



**The Society of
Mayflower Descendants
In the State of
California**

**Procedures and
By-laws Manual
2019**

Foreword

The California Society of Mayflower Descendants have over 2,400 members state-wide. The offices and committees are held by a wonderful coterie of volunteers. We are generally reimbursed for expenses, but fulfill our obligations strictly for love of the Pilgrim community. In return, we work with a great bunch of people and love the many Pilgrim stories and adventures our members share with us. The two term limit for office is purposely short so that the people in office can rotate. This assures that a larger number of people understand how the organization works. Anyone who wishes to volunteer will be mentored and guided by those who came before.

This Manual has been prepared by reviewing the descriptions of work to be performed by members of the Board as described in the by-laws created and voted upon by the Executive Board and the Board of Assistants, Spring of 2018. We will, from time to time, evaluate the work to be performed and revise this manual.

This copy of the Procedure Manual is to be passed on to the next person holding your position.

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The Mayflower Compact

In the name of God, Amen. We whose names are underwritten, the loyal subjects of our dread Sovereign Lord King James, by the Grace of God of Great Britain, France, and Ireland King, Defender of the Faith, etc. Having undertaken for the Glory of God and advancement of the Christian Faith and Honour of our King and Country, a Voyage to plant the First Colony in the Northern Parts of Virginia, do by these presents solemnly and mutually in the presence of God and one of another, Covenant and Combine ourselves together in a Civil Body Politic, for our Better ordering and preservation and furtherance of the ends aforesaid; and by virtue hereof to enact, constitute and frame such just and equal Laws, Ordinances, Acts, Constitutions and Offices from time to time, as shall be thought most meet and convenient for the general good of the Colony, unto which we promise all due submission and obedience. In witness whereof we have hereunder Subscribed our names at Cape Cod, the 11th of November, in the year of our Sovereign Lord King James, of England, France and Ireland the eighteenth, and of Scotland the fifty-fourth. Anno Domini 1620.

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California Mission Statement

The Society of Mayflower Descendants in the State of California, Inc. is dedicated to preserving the history of our Mayflower heritage through education and research.

- * To provide and maintain a comprehensive library for the purpose of research for our members and prospective members.
- * To aid in genealogical research related to the descendants of the Mayflower passengers.
- * To educate young scholars by providing scholarships, on a competitive basis, to our children and grandchildren.
- * To preserve and protect documents and items related to our Mayflower ancestry as well as genealogical documents related to our members.
- * Continuously educate and inform the general public of the Mayflower legacy by providing speakers to other organizations; schools, and to individual Colonies.

Code of Conduct

Every person representing the General, or California Society of Mayflower Descendants in any official capacity, such as participation in the Society's programs or activities, service as an elected or appointed officer or representative, or otherwise identifying him or herself as associated with the GSMD or the California Society of Mayflower Descendants, shall conduct him or her self in a manner that reflects commitment to the heritage and historic values of the Society and espouse only the highest ethical standards of conduct.

All representatives of the Society shall:

- * act with integrity, dignity and honor and refrain from behaviors or expressions intended to be harmful to others, such as abusive language or threatening behaviors;

- * treat others with respect and consideration, regardless of race, religion, gender, sexual orientation, marital or family status, disability or national origin and of any opinions or traditions different from the representative's own;
- * support official actions and decisions of the SMDSC governing bodies and the positions adopted and promoted by the SMDSC, even if the representative does not personally agree with the action;
- * cooperate and collaborate with other SMDSC representatives and publicly support the SMDSC policies, actions, decisions and positions adopted by SMDSC;
- * prepare prior to meetings at which deliberation will occur, to actively engage in the business of the meeting by respectfully offering well-informed opinions about issues under debate and discussion;
- * refrain from public or open criticism of the SMDSC elected officials, employees or other SMDSC representatives;
- * respect the confidentiality of information received in the course of official action, including meeting debate and discussion, information contained in the SMDSC official records and communications disseminated by the SMDSC to representatives, until advised that such information may be publicly released and discussed;
- * objectively review all information provided and deliberate prior to forming an opinion or taking a position when serving as a voting member of an SMDSC board or committee;
- * abide by all policies and procedures adopted by the SMDSC, including the Conflict of Interest policy, and to promptly sign and return the annual disclosure statements required;
- * support the Constitution and Bylaws of the SMDSC and to exhibit positive leadership qualities.

Adapted from the GSMD Code of Conduct Policy #40 pg. 5

Our Pilgrim Ancestors

John Alden	Samuel Fuller
Bartholomew Allerton	Samuel Fuller (son of)
Isaac Allerton	Constance Hopkins
Mary (Norris) Allerton	Elizabeth (Fisher) Hopkins
Mary Allerton	Giles Hopkins
Remember Allerton	Stephen Hopkins
Elinor Billington	John Howland
Francis Billington	Richard More
John Billington	Priscilla Mullins
William Bradford	William Mullins
Love Brewster	Degory Priest
Mary () Brewster	Joseph Rogers
William Brewster	Thomas Rogers
Peter Browne	Henry Samson
James Chilton	George Soule
Mrs. James Chilton	Myles Standish
Mary Chilton	Elizabeth Tilley
Francis Cooke	John Tilley
John Cooke	Joan (Hurst) Tilley
Edward Doty	Richard Warren
Francis Eaton	Peregrine White
Samuel Eaton	Resolved White
Sarah () Eaton	Susanna (Jackson) White
Moses Fletcher	William White
Edward Fuller	Edward Winslow
Mrs. Edward Fuller	

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- c. A two-thirds vote of those present at the State Membership Meeting or Special State Membership Meeting shall be required for the adoption of any amendments, alterations, and/or revisions.

ARTICLE XV DISSOLUTION

Section 1: This State Society may be dissolved by a two-thirds vote of the Board of Assistants at any meeting regularly called or by majority vote of the general membership upon written ballot, conducted by the Board of Assistants.

Section 2: Upon the dissolution by such formal action of the Board of Assistants or of the membership, or by operation of law or otherwise, the Board of Assistants shall first provide for the payment of all outstanding debts and obligations of the Society, shall deliver all books, records, genealogical papers of the Society into the care, custody or control of the General Society of Mayflower Descendants, and shall turn over all remaining assets to the General Society of Mayflower Descendants if it then is in existence and is tax exempt under Section 501(c) 3 of the Internal Revenue Code, but if it does not have such tax exempt status, under Section 501(c) 3 of the Internal Revenue Code, some other educational association having tax exempt status.

Section 3: No assets of this State Society shall inure to the benefit of any individual member of this State Society, nor shall any such funds, assets, or monies be delivered or divided up amongst said members at the time of dissolution.

Amended June 20, 2015

Revised June 16, 2018

Revised June 15, 2019

Descriptions Additional to the By-laws Descriptions

State Historian, Assistant Historians, And Colony Membership Chairs

State Historian

The State Historian shall be the official Genealogist of this Society and shall examine, approve or reject applications, both original and supplemental. This authority to examine, approve or reject applications has also been passed on to the Assistant Historians.

Working with the Assistant Historians, and Colony Membership Chairs, the State Historian shall keep a complete list of the applicants and their lines of descent.

He, or she, shall be aware of the status of the applications both before and after the applications are submitted to Plymouth for verification and approval.

The State Historian, like all state society officers, is elected every two years and is a volunteer. She, or he, may serve consecutive terms with the approval of the Board of Assistants.

The State Historian shall report to the Board of Assistants the status of all applications both before and after the applications are submitted to Plymouth for verification and approval.

The State Historian will also work with the Colony Membership Chairs, and Assistant Historians to ensure proper training is ongoing within the organization.

The State Historian shall be a State Society Officer, a member of the Executive Committee and a member of the Board of Assistants.

The State Historian will sign the “Researcher Release and Assignment Form” before beginning his, or her duties.

Assistant Historians

Persons will be appointed by the State Governor as Assistant Historians, to be under the supervision of the State Historian.

Assistant Historians have the authority to examine, approve, or reject applications and to forward them to the State Historian for verification and approval.

Assistant Historians may be compensated for their genealogical skills at a rate determined by the Board of Assistants.

Assistant Historians will receive the IRS Form 1099-Misc at the end of the calendar year indicating the total amount of compensation received during the calendar year.

Assistant Historians are not state officers, are not members of the Executive Committee and are not members of the Board of Assistants.

The Assistant Historians will sign the “Researcher Release and Assignment Form” before beginning his, or her duties.

shall, at the direction of the Board of Assistants, distribute Pilgrim-related materials to non-profit organizations such as schools and libraries.

ARTICLE XII SEAL

The seal of the State Society shall contain a representation of a sailing vessel of the seventeenth Century, and around it the name of the State Society, then the words *Plymouth 1620* and *California, 1907*.

ARTICLE XIII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the State Society in all cases to which they are not inconsistent with the bylaws, and any rulings of the General Society of Mayflower Descendants, or of this State Society.

ARTICLE XIV AMENDMENT TO BY-LAWS

Section 1: Who May Submit an Amendment

Any member in good standing of this State Society may submit amendments, alterations, and revisions to these Bylaws to the Executive Committee for review and consideration.

Section 2: Approval Process

- a. The Executive Committee will submit all amendments, alterations, and/or revisions that they deem appropriate to the Board of Assistants who determine by majority vote, all amendments, alterations, and/or revisions to these bylaws for presentation to the membership, OR the Executive Committee may submit all amendments, alterations, and/or revisions to the Bylaws Committee for their review and consideration, and report back to the Executive Committee.
- b. All proposed amendments, alterations, and/or revisions to these Bylaws must be made available to the membership 30 (thirty) days prior to the State Membership Meeting or Special State Membership Meeting where the membership will vote for or against the proposed amendments, alterations, and/or revisions.

ber desiring to be registered in more than one colony shall annually pay the State Treasurer for each additional colony membership the per capita amount fixed by the Board.

Section 7: Colony Minutes

The Minutes of all meetings of each colony shall be transmitted to the State Society Recording Secretary within 30 days after draft minutes are adopted.

Section 8: Colonies may not partake in any projects or events that conflict with the General Society of Mayflower Descendants, this State Society, or other Colonies.

Section 9: Each colony is a subsidiary or division of the State Society and shall adhere to all provisions of these Bylaws and the authorization of any colony and its power to continue may be suspended or revoked by the Board of Assistants for failure to comply with the provisions of these Bylaws.

**ARTICLE XI
FACILITIES**

Section 1: The State Society shall maintain an office at some convenient location. Records, files, office equipment, books, and supplies shall be kept in good order and in safekeeping under the supervision and direction of the State Governor, as assisted by such persons as may be designated by the Governor.

Section 2: The Genealogical Library of the State Society shall be developed and maintained for the purposes of providing the Historian with such accurate documents as may be necessary to verify Mayflower descendant lineages. In addition to the State Historian, all members of the State Society may use the Genealogical Library, as well as non-members who wish to pursue genealogical research.

Section 3: Consistent with the stated purposes, the scope of the Genealogical Library shall be defined as the acquisition and maintenance of records, histories, biographies, memorabilia and such other materials that are relative to those geographical areas, and their peoples, settled by Mayflower passengers, and the descendants of Mayflower passengers. The Library

Colony Membership Chairs

Each Colony Governor shall appoint a Colony Membership Chair(CMC) to work with prospective members, the State Historian, the Assistant Historians, and the State Membership Secretary. The CMC will assist new prospective members with the preparation of the Membership Application, and in some cases, assist in collecting appropriate documentation to support their membership application.

The CMC position is designed to be one of the first contacts a potential member has with The Society of Mayflower Descendants in the State of California.

CMCs will sign the “Researcher Release and Assignment Form” before beginning their duties.

The CMC shall file and maintain all historical documents and papers; this may include filing by electronic means; and perform other duties assigned by the State Society.

NOTE: The General Society has adopted the practice that records not be released within **100 years** of the birth of the person named. Confidentiality rules in the State of California’s records will also adhere to the General Society Policy which is industry standard.

It is also the responsibility of the CMC to welcome, host and invite the prospective member to the appropriate colony for meetings and activities.

Steps for Applicant

1. Download and print the Preliminary Review Form from The Society of Mayflower Descendants in the State of California website: www.camayflower.org and follow the instructions on the form.

2. You will be listing your tree going back to the Mayflower ancestor. No proof, or documentation, will be needed at this time.
3. Determine the Colony closest to your residence(also shown on the website) and send your Preliminary Review Form to the Colony Membership Chair (hereinafter known as the CMC) listed on that Colony's website.
4. Your Preliminary Review Form will be reviewed by the CMC.
5. If the CMC determines your line to be a possible line to a passenger of the *Mayflower*, you will receive a "Preliminary Application for Membership" form to be completed and returned to the CMC.
6. After the Preliminary Application for Membership has been received, the CMC will prepare a Worksheet. The Worksheet shows the descendants that have previously been proven and lets you know which ancestors still need to have documentation. Instructions are enclosed to help you with your research.
7. Submit your documents with your worksheet following the instructions you received from the CMC.
8. Applications from other lineage societies will NOT be accepted as primary documentation by this society.
9. When the CMC determines that your worksheet and documentation is ready for submission, he or she will forward to you a prepared application for your review and signature.
10. If the Historian or Assistant Historian thinks more work is needed on your application, they will be communicating with you through the CMC. Once this

within the limits of a county in which a colony is formed shall be excluded from membership in the colony.

Section 4: Colony officers

- a. Each colony shall have a presiding officer, to be designated as Colony Governor. Other officers shall consist of Assistant Governor; Elder; Secretary; Treasurer; State Board of Assistants Delegate, and may choose such other officers as it may desire.
- b. No member shall serve more than two consecutive terms as Colony Governor unless such candidate has been authorized by the State Society Board of Assistants.
- c. Each Colony Governor shall appoint a Membership Chair to work with Prospective Members, the State Membership Secretary, and State Historian.
 - i. The Colony Membership Chair will assist new Prospective Members with collecting appropriate documentation to support their membership application.
- d. Each Colony Governor may appoint Committees and Committee Chairs as they may desire.

Section 5: Colony Bylaws and Rules

- a. Each colony may adopt its own Bylaws, Rules or Resolutions, provided the same, in all respects, conform to the Constitution, Bylaws, and rules of the General Society of Mayflower Descendants, and these State Society Bylaws, and rules and resolutions as the State Society may adopt from time to time.
- b. No entrance fee shall be collected by the Colony.

Section 6: Colony Assignment

All members of the State Society shall be registered as members of the colony serving the area in which they reside, unless the member expresses in writing to the Membership Secretary, that he desires to join a different colony or that he does not desire to be affiliated with a colony.

- a. The Treasurer shall annually pay a sum of money to each colony for each member in good standing registered to it. The Board of Assistants will determine the per-capita amount to be paid. Any Mem-

prior to the meeting. These written reports will not need to be given verbally at the meeting but will be made available to the membership for review.

Section 9: Attendance

Unexcused absence by an officer at three or more consecutive Board of Assistants meetings shall be considered a resignation.

ARTICLE X
COLONIES

Section 1: Organizing new Colonies

Twenty or more members of this Society, residing in any geographical region of the State of California may associate themselves as a local colony for social purposes, or for other objects that may promote the interests of the Society. Upon receipt by the State Secretary of a written petition to the Board of Assistants for the authorization for such a colony, signed by at least twenty members residing in any geographical region and accompanied by a copy of its proposed By-Laws, which in all respects must conform to the provisions of these By-Laws, the Board may, in its discretion, formally authorize such a colony.

Section 2: Name of Colony

A local colony shall be known as "The ____ Colony of the Society of Mayflower Descendants in the State of California" according to the name of county in which such colony is formed, or some other appropriate name may be adopted as may be approved by the Board of Assistants.

Section 3: Colony Membership Eligibility

No member shall be admitted into a local colony until after he/she has become a member of the California State Society. Any member who resigns from the California State Society, or transferred/suspended, or dropped from the rolls, thereupon ceases to be a member of a colony. It shall be the duty of the State Membership Officer to notify promptly each colony of all cases of resignation, transfer, suspension, or dropping from the rolls, affecting membership of such colony. Any colony once formed may associate with itself, as members thereof, any member of the California State Society, whether resident of its county or not. No member of the California State Society residing

further work is completed, the CMC will forward to you a new application for your review and signature.

11. Once your application has been approved by the State Historian, it and your supporting documentation will be submitted to Plymouth for final review and acceptance.
12. The above procedures apply for supplemental lines as well.

Recording Secretary

All minutes shall be distributed to the BOA within 60 days of the event so recorded.

Treasurer

The Treasurer shall insure that a Directors and Officers Liability Policy has been procured to cover the members of the Board of Assistants.

Dual Membership and Transfers

Transfers in:

Transfers into the California Society are generally initiated by the member who wishes to transfer.

The Historian sends the member a Transfer/Dual Membership Request Form.

The member returns the completed form along with the current year's State dues.

The Historian requests a copy of the approved lineage from the Historian of the transferee's current Member Society and a statement of good standing in his/her current Society.

Once the dues and the documents have been received, the Historian assigns a California number, deposits the dues and notifies the Membership Secretary, and Colony Governor of the transfer including the new state number, all contact information and the effective date. The Membership Secretary notifies GSMD of the transfer. The transfer date is set when all required items have been received.

The Historian adds the new member to the Historian database in the Status of Applications Report so he/she will appear on the next report to the BOA and also on the state roster.

The process for Dual Membership is essentially the same except annual dues is paid to both state societies.

Taken from the Ohio Historian's Manual

Counselor

The Counselor shall review issues regarding conflicts of interest, confidentiality, security and privacy and whistleblower protections. These may be reviewed in the GSMD policy manual on the MayflowerSociety.org site in the Members Only tab. Pages 7-10, 14, 29-30 and 33-35.

Junior Membership Chair

It is the purpose of the Chair to create a generation of Mayflower Descendants who will honor the courage of their ancestors and celebrate their Pilgrim heritage.

Clear records shall be kept for the Junior that include a copy of the application, date of membership, assigned state number and other documentation the Chair deems pertinent.

Communication with the Junior will be made through e-mail, snail mail, or phone calls. Information on the Junior's Mayflower heritage will be provided through books, videos, newsletters, programs and appropriate websites.

Juniors will be made aware of scholarship opportunities as they arise.

The Chair will assist the State Historian in transitioning the Junior to Adult membership.

There are four levels of involvement as listed below:

Section 6: Quorum

At all State Membership Meetings 10 (ten) members in person shall constitute a quorum.

Section 7: Electronic Voting

- a. The Board of Assistants may use email voting or other electronic communications media to conduct business as reasonably necessary between regular meetings. Email voting must meet the following requirements.
- b. A majority of members should have access to electronic communications.
- c. The State Governor, Deputy Governor, or State Recording Secretary may be the Chair for conducting business between meetings via email voting within their respective areas of authority.
- d. A 72 (seventy-two) hour notice with the date and time of meeting, the issues for consideration, and any motions to be discussed and presented for voting, is required prior to the electronic meeting.
- e. Any discussion/responses must be sent to member's email addresses by "reply all" and retain the original subject line and include original issue under consideration.
- f. The Chair shall send the email that states the motion calling for the vote within a time period requiring a yes or no response.
- g. Within a timely manner after the previously-set deadline for voting, the facilitator shall send an email stating the results of the motion (approved or failed). Votes may not be cast after the pass or fail announcement has been made.
- h. The State Secretary shall maintain a record of email motions and voting results and will read motion results into the minutes of the next Board of Assistants meeting.

Section 8: Reporting

Verbal reports of the Officers, Board of Assistants, Committee Chairs, and Colony Governors may be required at any meeting. The State Governor may request reports to be submitted in writing, to the Recording Secretary for filing

- b. Notice of State Membership Meetings at which proposed amendments are to be voted upon shall be mailed to all members and/or posted on the Members' website, along with the text of the amendment, at least 30 (thirty) days prior to the date of the meeting.

Section 3: Board of Assistants

Meetings of the Board of Assistants shall be held between the months of January through October. The Board of Assistants shall meet in the city and on the date scheduled for the biennial June State Membership Meeting every odd year. Insofar as practicable, the meetings of the Board of Assistants shall alternate between Northern California, and Southern California.

Voting by the Board of Assistants may be conducted by electronic means (Article IX, Section 8)

Section 4: Special Meetings

- a. Special meetings of the Board of Assistants, or the State Membership shall be held at the written request of five or more members of the Board of Assistants, or at the call of the Governor. A minimum 30 (thirty) day notice, including the business to be transacted at the special meeting, must be given by mail and/or email to all members of the Board of Assistants.
- b. Special Meetings of the Executive Committee may be called by the Governor, or upon written request by 3 (three) members of the Executive Committee. Except in cases of emergency, 3 (three) day notice shall be given including the business to be transacted at the special meeting.

Section 5: Voting Eligibility

- a. All members in good standing of this State Society shall be eligible to vote at the State Membership Meetings.
- b. All members of the Board of Assistants in good standing of the State Society shall be eligible to vote at the Board of Assistants meetings.
- c. All members of the Executive Committee in good standing of the State Society shall be eligible to vote at any Executive Committee meeting.

Level I: enroll Juniors, keep the records up to date, send an acceptance packet, introduce Junior members at Colony functions, and stay current with the GSMD Junior Committee Website.

Level II: Communicate with each Junior at least once a year by mail, email, phone, birthday card or newsletter.

Level III: See Juniors at least once a year at a state, colony or Junior meeting.

Level IV: Select a CSMD member to be an Assistant Junior Chair.

Life Membership Sliding Scale Fees January 1, 2020

Under age 60	\$1500 plus \$90 entrance fee plus \$45 historian pedigree fee	Total \$1635
Ages 60-69	\$1200 plus \$90 entrance fee plus \$45 historian pedigree fee	Total \$1335
Ages 70-79	\$900 plus \$90 entrance fee plus \$45 historian pedigree fee	Total \$1024
Ages 80-89	\$600 plus \$90 entrance fee plus \$45 historian pedigree fee	Total \$735
Ages 90+	\$75 one year dues plus \$90 entrance fee plus \$45 historian pedigree fee	Total \$210
	then elected to honorary life membership	

Existing members who wish to become life members pay only the Life Membership fee calculated by their age.

Newsletter Editors

The Editors collect articles; solicit articles; edit where needed; determine layout and order of information; submit to be formatted; proofread; and arrange publication dates with the printers. Communication is made with the Membership Secretary as to distribution.

Travel Reimbursement Policy

1. State Officers, Committee Chairmen, Colony Governors or their delegates, living in excess of 150 miles from a meeting, may fly and be reimbursed for the least expensive airfare available.
2. Those above choosing not to fly and all other persons not being reimbursed for airfare, who are doing Society business or attending Society meetings, may be reimbursed at the rate of \$.50(50 cents) per mile from their place of residence to the place of business/meeting, and return; provided, however, that the mileage reimbursement not be greater than the least expensive airfare available.
3. Parking expense, when on Society business or when attending a Society meeting, shall be reimbursed at the rate paid.
4. Overnight accommodations, when necessary to be present at an early morning meeting called by the Governor, shall be reimbursed at the rate paid.

Bylaw Committee

The Bylaw Committee is by appointment of the State Society Governor.

The Executive Board will submit all amendments, alterations, and/or revisions that they deem appropriate to the Bylaw Committee for review and consideration. After review and consideration, the Bylaw Committee Chair will report back to the Executive Committee per Article XIV in the State Society Bylaws.

The Bylaw Committee Chair will report to the BOA, and/or Membership on all concerns/amendment changes/revisions relating to the State Society Bylaws.

Librarian Duties

Catalogue new books into the Inmagic DB/Textworks database.

ARTICLE VIII COMMITTEES

Section 1: Appointments

- a. The following positions shall be appointed by the State Governor: Librarian; Investment Chair; Junior Membership Chair; Education Chair; Scholarship Chair; Public Relations Chair; Parliamentarian and/or Advisor, as well as all other positions and committees as: Data Processing Chair; Webmaster; California Quarterly Editors; By-laws Chair; Gene Fortine Trophy Chair, and any other appointments deemed to be necessary by the State Governor, except the Nominating Committee. (see Article VI, Section 1, a, b, c)
- b. The State Governor may appoint other Chair positions as deemed necessary.

Section 2. New Committees

- a. New committees must be approved by the Board of Assistants.

ARTICLE IX MEETINGS

Section 1: Members (as stated in Article III, Section 2a)

The Government of the State Society shall be vested in a State Membership Meeting that shall consist of the Officers of the State Society, the Board of Assistants, and all State Society members in good standing who attend the State Membership Meeting.

Section 2: State Membership Meetings

- a. The State Membership Meeting shall be held during June of every odd year; however, the Executive Committee shall have the power to set the date at some other time during the first six months of the calendar year, whenever it may deem the convenience and interests of the Society so require the date and place to be at the discretion of the Executive Committee.

- a. Maintain Membership files of the Society, updating and verifying address changes and other information.
- b. Notify the Secretary General of all address changes not emanating from that office.
- c. Notify Colony Governor, and Colony Registrar liaison of all address changes not emanating from the Colony.
- d. Render a detailed report of the State Society membership on the first day of January of each year to the General Society as instructed by the Secretary General.
- e. Create other reports as the Governor or the Board of Assistants may prescribe.
- f. Work closely with State Treasurer, and Colony Membership Chairs to ascertain correct membership status.

Section 9: The Elder shall:

- a. Officiate when called upon at any meeting of the Society.
- b. Send Birthday cards to 90+ year-old members.
- c. Prepare a necrology of deceased members to be reported at the State Membership Meeting.
- d. Send condolence cards to family of deceased members.
- e. All other duties listed under the Procedure Manual and at the request of the State Society Governor.

Section 10: The Past State Governors

- a. May be elected by the Board of Assistants, Honorary Governor for life.
- b. Honorary Governors shall have a vote on the Board of Assistants.
- c. The immediate Past Governor of this State Society shall be the nominee to the General Society for the office of Deputy Governor General for California.

Reshelve books that have been used by the Historians and visitors.

Assist visitors with locating books in the library.

File periodicals received into their respective locations.

Straighten shelves of books and, occasionally, dust the books and shelves. Conduct an inventory annually.

Order books and publications at the request/suggestion of the Historians; forward subscription renewals to the Treasurer.

Answer telephone.

Retrieve and respond to messages left on the answering machine.

Retrieve U.S. mail from the lobby mailbox and place into the Historian's inbox.

Scholarship Program

The California Mayflower Society offers scholarship awards each year to eligible high school seniors through the state Scholarship Program.

To be eligible to receive a California Mayflower Society Scholarship, applicants must show a lineage connection to a living current member of the California Mayflower Society. The exact eligibility requirements are set by the Board of Assistants. Current eligibility requirements are that scholarship recipients must be either a current member of the California Mayflower Society; or the child, grandchild, great-grandchild, niece, nephew, grandniece, grandnephew, great-grandniece or great-grand nephew of a living, current member of the California Mayflower Society. There is no restriction regarding the residence of the California Mayflower Society member or the

residence of the scholarship applicant.

The number of scholarships and the amount of each Scholarship is set by the Board of Assistants. Awards currently set by the BOA are three scholarships of \$5000.00, \$3000.00 and \$2000.00.

Initial funding for the scholarship program each year comes from contributions to the Scholarship Fund made when members pay their annual dues or make additional donations earmarked for scholarships; money needed to fund the scholarships approved by the Board of Assistants will be allocated from the General Fund.

The Scholarship Program is administered by the Scholarship Secretary, who is appointed by the California Governor for a two year term.

The Scholarship Secretary appoints a Scholarship Committee of three members to serve a two year term; members should be drawn from both northern and southern California.

The Scholarship Committee works with the Scholarship Secretary to make any needed modifications to application materials and evaluation procedures.

Each year, members of the Scholarship Committee evaluate scholarship applications and select scholarship recipients; the Scholarship Secretary does not take part in Scholarship evaluations.

Audit Committee

The Audit Committee's responsibilities include, but are not limited to:

1. Be familiar with, approve, and review periodically the state's annual budget.
2. Make sure funds are being expended according to BOA requirements.
3. Oversee cash flow and other money management

an internal Audit Committee or an external Public or Certified Accountant. In such case, the Treasurer will cooperate with the Committee or Auditor.

- h. Distribute a copy of the Audit Committee's report or the auditor's report to the Board of Assistants within 15 days of receipt, if a review or audit was conducted.
- i. Report as may be directed by the Board of Assistants, at the State Membership Meeting and Board of Assistants meetings and at other times as may be requested.
- j. Perform all other duties listed under the Procedure Manual and at the request of the Governor.

Section 7: The Historian shall:

- a. Be the official genealogist of this State Society, and shall examine, approve or reject applications, and report to the Board of Assistants his or her findings upon all claims of descent made by applicants for membership, or by members for supplemental lineages.
- b. Receive all payments from applicants to be delivered to the Treasurer.
- c. Prepare all formal pedigree papers, submit a list to the Board of Assistants for election or approval. And shall have custody of all such papers and correspondence, which shall be subject at all times reasonably convenient, to inspection by the Executive Board, or any committee appointed for that purpose.
- d. Persons may be appointed by the Board of Assistants as Assistant Historians, to be under the supervision of the Historian. Assistant Historians may be compensated for their Genealogical skills at a rate determined by the Board.
- e. Work with State Membership Secretary and Colony Membership Chairs.
- f. *Send new membership certificates to all new members.*

Section 8: The Membership Secretary shall:

- a. Perform the duties and responsibilities of the State Governor in his/her absence or inability to serve.
- b. All other duties listed under the Procedure Manual and at the request of the State Society Governor.

Section 5: The Recording Secretary shall:

- a. Record the minutes of all State Membership, and the Executive Committee, and Board of Assistants meetings.
- b. Be custodian of all records.
- c. Be custodian of the State Society seal.
- d. Send all State Society meeting notices for distribution via State Editors or electronically.
- e. Perform all other duties listed under the Procedure Manual and at the request of the State Society Governor.
- f. ~~Send new membership certificates to all new members.~~

Section 6: The Treasurer shall:

- a. Have charge of all funds of this State Society and keep its accounts under the supervision of the Board of Assistants.
 - b. Be bonded or insured at the expense of the State Society.
 - c. In the fall of each year, distribute to each annual member a statement of dues payable by January 1.
 - d. Make payment to each delegated representative (Assistant Governor & Deputy Governor) attending the General Board of Assistants meetings and/or the General Society Triennial meeting in Plymouth an amount determined by the Board of Assistants to defray travel costs.
- e. Work with State Membership Secretary and the Colony Membership Chair.
- f. Order the Past Governor's Pin in advance of the State Membership Meeting.
- g. Provide at the request of the Board of Assistants, the Financial Records of the Society shall be reviewed or audited by

issues.

- 4. Work with state investment chair to monitor state's investments.
- 5. Monitor debt and debt payback.
- 6. Flag potential problems that might arise such as: income might look like it's going to be lower than anticipated, or expenses higher. There may be unnecessarily high expenditures due to 2020. Catch and deal with these problems when necessary.
- 7. Act as a resource to help correct fiscal problems and/or discuss fiscal issues. If the members of the committee have the right expertise, they can help to correct or restructure the organization's books and accounting procedures, for instance.
- 8. Ensure that financial reporting requirements--including tax returns to the IRS and the state, reports to funders and acknowledgements of gifts over \$200.00--are fulfilled.
- 9. Catch any illegal, unethical, or incompetent financial dealings engaged in by the executive director, fiscal or other staff, or board members. An Audit Committee can really prove its worth in a situation where the organization is placed in jeopardy by the actions of an individual.

Section 2: Officer Insignia

- a. Governor's Medal, and the Governor's Gavel, being the property of the State Society, shall be in the possession of the Governor during his/her term of office.
- b. The two Deputy Governor's Pins and Medals, being the property of the State Society, shall be in the possession of the two Deputy Governors during their term of office.
- c. Upon retiring, the Governor shall be presented with the Past Governor's Pin to be ordered by the Treasurer in advance of the State Membership Meeting.

Section 3: The Governor shall:

- a. Preside at all meetings of this State Society, Board of Assistants, and of the Executive Committee, and shall have the general supervision of the affairs of this State Society.
- b. Be the chief executive officer of this State Society and shall have the general responsibilities, powers, and duties of management usually vested in the Chief Executive Officer of a corporation.
- c. Appoint all committees and committee chairs except the nominating committee.
- d. Be ex-officio member of all committees except the nominating committee.
- e. Transmit State Society's Annual Report to the Secretary General not later than February 1st, including the number of members and any matters of interest in the State Society's history; also making any suggestions which it may deem profitable for the General Society to consider.
- f. During his or her term of office as Governor of this State Society, shall be the nominee to the General Society for the office of Assistant Governor for California.
- g. Appoint an Advisor and/or Parliamentarian.

Section 4: The Deputy Governors North and South shall:

- d. In the event a candidate is running unopposed in any office, a motion may be made from the floor to conduct a voice vote.
- e. Candidates will be elected for a two (2) year term by majority vote of the membership present at the State Membership meeting. The election becomes final when the State Governor announces the results of the election.
- f. The two (2) year term of office shall begin at the close of the annual meeting at which the newly elected officers have been elected.
- g. The State Officers shall serve until the next State Membership Meeting where elections are held. The State Governor will not serve two consecutive terms without the unanimous vote of the State Membership.

ARTICLE VII OFFICERS

Section 1: The officers shall perform the duties prescribed by these by-laws, by the Constitution and Bylaws of the General Society of Mayflower Descendants, by parliamentary authority, State Governor, and by such other duties as shall be ordered by the State Society.

- a. The Governor, two Deputy Governors, Recording Secretary, Treasurer, Historian, Membership Secretary, and Elder shall be elected to serve a 2 (two) year term, and will serve on the Executive Committee.
- b. The Board of Assistants shall consist of the Officers of the State Society: Governor; Deputy Governor North; Deputy Governor South; Recording Secretary; Treasurer; Historian; Membership; Counsellor; Elder; Captain; Surgeon; Colony Governors or Colony Delegate. All of whom shall be members in good standing of this State Society.
- c. Honorary Governors are elected for life by the Board of Assistants and will serve on the Board of Assistants as a voting member for life.

BYLAWS OF THE SOCIETY OF MAYFLOWER DESCENDANTS IN THE STATE OF CALIFORNIA, INC.

ARTICLE I NAME

The name of this Society shall be *The Society of Mayflower Descendants in the State of California, Inc.*, hereinafter referred to as the *State Society*.

ARTICLE II OBJECTIVES

- To perpetuate the memory of the Pilgrim Fathers and Mothers;
- To maintain and defend the principle of civil and religious liberty, as set forth in the Compact of the “Mayflower, For the glory of God, and advancements of the Christian faith and honor of our countrie;”
- To cherish and maintain the ideals and institutions of American freedom, and to oppose any theories or actions that threaten their continuity;
- To transmit the spirit, the purity of purpose and the steadfastness of will of the Pilgrim Fathers and Mothers and an undiminished heritage of liberty and law, to those who will come after us.
- To promote the interests that are common to all the Member Societies of Mayflower Descendants which can best be served by a state body;

ARTICLE III ORGANIZATION

Section 1: Members

The Society of Mayflower Descendants in the State of California, Inc., shall consist of the Colony Societies within the State now existing and such other Colony Societies as may from time to time be duly organized under the authority of The Society of Mayflower Descendants in the State of California, Inc., Board of Assistants.

Section 2: Government

- a. The Government of the State Society shall be vested in the State Membership consisting of the Officers of the State Society, and all State Society members in good standing who are in attendance at the State Membership Meeting.

- b. **Board of Assistants:** When the State Membership is not in session, the Board of Assistants shall consist of the Officers of the State Society: Governor; Deputy Governor North; Deputy Governor South; Recording Secretary; Treasurer; Historian; Membership Secretary; Counselor; Elder; Captain; Surgeon; Colony Governors or Colony Delegate; Honorary Governors; all of whom shall be members in good standing of the State Society.
- c. **Executive Committee:** When the Board of Assistants is not in session the Executive Committee shall consist of the following State Officers: Governor; Deputy Governor North; Deputy Governor South; Recording Secretary; Treasurer; Historian; Membership Secretary; Elder elected by the State Society membership. The Executive Committee shall have the power to take action on any matters that may arise, which, in the judgment of the State Governor should be acted upon before the next meeting of the Board of Assistants.
- d. **State Society Officers:** The Officers of the State Society shall be a Governor; Deputy Governor North; Deputy Governor South; Recording Secretary; Treasurer; Membership Secretary; Historian; Elder.
- e. **Term Limits:** State officers shall be elected for a term of 2 (two) years or until their successors are elected. A majority of those in attendance at the State Membership Meeting shall elect. The term of office shall begin at the close of the State Membership Meeting in an odd year when elections have been held. No member shall serve more than two consecutive terms unless such candidate has been authorized by the Board of Assistants.
- f. **General Authority:** The State Society Governor shall have authority in all State Society questions, and in such matters as may be referred to him/her by the Colonies.
- g. **Appointments:** The State Governor shall make all appointments (Article VII, Section 3 below). The following appointed positions shall be Captain; Librarian; Surgeon; Counselor; Parliamentarian and/or Advisor. All other positions and committees (Article VIII) shall be by appointment of the State Governor except the Nominating Committee. (see Article VI, Section 1, a, b, c)
- e. Any person who plans to or has expressed interest in seeking nomination to serve as Governor or Assistant Governor North or South may not be elected to the Nominating Committee.
- f. When the Governor currently serving is from Southern California, his or her immediate successor as Governor shall be nominated from Northern California; likewise, when the Governor currently serving is from Northern California, his or her immediate successor as Governor shall be nominated from Southern California. As used herein the name "Southern California," shall mean that portion of California that lies south of the northern boundary lines of San Luis Obispo, and San Bernardino Counties, and the southern boundary line of Kern County, and the name "Northern California," shall mean the portion of California that lies north of the boundary lines of San Luis Obispo, and San Bernardino Counties, and the south boundary line of Kern County.
- g. In as far as practicable, the Nominating Committee should consist of members from both "Southern California," and "Northern California."
- h. At the March Board of Assistants Meeting preceding the Membership Meeting, the Nominating Committee shall report on those nominated to serve as Officers.

Section 2: Elections

- a. The election of all State Officers will be conducted at the State Membership meeting every odd year.
- b. A ballot listing the Office with the name of the candidate/s with space wherein members can write in the name of any other member in good standing will be available at the Membership meeting in an election year.
- c. The Governor will call for nominations from the floor for each position. Once all nominations have been conducted the Governor will announce the close of nominations and ballots may be cast.

of application, together with the regular entrance fees, and production of pedigree papers executed by the member in behalf of such minor, and duly approved according to the requirements of these bylaws, and the Board of Assistants shall have power to elect such minor a Life Member.

- c. All Life Members are exempt from payment of annual dues.
- d. A member in good standing, of the age of seventy or more years who has paid dues to this Society for not less than fifteen years and due to circumstances is unable to pay dues, may make written application to the Board of Assistants to be excused from further payment of dues, and upon receipt of such application, the Board of Assistants may constitute such person as an Honorary Life Member, without payment of any fee. The Board of Assistants, on its own initiative, without application by such member, shall have the power to designate a member meeting the above requirements, as a Life Member.

ARTICLE VI NOMINATIONS AND ELECTIONS

Section 1: Nominating Committee

- a. It shall be the duty of this committee to nominate a candidate, whose consent to serve has been obtained, for each office to be filled: Governor; Deputy Governor North; Deputy Governor South; Recording Secretary; Treasurer; Historian; Membership Secretary; Elder.
- b. The Nominating Committee will consist of 3 (three) members in good standing of the State Society.
- c. On every even year at the November Board of Assistants Meeting, the election of the Nominating Committee will be conducted.
- d. The committee will be elected by a majority vote of the Board of Assistants. At least one member of the Board of Assistants shall be included on the Nominating Committee.

ARTICLE IV MEMBERSHIP

Section 1: Qualifications

All persons over eighteen years of age who descend from a passenger on the *Mayflower*, on the voyage which terminated at Plymouth, New England, in December 1620, shall be eligible for membership; and all persons, so descended, who are younger than eighteen years of age, shall be eligible for Junior Membership pursuant to Article IV; provided however:

- a. that no person shall be eligible for membership in The Society of Mayflower Descendants in the State of California, Inc., regular, junior, or life - who is pledged to or advocates, the overthrow, by force or violence, of the Government of the United States, or that of any State or Territory; or who has been found guilty of other treasonable practices; or who is not of good moral character; and this Society shall have the right to expel from its membership any person for any of these causes; and any action arising under this provision
 - i. shall be undertaken by the State Society, and provided further;
 - ii. that no one may become a member of this Society unless personally acceptable to it.

Section 2: Preliminary Application

Every application for membership in this State Society shall be made on a preliminary application form provided by this Society. Such application shall bear the autograph signature of the candidate.

Section 3: Preliminary Application Terminated

After the preliminary application has been approved, the lineage papers shall be issued. If the lineage papers are not filed with this State Society within one year after the approval of the preliminary application, such approval shall lapse, and the Board of Assistants shall, at its discretion, cancel such approval and direct the rejection of the application.

Section 4: Lineage Approved by State Historian

No Person shall be a member of this State Society until his or her line of descent has been approved by the Historian General; provided, however, that if an irreconcilable difference of opinion shall exist between this Society and the Historian General as to the eligibility of an applicant for membership, such applicant may make an appeal to the Appeals Committee of the General Society, and the decision of the Appeals Committee shall be final. All applicants must comply with the Constitution and Bylaws of the General Society of Mayflower Descendants (Constitution and Bylaws of the General Society of Mayflower Descendants. Article IV, Membership, Section 4).

Section 5: Dual Membership

- a. Any member may hold membership in more than one Member Society, and if so, shall be eligible to represent such Member Society as a delegate to the General Congress, and the State Membership Meetings.
- b. Any member holding membership in more than one Member Society shall be eligible to hold any elected office within this State Society, providing the member is within good standing of this State Society.

Section 6: Transfer and Re-instatement of Membership

A member of this State Society may transfer to another Member Society upon written application of such member to the Member Society to which transfer is desired and meets all requirements of the General Society. (Constitution and Bylaws of the General Society of Mayflower Descendants. Article IV, Section 7).

Section 6: Junior Membership

- a. The Society of Mayflower Descendants in the State of California may establish Junior Membership for juniors of any age up to eighteen (18) years, which memberships may continue until the age of twenty-five (25) years, in accordance with the General Society (Constitution and Bylaws of the General Society of Mayflower Descendants. Article IV, Section 8)
- b. Any member in good standing in this State Society may make application to this State Society for Junior Membership on behalf of any person under eighteen years of age, who has a prime facie proven

lineage, this term meaning that the junior whose application is submitted is linearly related to a present or past member of the General Society by blood through the line through which such member was approved for the General Society. Application for Junior Membership shall be submitted on the form provided by this State Society for that purpose and be accompanied by payment of the entrance fee.

Section 7: Conduct

Any member, for cause or conduct prejudicial to the interests of the Society, may be suspended or expelled by a two-thirds vote of the Board of Assistants.

ARTICLE V FEES AND DUES

Section 1: Entrance Fee

The Board of Assistants shall determine the entrance fee.

Section 2: Dues Deadline

- a. The fiscal year shall be the calendar year, and annual dues shall be payable in advance on the first day of January in each year and shall be considered delinquent on 30 June of that year.
- b. When an applicant is elected to membership during the last three months of the year, their dues shall be deemed to be paid for the following year.

Section 3: Annual Dues

The annual dues shall be determined by a majority vote of the Board of Assistants.

Section 4: Life Membership

- a. Life Membership shall be available to any applicant or member in good standing by the payment of the designated fee scale established by the Board of Assistants.
- b. A member in good standing may make application for Life Membership on behalf of any person under eighteen years of age, with the payment of twenty times the annual dues, in effect at the time