

## THE OWEN FAMILY ASSOCIATION BYLAWS

(As Amended and Revised September \_\_\_\_, 2005)

### ARTICLE I - NAME AND OBJECTIVES

#### Section 1 Name.

The name of this association is The Owen Family Association.

#### Section 2. Objectives.

The objectives of the Association shall be:

- a. To establish and document as complete a listing as possible of the "descendants of an Owen ancestor" (as identified below);
- b. To collect a narrative history of individual Owen family lines of descent;
- c. To complete and maintain a listing of cemeteries, homes and other buildings and sites associated with Owen families;
- d. To publish and distribute to the membership a periodic newsletter;
- e. To arrange periodic reunions for the membership;
- f. To aid members in establishing their family lines and, if they so desire, assist them in joining various hereditary and patriotic societies;
- g. To ultimately publish volumes documenting the verified family histories;
- h. To preserve and perpetuate the records of Owen ancestors and to encourage the study of Owen family histories and genealogy.

### ARTICLE II - ORGANIZATION

#### Section 1. Non-Profit Association.

This Association is organized and exists solely for the genealogical and educational purpose and the historical interests of its members with derivative, incidental benefit to the public, and to others interested in genealogy and history, and no part of its net earnings shall ever inure to the benefit of any of its members, but this society shall function as a non-profit association in all respects as provided in section 501 (c) (3) of the Internal Revenue Code.

#### Section 2. Dissolution of the Association.

Should dissolution of this Association ever be deemed advisable, the required notice shall be sent by mail to all members of record. The assets of the Association including all funds, books, pamphlets; periodicals, wherever housed, and all other property remaining shall, after satisfying all its just debts, shall be donated or applied to a library or other non-profit organization which has similar objectives then exempt under Section 501 (c) (3) of the Internal Revenue Code.

#### Section 3. Fiscal Year.

The fiscal year of this Association shall commence January and end December 31 of the same year.

## ARTICLE III - MEMBERSHIP AND DUES

### Section 1. Eligibility

For the purposes hereof, "descendants of an Owen ancestor" shall include all direct, genetic descendants to a person with the surname of Owen and various spellings of Owen, including but not limited to Owens, Owings, Owin and Den.

Descendants of an Owen ancestor and those persons interested in the Association's purposes are eligible for membership in this Association upon payment of dues and submission of an Ancestral Chart acceptable to the Genealogist of this Association.

### Section 2. Classification of Dues.

Annual dues for each classification identified below shall be established from time to time by the Executive Board. Classification of membership shall be limited to the following categories:

- a. Charter Member shall be any person who joined the Association in 1981 and remains a member in good standing;
- b. Student Members shall be anyone under 21 years of age and enrolled at an accredited school;
- c. Sponsor Members are those who are not a descendant from an Owen ancestor, but desire to be members in this Association;
- d. Honorary Life Members are those deemed worthy to be awarded such distinction by the Executive Board;
- e. Sustaining Members are all other members.

### Section 3. Payment of Dues.

Dues are payable on annual basis as of the first of January each year. Any member in arrears after March 1 of each year shall be dropped from the current membership list.

### Section 4. Ancestral Chart.

Each person desiring membership shall submit to the Genealogist an Ancestral Chart. Ancestral Charts submitted shall be placed in the Association's files and may, unless otherwise requested by the member, be selected by the Editor for publication in the Owen Family Newsletter or other publications of the Association.

### Section 5. Association Newsletter and Publications.

New members joining from January through September shall receive all issues of the Association's newsletter and other publications for the current year.

## ARTICLE IV - OFFICERS

### Section 1. Officers.

The officers of the Association shall be a President, a Vice President, a Secretary/Historian, a Treasurer, a Genealogist, an Editor, and a Publisher and shall perform the duties as prescribed in these bylaws.

Officers shall be elected by a majority of members present and eligible to vote at each biennial meeting and shall serve a two year term ending with the next succeeding biennial

meeting. A vacancy occurring in any office, except the office of the President, shall be filled by the Executive Board for the unexpired term.

## Section 2. Duties of the Officers.

- a.. The President shall preside over the biennial meetings of the Association and all Executive Board meetings and shall be an ex-officio member of all committees, except the Nominating Committee. The President shall be responsible for making a status report at each biennial meeting.
- b. The Vice President shall assist the President in organizational duties and perform the duties of the President in the absence or inability of that officer to serve. In case of a vacancy in the office of the President, the Vice President shall become President and a Vice President shall be elected by the Executive Board to serve the unexpired term.
- c. The Secretary/Historian shall record the minutes of the biennial meeting and shall read such minutes at the succeeding biennial meeting. The Secretary/Historian shall also prepare a written history of the Association's activities and maintain a scrapbook reflecting those activities.
- d. The Treasurer shall receive and record all dues and funds received by the Association. The Treasurer shall give periodical financial reports to the Executive Board and at the membership biennial meeting.
- e. The Genealogist shall receive and approve applications for membership, shall inform the applicants which proven ancestor he/she will be listed in the Association records and shall maintain records substantiating such decisions. The Genealogist will also maintain a membership list exhibiting the name of each member, their address, phone number, email address and oldest proven ancestor. Upon request of the Executive Board, the Genealogist shall furnish to the Publisher a complete membership roster for distribution to the members.
- f. The Editor shall receive contributions for publication and shall edit such submissions, design the format, assemble the copy and be responsible for the layout of each issue. The Editor shall submit each issue to the Publisher.
- g. The Publisher shall be responsible for assembling and distributing of all the Association's publications.

## ARTICLE V -EXECUTIVE BOARD

### Section 1. Members.

The Executive Board shall consist of the Officers of the Association and the chairmen of the various committees.

### Section 2. Duties and Responsibilities.

The Executive Board shall have the duty and responsibility of transacting the affairs of the Association in accordance with the desires expressed by the members at each biennial meeting of the members, and shall report on proposed policy changes and new projects.

### Section 3. Meetings and Quorum.

Five (5) members of the Executive Board shall constitute a quorum at meetings of the Executive Board.

### Section 4. Authority.

The Executive Board shall have the authority to set dues for all classifications of members.

### Section 5. Meetings.

Meetings of the Executive Board shall be held preceding the biennial meeting of members and at such other times as may be called by the President or by any three (3) members of the Executive Board. Such meetings shall be held in person or through telephonic or other electronic devices.

## ARTICLE VI - COMMITTEES

### Section 1. Nominating Committee.

A Nominating Committee of three members shall be elected by the Executive Board prior to the biennial meeting. The Nominating Committee shall select the candidates for Officer after first obtaining their respective consent. The Nominating Committee shall report the result of their efforts to the members at the biennial meeting and shall place in nomination the candidates selected by the Nominating Committee. Prior to a vote for or against the candidates, an opportunity shall be given for nominations from the floor.

In a similar manner, candidates for election to the Board of Directors shall be selected by the Nominating Committee for recommendation to the members at the biennial meeting.

### Section 2. Other Committees.

The Executive Board may, from time to time, appoint such other committees as in the Executive Board's discretion may be required for the conduct of the business of the Association and may delegate to such committees such powers and duties as the Executive Board may deem appropriate.

### Section 3. Appointment of Chairman.

The President shall appoint the Chairman of each committee.

## ARTICLE VII - BIENNIAL MEETINGS

### Section 1. Meetings.

Biennial Meetings of the Association shall be held during the third weekend of September in odd number years unless otherwise ordered by the Association or the Executive Board.

## ARTICLE VIII - BOARD OF DIRECTORS

### Section 1. Purpose.

The Board of Directors shall perform as an instructional and guidance council to maintain the policies which this Association has established and to give assistance in achieving the goals and assistance in guiding the direction desired to be followed so as to have continuity in the purposes and objectives of the Association.

### Section 2. Qualifications.

The Board of Directors shall be composed of at least three (3) past officers and/or chairman of committees who are not currently serving in an elected office.

### Section 3. Election and Terms of Directors.

Members of the Board of Directors shall be elected by a majority vote of the members of the Association present and voting at the biennial meeting and immediately following the election of Officers. Each Director shall serve for a term of two (2) years commencing immediately upon election.

### Section 4. Attendance at Meetings.

Members of the Board of Directors may attend the meetings of the Executive Board, may express their views, but shall have no voting rights on matters to come before the Executive Board.

## ARTICLE IX - PARLIAMENTARY AUTHORITY

The Association shall conduct all meetings in accordance with parliamentary procedure set forth in the newly revised Robert's Rule of Order.

## ARTICLE X - AMENDMENT TO THE BYLAWS

These bylaws may be amended at any Biennial Meeting of the Association by two-thirds (2/3's) vote of paid members present and voting, provided that the proposed amendment has been submitted in writing to the Editor sufficiently in advance for publishing in the Newsletter immediately prior to the Biennial Meeting and that such amendment (s) have first been approved by a majority vote of the Executive Board.

Approved this the \_\_\_\_\_ day of September, 2005 on behalf of The Owen Family Association by:

Arnold C. Owen, President  
M. Fred Owen, Vice President  
George Shirley, Secretary  
Bill Grubaugh, Treasurer and Publisher  
Jim Owens, Historian  
Karen Grubaugh, Editor