

# **JACK SUMMERALL FAMILY GATHERING**

## **BY-LAWS**

### **ARTICLE I**

#### **Name**

The name of the organization shall be Jack Summerall Family Gathering.

### **ARTICLE II**

#### **Purpose**

The purpose of the organization shall be to maintain, enhance and support Christian family fellowship and love and to carry out Family activities.

### **ARTICLE III**

#### **Membership**

Section 1     The Jack Summerall Family shall consist of all descendants of Jack and Mariah Summerall; or any person legally adopted by or married to descendants of Jack and Mariah Summerall.

Section 2     Family members who have paid the required registration fee shall be eligible to vote during the annual business meeting.

Registration fees are payable prior to the business meeting.

Section 3     Visitors may attend family functions with an assessment of 50% for activities.

Visitors are not eligible to attend the annual business meeting.

### **ARTICLE IV**

#### **Fees**

An annual fee to carry out the administration and programs of the organization shall be established each year during the annual business meeting, and shall become payable any time thereafter, but no later than the hour set forth for the annual business meeting. All family members are expected to pay the established registration fee.

A late fee shall be imposed for any registration received after the established early registration deadline. Any family member expected to receive compensation for services or setup as a vendor must be registered.

## **ARTICLE V**

### **Meetings**

- Section 1      The annual business meeting shall be held on the Saturday before the fourth Sunday in August of each year in Baxley, Georgia.
- Section 2      The President shall have the authority to call special meetings as may be necessary

## **ARTICLE VI**

### **Officers**

- Section 1      The elected officers of this organization shall be President, Vice President, Recording Secretary, Correspondence Secretary, Financial Secretary, Treasurer, Parliamentarian, Sergeant-at-Arms, Program Chair, and Historian.

Section 2      **Duties of the Officers**

**A. The President:**

1. Shall preside over all meetings of the Family Gathering, and also preside at meetings of elected appointed officers.
2. Shall appoint and be an ex-officio member of all committees except the Nominating Committee.
3. Shall see that the officers discharge their duties and shall exercise all the duties and powers pertaining to the Office of President.
4. Shall enforce the By-Laws.

**B. The Vice-President:**

1. In the absence of the President, shall preside at all meetings.
2. Shall assist the President in the performance of duties.

**C. The Recording Secretary:**

1. Shall keep the minutes of the annual business meetings and minutes of special meetings.
2. Shall distribute copies of the minutes electronically and provide agendas for the annual business meeting.
3. Shall be the custodian of all permanent records, and documents related to the office, and shall preserve these records.

**D. The Correspondence Secretary:**

1. Shall be responsible for all official correspondence and communications of the Family Gathering, as may be required, or as requested by the President

**The Financial Secretary:**

2. Shall be responsible for registration at the Family Gathering.
3. Shall receive and record all revenue collected.
4. Shall furnish the Treasurer with a copy of this record, after which all monies are turned over to the Treasurer.
5. Shall concur with the Treasurer.

**E. The Treasurer:**

1. Shall keep the official financial records.
2. Shall deposit monies to the credit of the Summerall Family Gathering, in an account so named at a bank approved by the membership. The account signature card shall also be signed by the President, Vice President, Secretary and Financial Secretary.
3. Shall disburse all funds as approved by the President or membership.
4. Shall prepare and submit a written annual financial report of the Treasurer to be distributed at the annual business meeting.
5. Shall issue all checks against the Family Gathering's account upon proper authorization of two signatures and approval of the President or membership. Vouchers with receipts shall be required for reimbursements.
6. Reconcile the account and submit the financial records for auditing.

**F. Parliamentarian:**

1. Shall advise the President and family members on Parliamentary procedure.
2. Shall have available Jack Summerall Family Gathering By-Laws, and Robert's Rules of Order, Newly Revised.
3. Shall chair the By-Laws Committee.

**G. Sergeant-At-Arms:**

1. Shall preserve order at the meeting and ensure only eligible members enter the meeting.

**H. Program Chair**

1. Shall collect, and assemble information needed to plan, prepare and produce a printed program for the Family Gathering.

**I. Historian:**

1. Shall gather updated information to be added to the existing family history and present it to the Summerall Gathering annually.

## **ARTICLE VII**

### Election of Officers

#### **Section 1      Procedures and Terms of Office:**

1. The election of officers shall be conducted at the annual scheduled business meeting of every even numbered year. The Nominating Committee shall determine that each nominee for officer is a member in good standing. Nominees for the elected offices of President, Vice President, Recording Secretary, Correspondence Secretary, Financial Secretary, Treasurer, Parliamentarian, Sergeant-at-Arms, Program Chair, and Historian are eligible per Article III.
2. The Nominating Committee shall offer a slate of candidates for office at the annual business meeting, followed by nominations from the floor.
3. Officers shall be elected by a majority vote of members present and voting. Elections shall be a standing vote.
4. Officers are elected for a two-year term.
5. An elected officer may succeed himself/herself in office.
6. An officer shall not serve more than two consecutive terms in the same office.
7. Officers shall be installed at the close of the Sunday worship service. The presiding minister or designee shall perform the installation.

#### **Section 2      Vacancies**

1. When a vacancy occurs in the office of President, the Vice-President shall become President to complete the unexpired term.
2. When vacancies occur in other offices, they shall be filled by the President within 30 days with the approval of the elected officers.

## **ARTICLE VIII**

### Meetings and Quorum

**Section 1**      The annual business meeting of Jack and Mariah Summerall Family Gathering shall be held annually on the Saturday before the fourth Sunday in August in Baxley, Georgia.

**Section 2**      A quorum to legally transact business shall be a minimum of twenty-five (25) registered members.

**Section 3**      Meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised.

## **ARTICLE IX**

### **Committees**

Section 1 All committees and chairs of committees, with the exception of the Nominating Committee shall be appointed by the President.

Section 2 The Standing Committees shall be:

**A. Audit**

The records of accounting shall be audited annually prior to the business meeting by the audit committee. The committee shall consist of a minimum of three members recommended by the membership and the same appointed by the President. The committee shall give their report at the business meeting.

**B. Finance Committee**

Upon the recommendation of the membership, the President shall appoint a finance committee consisting of a minimum of three, including the financial secretary.

## **ARTICLE X**

### **Parliamentary Authority**

The Parliamentary authority of this Family Gathering on all matters not covered by these By-Laws shall be governed by the current edition of Robert's Rules of Order, Newly Revised.

The By-Laws shall be printed in the program book for each even-numbered year of the Gathering.

## **ARTICLE XI**

### **Amendments**

These By-Laws may be amended by a two-thirds vote of the registered members present and voting at the annual business meeting. Proposed amendments shall be published at the annual meeting.

The members are given one year notice that such amendments are to be voted upon.