



*The Doane Family
Association
Of America, Inc.*

*Organized to Create Interest in the History and Welfare of the
Descendants of Deacon John Doane, who came to Plymouth in 1630*

**BY-LAWS
THE DOANE FAMILY ASSOCIATION OF AMERICA, INC.**

ARTICLE I – OFFICERS

The principal office for the transaction of business of the Association shall be the residence of the President, subject to change with the election of a new President.

ARTICLE II – MEETINGS

1. Biennial Meeting of the Members:

A meeting of the members, for the purpose of transacting business of the Association, shall take place during the National Reunion, held biennially.

2. Place of the National Reunion:

The National Reunion shall be held at the time and location decided by a majority vote of the members present at the previous National Reunion Meeting.

3. Order of Business:

The order of business at the National Reunion Meeting shall include, but not be limited to, the following:

- A. Invocation by the Chaplain
- B. Minutes of the Previous Meeting
- C. Treasurer's Report
- D. President's Report
- E. Historian's Report
- F. Nominating Committee Report
- G. Nominations from the floor
- H. Election of Officers
- I. Reports from Committees
- J. Reports from Chapters
- K. Unfinished Business
- L. New Business
- M. Presentation of Papers
- N. Committee Appointments
- O. Selection of Place of Next Reunion
- P. Adjournment
- Q. Benediction by Chaplain

4. Quorum:

The members present at the National Reunion Meeting shall constitute a quorum.

5. Voting:

Questions brought before the meeting shall be decided by a majority vote of the members present.

6. Vacancies:

Vacancies in the membership of any committee may be filled by appointments made by the President.

7. Parliamentary Guidance:

The most current edition of *Robert's Rules of Order Newly Revised* shall be used for parliamentary guidance.

8. Communication:

Any action that may be taken by the Executive Committee or the Board of Governors at a meeting may be taken without a meeting if all Officers or Trustees consent to such action in writing, via telephone or via electronic mail.

ARTICLE III - DUTIES OF THE OFFICERS

1. President:

- A. Shall preside at all meetings of the Association.
- B. Shall appoint all standing committees and duties of such, as well as such other committees as may be needed.
- C. Shall have the authority to act on urgent matters affecting the Association before meeting with the Executive Committee.
- D. Shall call a meeting of the Board of Governors prior to the National Reunion Meeting to explain decisions taken by the Executive Committee during the previous years and to brief them on any proposed actions to be taken during the National Reunion Meeting.
- E. Shall be an ex-officio member of all committees.

2. First Vice-President:

- A. Shall in the absence or disability of the President, exercise all powers vested in the Presidency.
- B. Shall, coordinate the activities of the Regional Vice Presidents.

3. Regional Vice-Presidents:

- A. The members shall elect 15 Regional Vice-Presidents. No Regional Vice-President shall serve for consecutive terms, either full or partial, aggregating more than ten (10) years.
- B. The Regional Vice-Presidents shall form liaison between the Association and Chapters and with Historical and Genealogical Societies in their respective areas.
- C. Shall actively work to establish new Chapters from the Association's membership list and bring to their attention the advantages of forming local Chapters.
- D. Shall, at least once a year, send a list of their Chapter membership as well as a list of the Chapter activities to the First Vice-President.

4. Secretary:

- A. Shall keep a record of all proceedings of the National Reunion, the business meetings of the Association, the meetings of the Governing Board and the meetings of the Executive Committee.

- B. Shall have charge of the original copy of the Constitution and of the By-laws.
- C. Shall keep a record of the members of the Association.
- D. Shall report to the National Reunion Meeting the minutes of all business meetings of the Association and report other matters that pertain to the office of Secretary.
- E. Shall reply to all inquiries about the Association and refer relevant correspondence to the appropriate officer or committee chairperson.

5. Treasurer:

- A. Shall receive, hold and disburse all monies for the Association.
- B. Shall keep an account of all financial transactions of the Association.
- C. Shall give a report of the financial status of the Association at the National Reunion Meeting.
- D. Shall, at the National Reunion Meeting, have a printed financial report for each member of the Governing Board.
- E. Shall submit a detailed report, including Treasurer's books and cancelled checks, to the Auditing Committee at the National Reunion Meeting.
- F. Shall be an ex-officio member of the investment Committee.

6. The Historian:

- A. Shall have charge of the historical and genealogical records of the members and all the files pertaining to the Doane Family.
- B. Shall receive and file data received from any source.
- C. Shall answer all correspondence regarding such material and make such genealogical research as is necessary to maintain accurate files.
- D. The Historian shall not be required to do personal research for members.

7. Chaplain:

- A. Shall have charge of and conduct devotional activities of the Association.
- B. Shall be available at the Association business meeting at all National Reunion Meetings to give the invocation and benediction.

ARTICLE IV - EXECUTIVE COMMITTEE

1. The Executive Committee Shall:

- A. Have the general management of the affairs of the Association.
- B. Authorize all expenditures.
- C. Approve or disapprove all budget requests submitted by the Committees of the Association.

ARTICLE V - STANDING COMMITTEES

1. **Nominating Committee:**

Shall select and place in nomination at the National Reunion Meeting a slate of officers for the ensuing term of office.

2. **Membership Committee:**

- A. Shall send out literature and an application to prospective members.
- B. Upon payment of dues, a membership card will be sent to the new member.
- C. Shall send all names of new members to the Secretary of the Association and to Doane College for the mailing lists.

3. **Publications Committee:**

- A. Shall secure from the Secretary all reports, papers and events of the National Reunion, as well as such copies and photos that are available from other sources.
- B. Compile this information; publish it in pamphlet form; and mail the pamphlets to the members of the Association.
- C. The Committee will be responsible for publishing a “Fall” and “Spring” newsletter and mailing them to the members.
- D. All reunion speakers shall make available to the Committee a copy of their remarks.

4. **Reunion Committee:**

- A. Shall make arrangements for the National Reunion.
- B. Shall send notification of the time and place of the National Reunion to each member.
- C. Shall send a copy of the proposed Reunion Program to each member showing the itemized cost per person.
- D. Shall obtain approval of the Executive Committee for all financial arrangements.

5. **By-Laws Committee:**

Shall prepare proposed revisions to the Constitution and By-Laws, when so directed by the Association, and submit same for consideration to the membership.

6. **Preservation of Genealogical Records:**

- A. Shall have general supervision over all Association records.
- B. Shall determine the best methods and the best places to adequately safeguard the genealogical and other related records.

7. **Archives Committee:**

Shall supervise the preservation of all Doane Family memorabilia given to the Association.

8. Investment Committee:

- A. Shall have the responsibility for two accounts:
 - a. The Endowment Fund
 - b. The Hattie Belle Doane Van Hoy Memorial Fund.
- B. Shall invest available Association Funds in securities that are in the best financial interest of the Association.
- C. Shall make a report to the Doane Family Association at the National Reunion.
- D. The Treasurer shall be an ex-officio member of the Investment Committee.
- E. The Chairman of the Investment Committee shall be a member of the Doane Family Association Foundation Board of Trustees.

9. Audit Committee:

- A. Shall audit the financial affairs of the Association.
- B. Shall report their findings at each National Reunion Meeting.

10. Deacon John Doane Research Committee:

- A. Shall research the English ancestry of Deacon John Doane.
- B. Shall make a report to the Doane Family Association at the National Reunion.

11. Memorial Committee:

- A. Shall receive names of deceased members between National Reunions.
- B. Shall conduct a suitable memorial service at each National Reunion.

12. Custodian of Books:

- A. Shall store all of The Doane Family genealogical books published by the Doane Family Association of America, Inc.
- B. Shall make available for purchase the books so stored.
- C. Shall remit to the Treasurer those funds received from the sale of The Doane Family books for deposit into The Hattie Belle Doane Van Hoy Memorial Fund.

13. Parliamentarian:

The Parliamentarian may be appointed by the President to advise the Presiding Officer upon matters of procedure and rule on points of order.

ARTICLE VI – DUES

The Association dues shall be established at each Reunion Meeting by a majority vote of the members present.

ARTICLE VII – CORPORATE ACTION

1. **Checks & Drafts:**

All checks, drafts or orders for the payment of money issued in the name of the Association shall be signed by such officer or officers of the Association and in such manner as shall from time to time be determined by resolution of the Board of Governors. In the absence of such determination by the Board of Governors, such instruments shall be signed by the any one (1) of the following officers:

- A. Treasurer
- B. President
- C. First Vice-President
- D. Secretary,

with the exception of the Endowment Fund and the Hattie Belle Doane Van Hoy Memorial Fund, which Funds shall require two (2) signatures as follows:

- A. Investment Committee Chairperson and;
- B. Any one of the following:
 - a. Treasurer
 - b. President
 - c. First Vice-President

2. **Deposits:**

All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies or other depositories as the Executive Committee shall approve and select.

3. **Gifts:**

The Board of Governors may accept on behalf of the Association any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Association.

ARTICLE VIII - CHAPTERS

1. The Board of Governors has the power to charter chapters. All chapters must have a charter from the Association.
2. Chapters must annually file with the Secretary of the Association a list of all officers, members and the address of the headquarters of the chapter.

ARTICLE IX - AMENDMENTS

The Bylaws may be altered, amended or repealed and new Bylaws adopted by a majority vote of the membership present at a National Reunion Meeting, provided prior notice has been given in writing to all members at least 30 days prior to the meeting date.

ACCEPTED AND ADOPTED this 6th day of August 2004.
REVISED this 26th Day of July 2016.

By: _____/S/_____
Kenneth M. Doane, President

By: _____/S/_____
Deborah Doane Dunn, Secretary