

By-Laws

SOCIETY OF THE DESCENDANTS OF PETER FRANCISCO

Article I **Purpose**

To compile and maintain the documented records of Peter Francisco and his descendants and to give Peter Francisco his rightful place in history.

Article II **Organization**

Section 1. Name

The name of the organization shall be **Society of the Descendants of Peter Francisco**.

Section 2. Membership

a. Election

All members -- **Descendants, Associates** or **Friends** -- shall be attested to by the Vice President in charge of memberships or the Membership and Genealogy Committee, and approved by the Board.

b. Descendants are limited to the descendants of Peter Francisco, the American Revolutionary War hero who died on January 16, 1831.

(1) A descendant of Peter Francisco and his first wife Susannah Anderson will be referred to as a D1.

(2) A descendant of Peter Francisco and his second wife Catherine Brooke will be referred to as a D2.

(3) A descendant under 18 years of age will be referred to as a Descendant/Child – either DC1 or DC2.

c. Associates are spouses of descendants. Each associate will be referred to as an A1 (spouse of D1) or an A2 (spouse of D2).

d. Friends are those showing an interest in the Society. A Friend will be referred to as an F. A Friend under 18 years of age will be referred to as a Friend/Child, or FC.

e. Dues

To remain an “**active**” member of the Society, a member must pay annual dues in January of each year for that current year. Annual dues for members are as follows:

Descendant, Associate or Friend	\$10.00
Descendant/Child or Friend/Child	\$2.00

A change in the amount for dues may be made by the Board, and/or discounts may be offered by the Board, at its discretion.

Section 3. Board of Directors

The management and administration of the affairs of the Society shall be vested in a Board of Directors to be comprised of officers who must be active, descendant members of the Society, and *may* include chairmen of committees who are active members of the Society.

Section 4. Business Meetings

Business meetings of the Society shall be held, as needed, in conjunction with the celebration of the Peter Francisco Day meeting, usually held annually in March, or at any other time determined by the Executive Board.

Section 5. Other Meetings

- a. The Board may establish places and times for other meetings.
- b. In celebration of Peter Francisco Day in Virginia, on March 15th of each year, a meeting may be held on the Sunday closest to March 15, or any other suitable date.
- c. The Board shall establish the times when it shall meet. Special meetings of the Board may be called by any officer or five members of the Board. If any meeting is to consider amendments to the by-laws, notice of the meeting shall so state, along with the proposed changes, and shall be given at least fourteen (14) days before the meeting. A majority of the Board shall constitute a quorum.
- d. “Meetings” of the Board may include telephone calls, conference calls, emails and/or joint emails.

Section 6. Meeting Procedure

All meetings shall be guided by “Robert’s Rules of Order.”

Article III
Officers

Section 1. Election

The active members of the Society at a business meeting shall elect a President, a 1st Vice President, a 2nd Vice President, a Recording Secretary, a Corresponding Secretary, and a Treasurer, as needed, to serve for terms of two years or longer if there is no opposition or no other member is nominated to run for office at election time. At other times they shall be elected for a period to serve until the next business meeting. A quorum for the election of the Board and Officers shall be twenty active members. The Board may elect other Vice Presidents or officers as needed during the year.

Section 2. Requirements

All officers must be active, descendant members of the Society.

Section 3. Duties

The duties of the officers shall be those usually pertaining to their respective offices, or as prescribed and assigned to them, respectively, by the Board. *Suggested Duties* are attached and made a part of these By-laws.

Article IV
Committees

Section 1. The following committees shall be established by the Board:

- a. Archives
- b. Fundraising
- c. Membership and Genealogy
- d. Newsletters and Notifications
- e. Nominating
- f. Scholarship
- g. Website

Section 2. All committee chairmen must be active members of the Society.

Section 3. Other Committees and Advisors

The Board may appoint other Special or Standing Committees and Advisors to the Society, as needed.

Article V
Reports

Section 1. The fiscal year shall begin on the first of January and end on the thirty-first of December of each year. Annual reports of all officers, including the Treasurer, shall be presented to the President and other officers in January of each year, and shall be presented in written form at business meetings.

Section 2. The Recording Secretary will submit written *draft* Minutes of any business meeting to all officers and the Newsletters and Notifications Committee within one (1) month after said meeting. He/she will provide a written copy of Minutes from the previous business meeting for approval at the next business meeting, and maintain a record of all Minutes and written reports.

Article VI
Amendments

Changes

These by-laws may be changed by the Board, provided fourteen (14) days' notice has been given so stating, along with the proposed changes.

Article VII
Official Colors

The official colors of the Society shall be cream (buff) and blue (as in the Flag of the United States of America). When possible, these colors should be used for all stationery and promotional materials.