. An annual budget will be prepared by the National Treasurer for the fiscal year of the December 7 through December 6.
 - B. All National Officers, District Directors, State Chairs, and storekeeper shall submit to the National Treasurer a line item budget of anticipated expenditures for the upcoming year on or before December 7th of each year.
 - C. A majority vote of the National Executive Board shall have the authority to adopt the budget submitted by the National Treasurer or to add or delete from it.
 - D. A majority vote of the National Executive Board shall determine what funds will be added in the event the budget needs to be modified after it has been adopted.
7. Distribution of Funds:
 - A. Membership Dues:
 - 1) All national membership dues, donations, etc. paid to the National Office shall be turned over to the National Treasurer, who will oversee the purchase of supplies, stationery, postage, etc. These funds will also be used to reimburse National Officers for nominal expenses incurred in the legitimate business of the SDPHS.
 - 2) Distribution of the Membership Due: .Out of the Membership Dues, monies shall be put aside for the SDPHS *OFFSPRING*. The remainder shall be distributed in accordance with the SDPHS Handbook.
 - B. Application Fee: The Application Fee shall accrue to the National Office. Out of the Application Fee monies shall be put aside for processing the application as described in the SDPHS Handbook and for the applicant to receive the SDPHS *OFFSPRING* for one year.
 - C. SDPHS Chapters will receive a monetary incentive based on a tiered structure as described in SDPHS Handbook for remitting both the "Report of Chapter Officers" – SDPHS Form 8 and their Active Chapter Membership Roster on or before March 6th of each calendar year to the SDPHS National Secretary.
 - D. All officers of SDPHS, National, District, State, Trustees, subordinate bodies, and members in general, who may regularly, or from time to time, receive monies from the National organization, its subsidiaries or affiliates shall prepare and file an annual account of all such monies received and the disbursements made therefrom and file an annual account of all balances of such money, if any, on hand. The accounting herein required shall be made and filed with the National Office on or before thirty (30) days following the end of the calendar year. The requirement of this section shall be enforced by the National Executive Board in accordance with the provision of the Constitution and By-laws of the SDPHS and/or other lawful methods.
8. Dissolution of SDPHS, Inc.: The dissolution of SDPHS, Inc. shall be effected in accordance with the laws of the State of Florida only after approval of a resolution of the National Executive Board by at least two-thirds (2/3) of the votes entitled to be cast by members by written vote of such dissolution. The Arizona Memorial Museum is hereby designated as the nonprofit organization to which assets will be distributed.

ARTICLE XV **Policy**

The Sons and Daughters of Pearl Harbor Survivors Inc. is a National Organization and neither the State Chairs nor the local chapters thereof shall take part in any political or sectarian questions nor in any industrial disputes.

1. The above does not prohibit this organization or any unit thereof from participating in political issues which have a direct bearing on the welfare of the SDPHS.
2. No member shall appear before any legislative body and then speak in the name of the organization without the expressed consent of the National President.
3. The SDPHS, Inc. is an offspring of the Pearl Harbor Survivors Association, Inc. which disbanded December 2011. We will strive to adhere to the ideals set forth by them to the fullest.

ARTICLE XVI **Installations**

Any National Officer, past National President, District Director, State Chair, or duly elected officer of the chapter, who is in good standing, may install new officers within the framework of the SDPHS.

1. Each national officer, district director, and state chair will take an oath to the office to which they are duly elected.
2. The oath of office shall be administered by a National Executive Board appointee at the National Convention.
3. In the event an elected officer is not present, the National Secretary shall send the oath by mail to the elected officer for his/her signature.

ARTICLE XVII **Newsletter**

1. The newsletter of the SDPHS, Inc. shall be called "*OFFSPRING*".
2. The *OFFSPRING* shall be published, printed, and mailed with funds from the National Treasury at least three (3) times a year.
3. Only members in good standing and non-members who by decision of the National Executive Board would benefit the organization shall receive the *OFFSPRING*.
4. The National President shall appoint the Editor and/ or printer of the *OFFSPRING* who shall serve on the National Executive Board as a non-voting member.
5. The Editor shall prepare for printing all editions of the *OFFSPRING*.
6. The Editor shall maintain at least one copy of the *OFFSPRING* for preservation.
7. Membership renewal date will be part of the mailing label.

ARTICLE XVIII **Amendments**

This instrument shall be known as the Constitution and By-laws of the SDPHS, Inc. and may be amended by a majority vote of the general membership by casting their ballots through the mail of the United States of America in conjunction with elections for National Offices prior to the National Convention.

ARTICLE XIX **Adoption**

This document was originally adopted at the meeting of the National Officers in Seminole, Florida, February 21, 1972, and amended July 16, 1973, December 6, 1984, December 6, 1994.

Revised and adopted with majority vote by the general membership on December 6, 1998, and amended December 6, 2000, December 6, 2002, and December 6, 2004.

Revised and adopted with majority vote by the general membership on December 6, 2006, and amended December 6, 2008.

Revised and adopted with majority vote by the general membership on December 6, 2010, and amended December 6, 2010.

Revised and adopted with majority vote by the general membership on December 6, 2012, and amended December 6, 2012.

Revised and adopted with majority vote by the general membership on December 6, 2014, and amended December 6, 2014.

All copies of this Constitution and By-laws prior to the 2014 revision are hereby revoked and shall be null and void.