

MILLER-PAYTON BYLAWS

ARTICLE I – NAME

The name of this organization shall be the Miller-Payton Family Reunion Association, and the name of **ALL** family reunions shall be “The Miller -Payton Family Reunion,” without exception.

ARTICLE II – PURPOSE

The purposes of this organization are:

1. To strengthen the bond of kinship among all members of the Miller-Payton Family including extended family.
2. To encourage pride in our family heritage.
3. To promote family unity and harmony through family reunions and related activities by creating a supportive atmosphere.
4. To support continuing research and the publication of research documenting the history of the Miller-Payton Family, from our ancestors to present generations.

ARTICLE III – MEMBERSHIP

Membership in the Miller-Payton Family Reunion Association shall be open to all persons related to the Miller-Payton Family as originated from Amos and Melissa Miller.

ARTICLE IV – MEMBERSHIP FEES

A membership fee of \$15.00 shall be paid each year for all individuals, who are 19 years or older. Individuals who are 18 years or younger are exempt from meeting the membership fee requirement. The exceptions to the membership fee requirement are individuals: 19 years or older, who are enrolled as full-time students at a college, university, or vocational school. Individuals who meet these criteria are exempt from paying the membership fee while they are actively enrolled as full-time students. The first payment of \$15.00 is due by October 1st following the family reunion and the second payment of \$15.00 is due the following year by October 1st prior to the next family reunion. The membership fee shall be paid to the Miller-Payton Family Association and collected by the Financial Secretary. This fee shall be paid to ensure that the Executive Board has sufficient funds for the administration of the association, the Historian has funds for family history research, and the next Reunion Host Family Committee has seed money. This fee is in addition to any registration fee paid to the Reunion Host Family for the actual family reunion. Payment of this fee will place a family member in "good standing" and allow the family member to vote on issues and elections presented at family business meetings.

The requirement for being in "good standing" means that the family member shall have all memberships fees paid and current. No later than May 1st after a Miller-Payton Family Reunion, a check from the Miller-Payton Family Reunion Association shall be sent to the Miller-Payton Family Reunion Host Family (family hosting and planning the next reunion). This check will represent half of the money paid by family members for annual membership fees and is to be used for planning purposes for the next upcoming family reunion.

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ARTICLE V – OFFICERS/EXECUTIVE BOARD

The officers of the Miller-Payton Family Reunion Association shall be the President, Vice-President, Financial Secretary, Corresponding Secretary, Recording Secretary, Parliamentarian and Treasurer. As described in Article VI below, the elections for these offices shall occur during the Miller-Payton Family Reunion's business meetings. Each present family member in good standing will be entitled to vote in the elections. All officers shall actively participate with the Miller-Payton Family Reunion Association and Executive Board during their term by attending the family reunions, business meetings, and family business meetings. An officer is only allowed to miss one family reunion during their term of office. An officer must attend a minimum of half or (50%) of the required business meetings each calendar year.

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Below are the duties of each office.

President - shall preside at all meetings, issue a call to all meetings, and perform other functions and duties as they may pertain to the office of the President. The President performs these duties for the Executive Board and at the biennial business meetings held at each family reunion.

Vice President - shall act in the President's absence and perform such other duties as they may pertain to the office of the Vice President. The Vice President shall perform these duties for the Executive Board and at the biennial business meetings held at each family reunion. The Vice-President will serve as chairperson of the Nominating Committee.

Corresponding Secretary - shall be responsible for sending and drafting, as appropriate, all Miller-Payton Family Reunion Association correspondence, overseeing family reunion reports, and keeping the family reunion files, which include family home addresses, email addresses, home telephone numbers, and cell phone numbers. The Corresponding Secretary shall send out all official Miller-Payton Family Reunion Association correspondence.

Recording Secretary - shall keep record of all proceedings, and perform other duties as they may pertain to the Recording Secretary. The Recording Secretary shall keep record of the proceedings of the biennial business meetings. After each business meeting, minutes should be distributed to all members of the executive board within 30 days and will be posted on the family website.

Treasurer - shall record (or cause to be recorded) all financial expenditures and perform other duties as they may pertain to the office of the Treasurer. The Treasurer shall also provide biennial financial reports to all the Miller-Payton Family Reunion Association members upon request. This report shall include financial activity covering the Annual Reporting Period. The Annual Reporting Period begins on June 1 of each year and ends on May 31 of the following year. An annual financial report shall be given to the Executive Board each year by July 1st. The Treasurer shall make a complete report of all finances based upon information received from the Financial Secretary at the business meeting of each family reunion. All annual financial reports shall be posted on the Miller-Payton Family Reunion Association website by July 31st of each year.

Financial Secretary - shall collect, document, receipt, and deposit all monies from dues, fundraiser profits, etc. After proper recording and depositing of monies into the bank, a written record of all monies collected and deposited shall be given to the Treasurer within 30 days after the deposit. All monies received shall be deposited within seven days of receipt.

Parliamentarian - shall chair the Bylaws Committee and review the Bylaws biennially and make recommendation(s) for changes as appropriate. Any family member may make recommendations for changes to the Bylaws by contacting the Parliamentarian. The Parliamentarian also shall ensure that family business meetings follow parliamentary guidelines according to the most recently published edition of Robert's Rules of Order and the Miller-Payton Family Reunion Association Bylaws.

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ARTICLE VI – ELECTION OF EXECUTIVE BOARD

The Executive Board election shall be held every four years at the business meeting during the family reunion that occurs in the year preceding a leap year. The member receiving the majority vote will be elected to the position. The elections will be held during the reunion family business meetings. Any vacancies arising between business meetings shall be filled by appointment by the President. Services provided as officers of the Miller-Payton Family Reunion Association or as members of committees shall be voluntary service. All Executive Board members must be current dues paying members of the Miller-Payton Family Reunion Association.

Honorary board member elections, both emeritus and posthumously, must be nominated and voted on at the business meeting during the family reunion. Honorary board member positions shall be active for the life of the Miller-Payton Family Reunion Association.

ARTICLE VII – ELECTION OF SPECIAL COMMITTEES

With the exception of the Vice President (who chairs the Nominating Committee) and the Parliamentarian (who chairs the Bylaws Committee), the special committees and positions will have the same election process as the Executive Board as stated in Article VI Election of Executive Board.

Below are the special committees, including but not limited to the following:

1. **Audit Committee** - shall conduct a financial audit once every two years. The chairperson shall be a family member appointed by the President.
2. **Website/IT Committee** - shall maintain the Miller-Payton Family Reunion Association website and all other social media outlets. This chairperson shall be appointed by the President.
3. **Historian Committee** - shall record the notable events of the family both past and present. Shall administer continuing research and publish research papers documenting the history of the Miller-Payton family from early origin to the present generation. Shall have at least three committee members. Shall research family past history and keep records of the current family history, including a record of all family member births and deaths. This chairperson position shall be appointed by the President.
4. **Nominating Committee** - shall prepare a qualified list of nominees for office during the election period. The Vice President shall serve as the chairperson of the Nominating Committee, and the President shall appoint the remaining members of the Nominating Committee. Each elected officer of the Executive Board shall serve a four-year term, and elections are held once every four years.
5. **Fundraising Committee** - shall be responsible for planning, coordinating, and implementing all fundraising in support of the activities for the Miller-Payton Family Reunion Association and working with the Reunion Host City. The Fundraising Committee Chairperson will develop strategies, identify and maintain a list of potential sponsors/donors, and solicit sponsors for reunion events and projects. This chairperson shall be appointed by the President. The Executive Board and Reunion Host Family Committee shall consider having fundraising events to raise money to deposit in the bank to be used for reunion activities. The members of the Reunion Host Family Committee shall determine disbursement of fundraising proceeds.

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6. **Bylaws Committee** - shall be chaired by Parliamentarian. This committee shall make recommendations for changes to the Bylaws and act on recommendations to change the Bylaws from other family members.
7. **Chaplin** - shall lead the family in prayer and church services during all family reunion functions. This position shall be appointed by the President.
8. **Time and Place Committee** - shall coordinate, solicit, and inform any Miller-Payton Family Reunion Association member wanting to host the Miller-Payton Family Reunion. This committee shall be appointed by the President.

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ARTICLE VIII – FAMILY REUNION

A reunion for the Miller-Payton Family shall be occur biennially on the first Thursday thru Sunday after July 4th in odd numbered years. For example, in 2013 (odd numbered year), the reunion would be held from July 11 to 14, 2013. The reunion location will be determined by majority vote during the voting period at the current reunion. The reunion will go to the city with the most votes. Please consult the Time and Place Chair before volunteering your city and accepting the responsibility to host a reunion. Once a family member accepts a reunion for a given year, a Reunion Host Family Committee will be formed, and the family will be counting on this committee to follow through with reunion plans. The Reunion Host Family Committee will consider and plan for the dietary and physical needs of specific family members. The Miller Payton Family Reunion Host Committee has the discretion to give senior discounts and full-time student discounts regarding fees for a reunion.

ARTICLE IX – REUNION HOST FAMILY COMMITTEE

The Reunion Host Family Committee shall be responsible for planning, coordinating, and administering the biennial family reunion. The Reunion Host Family Committee local chapter shall appoint a Reunion Committee Chairperson, and all members of that chapter shall be given the opportunity to be active in the planning process. The Reunion Host Family Committee Chairperson shall appoint committees to oversee every aspect of the reunion. The Reunion Host Family Committee must keep the Executive Board abreast of its planning activities. The Reunion Host Family Committee shall charge a registration fee to family reunion attendees to pay for costs incurred for the reunion. Any family members 65 years or older, or any family members receiving Social Security, Disability, or Supplemental Security Income will receive a discount on the registration fee as determined by the Reunion Host Family Committee.

ARTICLE X – FINANCE

No officer, committee, and/or committee member shall receive any funds or incur any expense for the Reunion Host Family Committee unless authorized in writing by the Executive Board. Nor shall the Treasurer or other officers make any payment except for expenditures that have been approved by the Executive Board. The Executive Board shall be responsible for developing and distributing financial procedures and will determine the distribution of funds to the Reunion Host Family Committee. The Executive Board shall monitor the adherence to the established financial procedures. The Executive Board shall open a bank account in the name of the “Miller-Payton Family Reunion.” The Financial Secretary shall utilize a ledger book to record all transactions and a receipt book to give everyone a receipt for all deposits.

The Reunion Host Family Committee may open and maintain a bank account solely for the purpose of collecting registration money and fundraising for the biennial family reunion. If the Reunion Host Family Committee has a surplus of funds after the reunion, the monies should be sent to the Financial Secretary, and the bank account should be closed no later than four months after the reunion ends.

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It is recommended that the bank account be opened at a credit union because they normally have lower fees and lower minimum account balance requirements than other banking institutions.

ARTICLE XI – BUSINESS MEETINGS

A business meeting shall be held on Saturday morning during the biennial reunion, or such time as determined by the Executive Board at the site of the family reunion. These family business meetings are open to all family members. Final decisions on issues brought to the business meeting shall be passed by majority vote of family members in good standing present at the business meeting.

ARTICLE XII – RATIFICATION

The Bylaws will become effective upon ratification and approval at a Miller Payton Family Reunion Association business meeting. Upon ratification and effectuation of the Bylaws, the Miller-Payton Family Reunion Association will be officially organized for family fellowship and pride.

ARTICLE XIII – AMENDMENTS

The Bylaws may be amended by a majority vote of members in good standing at the regular family reunion business meetings of members in good standing present, provided the proposed amendments have been submitted to an Executive Board member in writing before the meeting.

ARTICLE XIV – DISCLAIMER

The Miller-Payton Family Reunion Association disclaims responsibility for the actions and personal opinions of individual members who are in violation of the Association's policies and procedures.

We, the family members of the Miller-Payton Family Reunion Association, do hereby subscribe to these articles, and in accordance with the wishes and desires of the full membership of the Miller-Payton Family Reunion Association.

Effective/Approved - July 8, 2023