

Constitution and Bylaws Of Queenan Family Reunion

Whereas some of the Descendants of John Isaac and Louisa Matthews Queenan assembled together to convene a biannual Family Reunion; The Descendants now desire to create an Organization to conduct the affairs of the Reunion; We thereby resolve that a Constitution and Bylaws be adopted for this purpose.

Constitution

ARTICLE I

PURPOSE AND OBJECTIVES

Section 1. The purpose of this organization shall be to coordinate the activities pertaining to the Queenan Family Reunions.

Section 2. The goals of the organization shall be:

- a. Preservation of Family Roots.
- b. Promoting interactions between the Generations.
- c. Communication between the Regional Chapters.

Section 3. The name of this organization shall be “Club Q”, representing the Queenan’s, Liver’s, Carter’s, Johnson’s and other descendants of John Isaac and Louisa Matthews Queenan.

ARTICLE II

MEMBERSHIP

Section 1. The Queenan Family Reunion Organization shall be open to all descendants of John Isaac Queenan and Louisa Matthews, their spouses, progeny, children by legal adoption, and stepchildren.

Section 2. Participating Member

- a. Member in good standing – actively participate in family activities, such as attending meetings, participating in fundraisers

- and supporting other family activities.
- b. Current in dues – if payment of dues has been adopted, then member has to be current in dues for that calendar year.

ARTICLE III

OFFICERS AND DUTIES

Section 1. Officers shall be elected to carry out the duties implied by their respected title as specified in the Bylaws.

ARTICLE IV

MEETINGS

Section 1. Meetings shall be held as provided for in the Bylaws.

ARTICLE V

CHAPTER

Section 1. Chapters shall be regionalized by states.

Section 2. Chapters shall exist where five or more Family members are located, unite and show a willingness to organize and abide by the Constitution and Bylaws adopted by the main body.

Section 3. Chapters shall maintain their autonomy as provided for in the Bylaws.

ARTICLE VI

FINANCES

Section 1. Finances will be assessed and regulated in accordance with the Bylaws.

Section 2. Dues may be assessed to members in accordance with the Bylaws.

ARTICLE VII

AMENDMENTS TO THE CONSTITUTION

Section 1. This Constitution may be amended at a designated meeting provided that the proposed amendment has been submitted in writing with the approval of a regional chapter as provided for in the Bylaws. Amendments proposed by one chapter and adopted must be ratified by all chapters.

Section 2. A two thirds (2/3) vote of the chapters voting membership, is needed to ratify a proposed amendment.

CLUB Q

BYLAWS

ARTICLE I

MEMBERSHIP

Section 1. General membership in chapters shall be open to all members of the Family as set forth in ARTICLE II SECTIONS I & II of the CONSTITUTION.

ARTICLE II

ELECTED OFFICE

Section 1. Officers shall be elected for a two (2) year term but may not serve more than two (2) consecutive terms in the same office.

- a. Elections will be held in September.

Section 2. To be nominated/elected to office in CLUB Q the following must pertain:

- a. Must be a member according to ARTICLE II Sections 1 & 2 of CONSTITUTION.

Section 3. Officers missing three consecutive scheduled meetings will forfeit their elected office unless there are extenuating circumstances. The governing body must agree to what the extenuating circumstances are.

ARTICLE III

OFFICERS AND RESPONSIBILITIES -CLUB Q

Section 1. The President or Chairperson shall:

- a. Preside at all meetings.
- b. Prepare agenda for all meetings.
- c. Prepare an annual report to be posted at the family reunion for the previous year.
- d. Appoint committee Chairpersons as needed.

Section 2. The Vice President or Vice Chairperson shall:

- a. Fulfill the responsibilities of the President if not in attendance.
- b. Perform other duties as required.

Section 3. The Secretary shall:

- a. Record and prepare minutes of all meetings.
- b. Ensure that all members are notified of meetings.
- c. Provide minutes for various chapters (quarterly).
- d. Keep a file of minutes of all meetings.

Section 4. The Assistant Secretary shall:

- a. Record minutes in absence of Secretary.

Section 5. The Parliamentarian shall:

- a. Bring a copy of the Constitution and Bylaws to all meetings.
- b. Advise the Chairperson on questions of procedures.
- c. Use “Robert’s Rule of Order Newly Revised” as the parliamentary authority in all cases except where they are in conflict with the Constitution and Bylaws of CLUB Q.
- d. Maintain orderly process during meetings, such as adhering to the agenda, one participant speaking at a time, no additional conversations other than the matter on the floor. If a conflict between who has the floor, (the right to speak) will be the determining body and overall order in an effort that family business be conducted and items be accomplished in a timely manner.

Section 6. The Treasurer shall:

- a. Be in charge of all the funds of the organization.
- b. Make a quarterly and an annual report to the membership.
- c. Sign all checks with the financial secretary.
- d. Keep restricted funds of the organization in separate accounts.
- e. Keep a record of each payment of dues.

Section 7. The Financial Secretary shall:

- a. Record and prepare financial records.
- b. Give a report at every meeting.
- c. Sign all checks with the Treasurer.

ARTICLE IV

Committees

Section 1. Committees can be either “ad hoc” or “permanent”.

- Club Q has three permanent committees.
 - a. Benevolent (Sunshine)
 - b. Membership
 - c. Scholarship

Section 2. Committees have no final voting authority.

- a. Committees can have internal voting to narrow field, but must bring recommendations/nominations back to main voting body for final decision.

Section 3. Number of committee members will be dependent on need (work/tasks to be done).

- a. President will appoint committee chair and additional members, if required number is not acquired by volunteering.

Section 4. Committee funding can be acquired in one of two ways.

- a. Request via normal channels (during a meeting) get approval and receive funding from treasurer.
- b. Permanent – main body approves funding and treasurer gets a pre-paid VISA card (ex; pre-paid bank card with \$200 limit – card amount goes down to \$25, committee will turn in receipts, for monies spent and card will be replenished).

ARTICLE V

MEETINGS

Section 1. Regular meetings should be held no less than once a month.

Section 2. Notice of meeting shall be no less than ten (10) days not more than thirty (30) days.

Section 3. Special meetings shall be called whenever necessary.

Section 4. Locality for next meeting will be decided at prior meeting.

Section 5. A ten (10) minute grace period shall be given at the beginning of each meeting for late comers.

Section 6. No meeting will be held in the months of July and August unless deemed necessary.

Section 7. Seven (7) members can start a meeting.

Section 8. Regular meetings should not exceed 90 mins in duration.

ARTICLE VI

QUORUM

Section 1. Two-thirds of the members will constitute a quorum according to Article II, Section I and II of the Constitution.

ARTICLE VII

VOTING

Section 1. Only members according to ARTICLE II, Sections 1 & 2 of the Constitution may vote.

Section 2. A majority of the voting members in attendance, at a meeting, can pass an item.

Section 3. No voting at special meetings (ARTICLE IV, Section 3 of Bylaws).

Section 4. Amendments to the Constitution, as proposed by “Article VII” of the Constitution, can only be voted on at meetings where as such a vote has been listed as an agenda item, prior to the vote.
No changes to the Constitution and/or bylaws can be proposed, ratified and adopted at a single meeting.

ARTICLE VIII

PROXIES

Section 1. Members may vote by proxy. If voting by proxy, such proxy must be in line with “Article VII” Section 1 of Bylaws; must be in writing and signed by member, presented at the meeting to which it is intended at the time of the vote.

ARTICLE IX

ORDER OF BUSINESS

Section 1. The order of business at regular meetings shall be:

- a. Call to order, followed by prayer.
- b. Reading, correction and approval of minutes from last meeting.
- c. Reading and approval of financial report.
- d. Old business of specific topics that were not resolved at previous meeting.
- e. New business (must be an agenda item prior to meeting).
- f. Questions from the floor, time permitting.
- g. Adjournment, followed by prayer.

Section 2. Items not on the agenda may not be addressed at the current meeting.

Section 3. To get an item on the agenda for an upcoming meeting, you must discuss your topic & receive approval, with the president prior to the agenda, for upcoming meeting being published.

ARTICLE X

FINANCES

Section 1. Financial responsibility is vested in the regional chapters.

Sections 2. Restricted funds, such as the scholarship fund, can only be used for its intended purpose.

Section 3. Fund raising activities may be held to defray the cost of the family reunions to reduce as much as possible the cost to individuals.

Section 4. No chapters shall permit any monies to inure to its members or any other private person except for reasonable compensation for services rendered in furtherance of the purposes set forth in these Bylaws.

Section 5. The fiscal year is from January 1 to December 31

Section 6. Chapters may access/borrow monies from other chapters, as seed monies, in an effort to promote activities to either raise funds (reunion or scholarship) or sponsor a family reunion (as host), if said chapter is short of need funds.

- a. In the event of such a request, the funding chapter must vote and approve such monies, prior to any monies being transferred to requesting chapter.
- b. In the event of such monies being approved and transferred to another chapter, for said functions, these monies will become the responsibility of the receiving chapter and must be repaid to the funding chapter (in full), with no attached profits (interest or penalties), within the specified time as indicated during approval of funds.

Section 7. All cost, pertaining to the hosting of a family reunion must be covered by the cost of the tickets, to attend and treasury of hosting chapter, so as to not indebt any individual, chapter or group/committee after said function is completed.

ARTICLE XI

DUES

Section 1. Dues may be assessed to members, to defray operation expenses. Each chapter will agree amount of said dues.

Section 2. Dues may be paid monthly, quarterly or annually.

- If paying dues monthly or quarterly, to be consider a member in good standing according to “Article II” sections 1 & 2 of the Constitution, payment of your dues has to meet one of the following to be considered current:
 - a. Quarterly: $\text{current paid} = (\text{annual dues}/4) \times \text{current quarter}$
 - b. Monthly: $\text{current paid} = (\text{annual dues}/12) \times \text{current month}$

Section 3. Members according to ARTICLE II, Sections 1 & 2 of the Constitution are entitled to discounts (reduced rates), if approved, on certain fund-raising activities and on the price of Family Reunion admission

ARTICLE XII

FAMILY REUNIONS

Section 1. Family reunions shall be held every two (2) years on a Saturday in the month of July or August.

Section 2. The sight and type of reunion shall be the decision of the Host Chapter.

Section 3. If a Host Chapter is unable to hold a reunion, the main chapter (PA) must be notified in writing by the Chairperson of the Host Chapter no less than nine (9) months before the reunion was to be held.

Section 4. The hosting of the family reunion shall alternate between the Regional Chapters.

ARTICLE XIII

FAMILY HISTORIAN AND HISTORY

Section 1. The General Membership (Chapter) shall support and/or assist the Family Historian with whatever means deemed possible, to record, maintain, and transport records and memorabilia of Historical and Genealogical value.

ARTICLE XIV

FAMILY REUNION -AWARDS AND RECOGNITIONS

Section 1. An award shall be given to the youngest family member attending the reunion according to ARTICLE II Section I of the Constitution.

Section 2. An award shall be given to the oldest family member attending the reunion according to ARTICLE II Section I of the Constitution.

Section 3. An award shall be given to the family member who travelled the farthest to the reunion according to ARTICLE II SECTION I of the Constitution.

ARTICLE XV

AMENDMENT OF THE BYLAWS

Section 1. These Bylaws may be amended at a designated meeting provided that the proposed amendment has been submitted in writing with the approval of a regional chapter. Amendments proposed by one chapter and adopted, must be ratified by the other chapters.

Section 2. A two thirds (2/3) vote of the chapters voting membership is needed to ratify a proposed amendment

Section 3. Review and/or revision of the Bylaws shall be performed every three (3) years