

# VIOLETTE FAMILY ASSOCIATION CONSTITUTION

## ARTICLE I

### NAME

The name of this Association shall be: Violette Family Association.

## ARTICLE II

### OBJECTIVES

The nature and objectives of the Association's activities and the purpose to be transacted are to do any and all things herein mentioned to the best of one's ability.

1. To encourage and aid to retain the closeness of the family.
2. To foster the study of ancestral origins.
3. To disseminate information, knowledge and data of value to members.
4. To publish periodic newsletters.
5. To encourage and assist in organizing reunions of members and associated family.
6. Operate so as to comply with IRS code 501(c)7 to retain the non-profit status and exemption from federal income tax.

## ARTICLE III

### MEMBERSHIP

Eligibility to membership is open to any person in the Francois Violette (1744-1824) lineage. All persons attending the July 16, 1978 Violette Reunion in Methuen, MA are automatically members. Other persons of the same lineage may become members simply by proving they are a descendant and are included in the genealogical database for the Association. There shall be no yearly dues but requests for voluntary donations may be made when unusual circumstances arise.

## ARTICLE IV

### OFFICERS

This Association shall have a Board of Directors consisting of President, Vice-President, Treasurer, Secretary, and the immediate Past President. These five officers shall have voting privileges. By virtue of the fact that Rita Violette Lippe was the Founder of the Violette Family Association, she shall, after the completion of her term of Presidency, for the remainder of her natural life be President Emeritus of this Association.

## EXECUTIVE COMMITTEE

This Association shall also have an Executive Committee to function in an executive capacity to the Board of Directors. The Executive Committee will consist of those who oversee specific functions as established by the Board and set forth in the Bylaws. Board members may serve in any Executive Committee function outside their Board function.

## ARTICLE V

### MEETINGS

A Triennial Meeting of the Association shall be held every three years beginning in 1978. Elections of Officers will take place at such Triennial Meetings along with any other business the Officers determine.

There shall be a meeting of the members of the Association at whatever time the Officers deem appropriate to have a Violette Family Reunion or at a time and manner the Officers shall deem appropriate. Meetings may be held in a physical location or may be held in a virtual meeting mode.

## ARTICLE VI AMENDMENT

The Constitution may be amended by a two-thirds vote of those present at a Triennial Meeting.

## ARTICLE VII

### By-Laws

By-Laws may be added to this constitution. Such by-laws may be adopted, amended or repealed at a Triennial or Special Meeting. Any adoption or repeal shall require a two-thirds vote of the membership present.

## ARTICLE VIII DISSOLUTION

In the event that the Violette Family Association dissolves, all monies on hand shall be donated to the American-Canadian Genealogical Society of New Hampshire.

# VIOLETTE FAMILY ASSOCIATION

## BY-LAWS

### ARTICLE I OFFICERS

None of the Officers of the Association shall be remunerated for their services.

The duties of the various Officers shall be as follows:

**President:** The President shall act at all times in a manner that will maintain the organization and work for the benefit of its members. The President shall preside at all meetings of the Association. The President shall appoint all standing committees, as well as special positions not qualifying for the Board and shall be a member ex-officio of all such committees and appointments.

**Vice President:** The Vice-President shall assist in such duties that will keep the Association active and shall assist the President in giving the Association tone and direction. In the absence of the President or the President's inability to serve, the Vice-President shall preside at all meetings and perform all duties performed by the President.

**Secretary:** The Secretary shall keep a record of all proceedings of the Board and meetings of the Association, carry on correspondence of the Association, and perform such other duties as may be required by the Board.

**Treasurer:** The Treasurer shall receive and take charge of all money, property and securities of the Association delivered to the Treasurer by any Association member or Officer of the board. All funds received by the Treasurer shall be counted and the amount approved by another Association officer who shall sign the related itemization. The Treasurer shall deposit all money so received to the credit of the Association in a bank or banks selected by the Board. The Treasurer shall keep an accurate record of receipts and disbursements and shall render a report thereof at each meeting of the Board.

**Immediate Past President:** The Immediate Past President is an ex officio member of the Board of Directors and as such is not subject to election to this position. The Immediate Past President is entitled to a vote in matters brought before the Board.

### ARTICLE II EXECUTIVE COMMITTEE

The Association shall have an Executive Committee consisting of the heads of the following committees, with titles as shown:

1. Genealogy (Genealogist)
2. Web Systems (Webmaster)
3. DNA and Heraldry (DNA and Heraldry Master)
4. Newsletter (Newsletter Editor)
5. Membership (Membership Secretary)
6. History (Historian)
7. Reunions (Reunion Master) only assigned when a reunion has been scheduled

Those committee heads shall be appointed by the Officers.

The function of the Executive Committee is to provide advice to the Board of Directors in the various areas of specialty listed above as well as in any other matter. The Executive Committee does not have the power to take official actions on behalf of the Association except as directed by the Board and these By-Laws.

## ARTICLE III MEETINGS

### *RULES:*

The latest edition of Robert's Rules of Order shall govern the conduct of any meeting.

### *ORDER OF BUSINESS:*

The order of business at meetings shall be as follows:

1. Approval of meeting agenda.
2. Reading of the minutes of the previous meeting. Corrections if any, and approval.
3. Report of the Treasurer.
4. Report of the President.
5. Unfinished business.
6. New business.
7. Nominations for Officers.
8. Elections.

### *QUORUM:*

In order for business to be enacted at any meeting a quorum shall be determined to be present if a majority of the Officers are in attendance.

### *TRIENNIAL MEETINGS:*

The business of the Association shall be conducted at Triennial Meetings of the Association. Triennial Meetings may be held at a physical gathering such as a Violette Family Reunion or may be held in a virtual mode, as directed by the Officers. Triennial Meetings of the Association shall be held every three years starting from 2014 (the last Violette Family Reunion) except that no Triennial Meeting was held in 2017. Notice of a Triennial Meeting shall be made to members at least 60 days in advance of the date of the Triennial Meeting.

### *SPECIAL MEETINGS:*

Special Meetings of the Association may be held in a similar manner as directed by the Officers. A formal vote of the Officers is required to call a Special Meeting. Notice of a Triennial Meeting shall be made to members at least 60 days in advance of the date of the Triennial Meeting.

### *VIRTUAL MEETING MODE:*

Virtual Meetings may be held in a direct manner such as an online conference where all participants are online at the same time. The Webmaster shall direct how such an online conference meeting is to be held. Virtual Meetings may also be held in an indirect manner whereby a period is set forth during which members can participate and respond in a forum or bulletin board manner. In the former case, the means of accessing the virtual Meeting shall be set forth in the meeting notice. In the latter case, the specific number of days for participation shall be set forth in the meeting notice.

### *MEETING NOTICES:*

Meeting notices shall be made by creating an article to be published at the official Violette Family web site, which then becomes distributed by email to those who have requested this service. Publishing of the article at the web site shall be proof of notice.

### *MEETING AGENDAS:*

Meeting notices shall include the date and time of the meeting, and place if a physical meeting, and shall include an agenda for the meeting including topics to be discussed and items upon which a vote will be taken.

Members may suggest agenda topics by submitting them in writing by mail or email to the President no later than 15 days prior to the meeting date. The Officers will determine if such topics will be included on that meeting's agenda. No additional topics may be raised after that 15-day period prior to a meeting.

## ARTICLE IV

### VOTING

Official business of the Association shall be enacted by the Officers except for:

1. Election of Officers
2. Changes to the Constitution or By-Laws
3. Other matters the Officers wish to bring before the members

In any vote, a majority of those attending the meeting shall be required to pass a measure.

Voting at a Virtual Meeting shall be registered using an online voting system established for that vote by the Webmaster. Members not wishing to vote electronically may submit a vote in writing to the Secretary. A majority shall be determined using the total number of votes cast both electronically and in writing. No member may vote using more than one means and if duplicates are cast and they differ both votes will be discarded; if duplicate are cast and both are the same only one vote will be tallied.

A report of voting on any measure will be made at the web site immediately once votes are tallied and in the next occurring newsletter.

## ARTICLE V

### GENEALOGICAL DATABASE

The Association may cause to be created and maintained a genealogical database intended to trace family history and lineages as far back as records can be found. This database shall be the record of lineage for the purposes of admitting members to the Association.

The Genealogist shall determine the software system to be used for the database and shall provide reports from the database to those asking for information.

The Genealogist shall be the arbiter on the validity of data submitted by others for inclusion in the database.

## ARTICLE VI

### WEB SYSTEMS

The Association may cause one or more domain names to be registered on behalf of the Association. The Webmaster shall be responsible for registering names upon approval of the Executive Board.

The Webmaster shall direct creation of one or more web sites for registered domain(s) for the purpose of communicating with members and non-members about matters pertaining to the Association. Such web site(s) may include connection to the genealogical database to provide an online access to it. The Webmaster shall determine what other content such web site(s) are to include.

The Webmaster shall direct creation of an email system for the use of the Association and may assign email addresses for Officers of the Association. The WebMaster shall direct creation of accounts and maintain Association presence on various social media platforms as the Association may select.

## ARTICLE VII

### MEMBERSHIP DATABASE

The Membership Secretary shall work to expand the membership of the Association and to serve the membership needs of members.

The Membership Secretary shall maintain the database of the members of the Association. The database contains data on all members since the Association started and records their current membership status. The database is stored on the web server with the Association's web site(s) and programming at the web site is used to perform membership maintenance. Functions included include:

- Responding to requests to join the Association.
- Responding to notices of mailing address changes and email changes.
- Responding to notices of marriages, deaths, and other changes in member status.
- Providing an electronic copy of the mailing list for printed newsletters and other communications of the Association.
- Being active in the Association's Facebook Group and the Association's Facebook Page to approve requests for membership there and inviting those who are part of those to become members of the Association itself.
- Sending requests for extending family information to include new generations and family groups not included in the genealogical database, in conjunction with the Genealogist.

## ARTICLE VIII

### NEWSLETTER

The Newsletter Editor shall direct publication of a newsletter on an as-needed basis. The newsletter will be distributed to all members electronically for those who elect to receive newsletters in that manner. The newsletter will also be available at the Association's web site for downloading.

## ARTICLE IX

### REUNIONS

The Association shall have reunions at such time and place the Officers determine. The purpose of the reunion is to allow Association members to gather to celebrate their relationships and to learn more about their ancestry.

The Reunion Master shall provide information and guidelines to hosting committees organizing such reunions.

The Association shall provide startup funds for the reunion committees and shall reimburse legitimate expenses made on behalf of a reunion.

The Association shall publicize reunions through newsletters, web site(s), and social media.

## ARTICLE X

### FINANCES

The Treasurer shall establish a checking account at a national bank branch convenient to her/him. All disbursements shall be made by check, PayPal account, or debit card, except that a petty cash fund may be provided, but not to exceed the amount of twenty dollars (\$20.00). All checks rendered

by the Association shall require a signature of an approved member of the Board. Two names of Officers shall be on the bank signature card.

The Association books are to be audited before a Triennial Meeting as agreed upon by a majority of the Board members and Officers and using a method as they determine.

The Board may direct that debit card(s) be maintained with the bank of record. The Board may determine the number of debit cards to be in use and may determine which Board members are to hold a debit card.

Both the Treasurer and the President shall be signatories for the bank account. Only one signer shall be required for checks. Both the Treasurer and the President may be debit card holders on the Association's account, but the debit card info may be shared with any of the Executive Committee to enable them to carry out Association business. Neither the President nor the Treasurer need to be bonded.

A PayPal account shall be set up for receiving donations and a link to this account shall be incorporated into the web site. The Association's PayPal account shall be linked to the Association's checking account so funds can be transferred between the two.

Financial obligations may not be created by any member of the Association without prior approval of an Officer. However, individual ongoing expenses associated with the web systems and the newsletter shall be considered approved in advance once the operation is approved by the Officers.

The Reunion Master in association with a Reunion Hosting Committee shall prepare a budget for any Reunion sponsored by the Association and shall submit this budget to the Officers for approval prior to any expenditure or obligation of expenditure. Changes to this budget may be made if necessary, but with Board approval. The Board may elect to issue funds to the Reunion Hosting Committee in advance for their convenience in carrying out local actions associated with a Reunion. All income from a Reunion must go directly into either the Association's PayPal or checking account.

The Treasurer is directed to reimburse legitimate expenses incurred by the Executive Committee members upon presentation of proper receipts.