

## Virginia Huguenot Society

### BYLAWS

#### Article I

##### Name

**The organization shall be known as the Virginia Huguenot Society.** It is an independent society with a National scope, and is recognized as a non-profit 501(c)(3) organization by the Internal Revenue Service.

#### Article II

##### Purposes

The objects of this Society shall be religious, historical, educational, and patriotic. Emphasis shall be placed upon assisting and encouraging the preservation of records and historic sites associated with our Huguenot ancestors to aid in perpetuating the memory of their spirit and deeds. Further, the Society shall strive to strengthen the ties of fraternal fellowship. The Virginia Huguenot Society shall stand steadfast in our firm intention of remaining loyal to the Reformed Faith through our affirmation that Jesus Christ lives forever, the One and only Head of the Church.

#### Article III

##### Membership

- 1) Membership shall consist of regular and junior members.
- 2) A member, male or female, and over the age of eighteen (18), must be of the Protestant faith, adhere to the Huguenot principles of Faith and Liberty and be lineally descended on either the male or female line from some Huguenot who subsequent to 10 December 1520 and prior to the promulgation 28 November 1787 of the Edict of Toleration, emigrated from France to North America or some other country, or even those who remained in France.
- 3) Junior Member: Any person of the Protestant faith under the age of eighteen (18) years, who adheres to the Huguenot principles of Faith and Liberty and who fulfills the lineal

requirements as defined in (2) above.

- 4) All applicants must have the endorsement of two members in good standing.
- 5) Upon a favorable vote for invitation, the applicant will receive an invitation and the necessary forms for application. All applications for membership must be prepared on the typewriter or on the computer and accompanied by proper and acceptable proofs of all statements. All papers shall be returned to the Registrar accompanied with a check covering the appropriate fees as required by the Standing Rules. Approval is granted by the Society Registrar.
- 6) The applicant shall have one year to complete the application, but an additional year may be granted if requested by the Registrar and approved by the Council.
- 7) Transfers and Dual Membership requests from other Huguenot Societies may be accepted upon approval of the Council assuming the applicant fulfills the requirement for membership in Article III, Section 1-5. Two copies of the transferring applicant's papers must accompany the request for transfer for review and recommendation by the Registrar before Council approval.
- 8) Resignations must be tendered in writing to the President. Those must be reported immediately to the Registrar and Treasurer. The member resigning must be in good standing at the time of resignation. Otherwise they will be considered dropped for non-payment of dues. All delinquent dues, a year of dues in advance and a reinstatement fee shall be necessary to resume membership.

#### Article IV

##### Fees

All fees will be controlled by the Standing Rules of this Society.

#### Article V

##### Meetings

- 1) The fiscal year shall be the calendar year: 1 January through 31 December.

- 2) There shall be a minimum of two meetings each year with the Annual Meeting to be held on the last Saturday in March. The other meeting will be held the last Saturday in October, the Saturday before All Souls Day. This latter meeting will feature the Memorial Service for our deceased members. Meeting dates may be changed for good reason with Council approval.
- 3) A quorum for the transaction of business shall be five (5) members for the Council and twelve (12) for the general meetings.

## Article VI

### Election of Officers and Council Members

At the October (Fall) meeting of the even numbered year, a Nominating Committee of three (3) members shall be chosen by the Council for the purpose of selecting a slate of officers and council members. The President shall name the Chairman. The Committee shall have a term of two (2) years or until successor members are named by the standing President. The Nominating Committee shall present a slate of Officers to the membership at the March (Annual) meeting the next odd-numbered year. Further, the Nominating Committee shall present a slate of six (6) non-officer Council members for election at the March (Annual) meeting of each even numbered year. All Officer and non-officer Council member terms shall be for “two years,” from the date of their election to the date their successors are elected. Nominations presented from the floor are permitted. In case of none being presented, the slate may be elected by acclamation. Members of the Nominating Committee are not barred from becoming nominees for office, or for membership on the Council.

The Council shall consist of fourteen (14) members; (7) Officers of the Society, the Immediate Past President and six (6) additional non-officer Council members. The term of service is two (2) years. Note: In order to start this new two-year cycle of council members, the six non-officer members will be elected at the March 2019 meeting for a one-year term. Beginning with the 2020 election, non-officer Council members will serve a two-year term. These new officers shall assume their duties at the end of that business of that day. All records should be transferred within thirty (30) days if possible.

## Article VII

### Officers and Duties

1. The officers of this Society shall be: President, Vice President, Chaplain, Secretary, Treasurer, Registrar, Historian/Librarian, Immediate Past President.
2. Duties:
  - A. The President shall preside over Council Meetings and Membership Meetings. This officer shall also maintain supervision over business affairs, call interim meetings as needed, appoint committees not otherwise provided for and be a member ex officio for all committees except the Nominating Committee. The president shall also represent the chapter at public functions and have a new yearbook published during the summer/fall immediately following election. This officer also shall make an annual report to the membership of the progress of the Society and provide copies of the report to the Secretary and Historian.
  - B. The Vice President shall serve as President in the absence or inability of the President to serve. The Vice President shall be responsible for obtaining a meeting place, a program, and the general arrangements for the Spring and Fall meetings. Additionally, the Vice President shall maintain the Society mailing list and mailing labels, keep the list up to date. This officer shall assist the President and other officers with addresses and shall mail the official Call and other correspondence for the semi-annual meetings at least twenty-five (25) days in advance of each meeting. For example, he/she should supply the labels for the Call or to the Newsletter Chairman for the newsletter mailings.
  - C. The Chaplain shall receive notices of deaths of members, keep the records of such, and send condolences to family. This officer shall also open and close the meetings of the Virginia Huguenot Society with prayer.
  - D. The Secretary shall keep a record of the proceedings of the Council and the general meetings. This officer shall be the official custodian of the Master Copy of the Bylaws

and the Standing Rules of the Virginia Huguenot Society in which all changes and amendments shall be recorded on becoming official. These records shall be passed on to the successor Secretary, thus assuring a continuous record.

- E. The Treasurer shall be in charge of the funds belonging to the Virginia Huguenot Society and shall place them in fully insured (FDIC) banks in the name of the Virginia Huguenot Society. The Treasurer shall maintain all accounts, records, vouchers and bills received and paid, all of which shall be subjected to audit. This officer shall make reports to the membership of the Virginia Huguenot Society as to the financial condition of the Society as well as reporting all resignations, transfers, dropped and, if possible, all deaths. The Treasurer shall also be responsible to ensure that changes of address are kept up to date with the Vice President, Registrar, and Secretary. The Treasurer shall also assist the President with preparation of the Yearbook with the addresses, etc. Two weeks' notice shall be provided to Members whose membership is to be terminated. The Treasurer shall, prior to the conclusion of the President's term of office, order the Past President's pin with the proper engraving, i.e., name, dates of service. The Treasurer's books shall be examined at the conclusion of every term of office.
- F. The Registrar shall keep a supply of application forms and assist prospective members with their applications being sure that all applications are in proper form. It is the duty and pleasure of the Registrar to notify each applicant of the acceptance, Society number, date of admission and the procedure for obtaining a membership certificate and insignia. The Registrar shall keep a file in which is recorded the name and number of each member, together with the date of admission and the name of each ancestor from whom eligibility is derived. The Registrar shall also keep and maintain lineage papers of all members and the records with the Virginia Huguenot Society numbers assigned to each person. A duplicate set of lineage papers shall be kept off site from the residence of the Registrar as well. This officer shall record deaths, marriages or members dropped or resigned along with applicants rejected, retaining one copy of

each rejected application. A report to the officers of any changes in membership shall be reported at the Annual Meeting. The Registrar shall keep records for helping compile the yearbook and assist the President with the proper addresses and dates which that officer may have.

- G. The Historian/Librarian shall serve as custodian of the historic papers of the Chapter. This officer shall research and encourage publicity for the Society. Significant dates should be announced and observed. He/she shall also keep the Virginia Huguenot Society library and from time to time may the purchase of new books and apprise members of Huguenot research documents and books located at State Libraries.

All officers are responsible for their respective reports to the membership at the Annual Meeting.

### Article VIII

#### Council

1. The Council shall consist of the seven (7) officers, the most immediate past President of the Society, and six (6) additional members as expressed in Article VI. The other past presidents will be honorary or advisory members of the Council. Officers of the Society are not eligible to hold a seat allocated for the six (6) additional non-officer members of the Council during their tenure holding office. If a non-officer Council member becomes an officer of the Society, their seat as a non-officer member of the Council shall become vacant, to be filled by appointment of the Council ratified by a majority vote of the Council. In the event the Council does not act to fill the vacancy, the new Council member shall be elected by a majority vote of Society members present at either the annual Meeting or the October meeting of the Society. The Council is empowered to control the business affairs of the Society between meetings of the Society. Members of the Council shall be called by the President and/or at the written request of three (3) Council members. In the event that a quorum cannot be formed the Council may vote on emergency issues by telephone, fax or internet.
2. Council members shall be selected from as wide a geographic area of the state as possible.

3. If an office, other than President, shall become vacant, it will be filled by the Council.
4. The Council shall make recommendations as to the general membership for vote as deemed necessary.

#### Article IX

##### Committees

1. A nominating committee shall be formed as explained in Article VI, Election of Officers and Council Members.
2. The President, as deemed necessary, shall appoint other committees.

#### Article X

##### Insignia

The Insignia of this Society shall be that authorized by the Council. Members may wear the generally recognized Huguenot medallion, ancestor bars, and Virginia Society insignia. All Huguenot insignia shall be worn on the Virginia Huguenot Society ribbon. Upon request the Registrar will provide necessary information for ordering insignia.

#### Article XI

##### Parliamentary Authority

*Roberts Rules of Order Newly Revised* shall be the authority in all questions of parliamentary procedure.

#### Article XII

##### Discipline

Matters pertaining to discipline will be handled by the Council.

#### Article XIII

##### Dissolution

In the event of the dissolution of the Virginia Huguenot Society the assets shall be distributed

solely to charitable, educational, or patriotic organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law). The Council will make the decision which organization(s) receive the assets.

#### Article XIV

##### Amendments

These Bylaws may be amended at any regular meeting of the Virginia Huguenot Society by a vote of two-thirds (2/3) of those present and voting, provided that notice of proposed change(s) was sent to the members at least two weeks in advance of the meeting.

#### Article XV

##### Membership Numbers and Certificates

Membership numbers and certificates will be issued by the Registrar.

#### Article XVI

##### Scholarship

The rules for awarding the scholarships will be those as appear on the application forms.

#### Article XVII

All items not covered by these Bylaws shall be governed by the Council.

#### Article XVIII

A committee of the President and his/her appointed committee of two (total 3) may select a person or persons to receive awards or medals for outstanding performance (or benefit) to the Society, or other types of recognition. Any member of the Virginia Huguenot Society may suggest a recipient.

## STANDING RULES

These rules may be proposed and changed at any regular (General) meeting by a majority of members present.

- 1) Chapter dues shall be \$ 20.00 payable by the October Day of Remembrance meeting. Anyone who has been a member in good standing with the Society for 5 years and has attained the age of 80 shall not be required to pay annual dues & retains all rights & privileges of membership.
- 2) Fees for membership and applications shall be \$ 25.00 payable to the Society.
- 3) Supplemental Application fees shall be \$ 25.00 and must accompany the application.
- 4) A Junior Member shall pay initiation fees of \$ 25.00 but will not be required to pay annual dues unless and until he/she becomes a regular member at the age of eighteen.
- 5) Life Membership will not be offered to new members.
- 6) The fee for a copy of application papers will be \$ 10.00 with the check payable to the Virginia Huguenot Society.
- 7) Reinstatement fees shall be comprised of current year dues, dues for one year in advance and a reinstatement fee of \$ 20.00.