

Society of Mayflower Descendants

In the

State of Florida



OFFICERS HANDBOOK

2018

BETTY WEBB STYLER
State Governor 1990-1993

MARGARET HARRIS STOVER
State Governor 1999-2002

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State Governor 2002-2005

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State Governor 2014-2017

JAMES WILLIAM PRESTON
State Governor 2017-2020

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PART 1 – OFFICERS

NINE STATEWIDE OFFICERS, STATE BoA & EXECUTIVE COMMITTEE

There are only nine (9) statewide officers of FSMD, each of whom is elected by the members at an annual meeting for a three (3) year term of office. Article V Section 1 of FSMD’s Bylaws provides:

ARTICLE V. SECTION 1. OFFICERS. The officers of FSMD shall be a Governor, Deputy Governor, Membership Secretary, Recording Secretary, Treasurer, Historian, Elder, Captain and Counsellor.

Each of these nine (9) officers is a member of FSMD’s governing body, the 31-member Board of Assistants (or “State BoA” for short).

The other members of the State BoA are the immediate past Governor, the Deputy Governor General (“DGG”) and Assistant General (“AG”) appointed by FSMD as its representatives on the General Society’s General Board of Assistants (the “General BoA”), the governors of FSMD’s 17 Colonies, and three (3) members-at-large elected by the members. The 23 people holding these positions are State BoA members but are not, in that capacity, “officers” of FSMD.

A person may be a State Officer and also a member of the State BoA by virtue of holding another position. For example, the current State Treasurer is also a Colony Governor. He is a State Officer in his capacity as State Treasurer, but not in his capacity as a member of the State BoA as a Colony Governor. For another example, the current immediate past Governor is AG. The immediate past Governor is not a State Officer. Because a State BoA member may have dual roles, there may in fact be less than 31 members of the State BoA.

The nine (9) offices of FSMD, plus the DGG, comprise the 9-member Executive Committee of the State BoA. Except for certain duties which are non-delegable, the State BoA is

“...deemed, during those periods when it is not in session, to have delegated Its management authority to an Executive Committee, which shall have the Power and authority to take action on any matters that may arise which, in The judgement of FSMD’s Governor, should be acted upon before the next

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Meeting of the State BoA.”

See FSMD Bylaws Article III Section 9. The duties which the State BoA may **not** delegate to the Executive Committee are: (1) the general duty to exercise general oversight and supervision over FSMD’s affairs; (2) the power under Article III Section 5 to remove a State Officer for cause; (3) the power under Article III Section 6 to fill a vacancy in the event of the death, removal or resignation of a State Officer; and (4) the power under Article III Section 7 to appoint an acting officer in the event of the temporary absence or disability of a State Officer.

The Governor is authorized to submit any matter for decision by the State BoA or the Executive Committee by: (1) soliciting a unanimous written consent without the necessity of a meeting as permitted by Article II Section 10; or (2) conducting a meeting by electronic means as permitted by Article II Section 11 and submitting the matter for a decision by email vote; or (3) calling a special in-person meeting of the State BoA or Executive Committee.

DUTIES OF STATE GOVERNOR

ARTICLE V. SECTION 2. GOVERNOR. The Governor is the chief executive officer of FSMMD and, as such, shall preside at all meetings of the members of FSMMD, the State BoA and the Executive Committee. The Governor shall have the authority and discretion to appoint a Parliamentarian, an Auditor, and such committees (and serve as an *ex officio* member of each) as are necessary or appropriate in his/her opinion for the proper conduct of FSMMD's affairs, and in general to perform all other duties as are customary for the chief executive officer of a similar non-profit organization or as are assigned from time-to-time by the State BoA.

I. CHRONOLOGICAL

A. NOVEMBER – ANNUAL MEETING OF STATE BoA

1. In coordination with the State Counsellor, the State Governor is Responsible for preparing the Agenda for the meeting and notifying the State Secretary, who will email a Notice of Meeting and the Agenda to each BoA member at least 30 days prior to the date of the meeting.
2. Article VII Section 1 of FSMMD's bylaws prescribe that the annual meeting of the members "shall be held each year on the Saturday closest to November 21st, the anniversary of the signing of *The Mayflower Compact*, at a time and place determined by the State BoA." At the annual State BoA meeting in November, the State Governor should request that the State BoA adopt a resolution setting the date, time and place of the annual members' meeting for the following year.
3. The State Governor is responsible for soliciting a Colony to host the annual members' meeting for the following year. FSMMD tradition is that the last annual meeting at which a State Governor will preside (i.e., the annual meeting when new State Officers will be elected) is hosted by the outgoing State Governor's home Colony.

B. NOVEMBER – ANNUAL MEETING OF MEMBERS

1. In coordination with the State Counsellor, the State Governor is responsible for preparing the Agenda for the members' meeting following the order of business specified in Article VII Section 5 of the Bylaws and notifying the State Secretary, who will have copies printed.
2. The State Governor is responsible for coordinating with the State Newsletter Editor to be sure a Notice of Annual Meeting is published in *The Florida Pilgrim* at least 15 days prior to the date of the annual members' meeting.
3. The State Governor should remind the governor of the Host Colony to call upon the State Treasurer for the amount of the Annual Meeting Stipend. *See Standing Rule 7.1.1.*
4. The State Governor is responsible for requesting a Proclamation commemorating "Mayflower Compact Day" from the Governor of the State of Florida and from the local mayor of the principal city within the geographical territory of the Host Colony.
5. The Host Colony is solely responsible for choosing the hotel facility, entertainment, selecting a guest speaker, musical interlude, or other suitable program; determining the menu and the price to be paid by each member and guest for attending the banquet; providing table decorations; furnishing a Registration Committee to handle member and guest registrations, attendance records, dinner tickets, program distribution and related matters.

C. APRIL – SPECIAL MEETING OF STATE BoA OR OF MEMBERS

1. The State Governor is the only FSM D members who, acting alone, has the authority to call a special meeting of the State BoA or a special meeting of the members. Article VII Section 2 of the Bylaws provides:

SECTION 2, SPECIAL MEETINGS OF MEMBERS & STATE BoA. Special meetings of the members of FSMD, or special meetings of the State BoA, shall be held at such time(s) and place(s) as specified in a Notice of Meeting signed and delivered to FSMD's Secretary by: (i) FSMD's Governor; (II) a majority of the members of the Executive Committee; (III) one-third (1/3rd) or more of the members of the State BoA; or (iv) fifty (50) or more FSMD members in good standing. No special members' or State BoA meetings may be held sooner than thirty (30) days from the date on which the Secretary sends a copy of the Notice of Meeting to all State BoA members by postal or electronic mail. No business except that specifically stated in the Notice of Meeting shall be considered at any special membership or State BoA meeting.

2. The Spring meeting of the State BoA is a "special" meeting, so the State Governor is responsible for notifying the State Secretary of the date, time and place of the Spring BoA meeting far enough in advance so that the State Secretary can email a Notice of Meeting to each member of the State BoA at least 30 days in advance of the meeting.
3. In coordination with the State Counsellor, the State Governor is responsible for preparing the Agenda for the Spring BoA meeting and furnishing it to the State Secretary so it can be included with the emailed Notice of Meeting under @2 above.

II. ROUTINE

1. The State Governor shall preside at all meetings (annual or special) of the members of FSMD, of the State BoA and of the Executive Committee of the State BoA.
2. The State Governor shall determine which matters which arise during those periods of time when the State BoA is not in session should be acted upon by the Executive Committee before the next meeting of the State BoA. *See Article III Section 8.* For any such matter(s), s/he shall (1) sign and deliver to the State Secretary a Notice of Meeting for service on each member of the Executive

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Committee at least 30 days prior to the date of such meeting; (2) call a meeting of the Executive Committee by electronic means (*e.g.*, telephone conference call, Skype, etc.) and submit such matter(s) to an electronic vote of the members of the Executive Committee; or (3) without the necessity of holding either an in-person or electronic meeting, submit such matter(s) to an electronic vote of the members of the Executive Committee.

3. The State Governor shall:
 - (a) appoint the Chair of all Standing Committees (*see* Standing Rule 5.2.1.) and, in consultation with the Chair, appoint such other committee members as may be deemed necessary or desirable. Serve as *ex officio* member of each Standing Committee (except the Nominating Committee); and
 - (b) review all committee proposals before they are submitted to the Executive Committee, the State BoA or the members for action.
4. The State Governor shall appoint a Parliamentarian who shall advise the Governor on matters of parliamentary procedure when requested to do so. *See* Article VII Section 6. *See also* pg. 27, below.
5. The State Governor shall foster and promote close communications between FSMD and the General Society and advise, or have the State Secretary advise, the General Society of FSMD activities, with copies to the DGG and AG>
6. The State Governor shall foster and promote close communications between FSMD and its members by (among other things):
 - (a) Visiting as many Colonies as schedule permits to keep the members fully informed of developments at the state and national levels; and
 - (b) Preparing a “Governor’s Message” for each issue of FSMD’s newsletter, *The Florida Pilgrim*, and consulting with the State Newsletter Editor as to items to be published to keep members fully informed.

DUTIES OF DEPUTY GOVERNOR

ARTICLE V. SECTION 3. DEPUTY GOVERNOR. The Deputy Governor is the assistant chief executive officer of FSMD and, as such, shall, if the Governor is temporarily absent or disabled, perform all of the duties of the Governor. In addition, the Deputy Governor shall perform such other duties as shall from time-to-time be delegated by the Governor or assigned by the State BoA.

The Deputy Governor is responsible for:

- I. Performing all of the duties of the State Governor if the incumbent State Governor is temporarily absent or disabled.
- II. Succeeding to the office of State Governor for the unexpired term if the incumbent State Governor dies, resigns or is removed.
- III. Preparing and presenting the Courtesy Resolution to the host Colony at each Annual Meeting of members.
- IV. Performing such other duties as are delegated from time-to-time by the State Governor or assigned by the State BoA.

DUTIES OF STATE RECORDING SECRETARY

ARTICLE V. SECTION 4A. RECORDING SECRETARY. The Recording Secretary, shall (a) keep (and distribute or publish as necessary) an accurate record of all meetings and proceedings of FSMD’s members, of the State BoA and of the Executive Committee; (b) notify FSMD’s members and members of the State BoA and the Executive Committee of all general membership, State BoA or Executive Committee meetings properly called; and (c) obtain from each colony secretary and maintain (and distribute or publish as necessary) a list of the names, mailing addresses, phone numbers and email addresses of all members of the State BoA.

I. MINUTES OF MEETINGS

The State Recording Secretary is responsible for taking, keeping and distributing or publishing (as necessary) an accurate record of all meetings and proceedings of FSMD’s members, of the State BoA and of the Executive Committee of the State BoA, including any actions taken by the State BoA or Executive Committee by email vote without a meeting or by email vote taken in connection with an electronic meeting.

If reasonably feasible, a draft of the minutes of all meetings of the State BoA (or Executive Committee) and all adopted resolutions shall be circulated by the State Recording Secretary to the members of the State BoA (or Executive Committee) for review and correction (or approval) not later than thirty (30) days following the date of the meeting.

The State Recording Secretary is also responsible for maintaining and distributing as necessary a list of the names, mailing addresses, telephone numbers and email addresses of all members of the State BoA. Each Colony Secretary shall send a list of all newly elected Colony officers to the State Recording Secretary. The State Recording Secretary may distribute such information to the General Society and to the Colony Governors and Colony Secretaries of FMD’s 17 Colonies but otherwise distribution shall be on a limited need-to-know basis so as to protect the individual privacy rights of each State BoA member.

FSMD’s official records include but are not limited to: (1) Minutes of Meetings; (2) Membership Roll and (3) Notices and Communications.

II. CHRONOLOGICAL

A. APRIL – SPRING MEETING OF BoA

The State Recording Secretary shall receive from the State Governor the notice of the date, time and place of this special meeting of the State BoA and the proposed agenda; then shall distribute by email or USPS first class mail copies of the notice and agenda to each member of the State BoA at least thirty (30) days prior to the date of the meeting.

The State Recording Secretary shall request that all State Officers, the DGG, the AG, all Standing Committee Chairs and all Colony Governors submit their reports in writing prior to the opening of such meeting.

B. NOTICES AND COMMUNICATIONS

The State Recording Secretary is responsible for giving notices of the date, time and place of the annual or any special meeting of members of FSMD, of the State BoA or of the Executive Committee of the State BoA. Distribution of notices to the members of the State BoA or Executive Committee may be by USPS first class mail or email. Distribution of notices to FSMD's members may be in accordance with Article X. Section 3C. of FSMD's Bylaws, which provides in connection with proposed bylaw amendments:

Distribution to Members. Distribution may take any one or more of the following forms: (i) posting the full text of such amended document on FSMD's website; (ii) emailing the full text of such amended document to those members for whom FSMD has an email address; (iii) mailing the full text of such amended document to those FSMD members for whom FSMD has no email address; (iv) publishing the full text of such amended document in *The Florida Pilgrim*; (v) publishing in *The Florida Pilgrim* a notice that FSMD's Constitution & Bylaws or the Standing Rules have been amended and that the full text is available for review on FSMD's website; or (vi) publishing in *The Florida Pilgrim* a notice that FSMD's Constitution & Bylaws or the Standing Rules have been amended and that any member may make a written request to FSMD's Recording Secretary for a copy of the document as amended.

C. NOVEMBER – ANNUAL MEETING OF FSMD MEMBERS

The State Recording Secretary shall receive from the State Governor the notice of the date, time and place of the annual meeting of FSMD's members and the proposed agenda and shall then coordinate with the Webmaster of FSMD's website and the State Newsletter Editor so that the Notice of Annual Meeting is posted on the website and is published in *The Florida Pilgrim* at least fifteen (15) days prior to the date of such meeting. Mailing an individual Notice of Meeting to each FSMD member is an unnecessary expenditure and shall not be required.

The State Recording Secretary shall request that all State Officers, the DGG, the AG, all Standing Committee Chairs and all Colony Governors submit their reports in writing prior to the opening of such meeting.

The State Recording Secretary shall take and record accurate minutes of each annual members' meeting. A draft of such minutes shall be circulated by the State Recording Secretary to the State Governor and State Counsellor for review and correction (or approval) not later than sixty (60) days following the date of the meeting. The State Recording Secretary shall then finalize the meeting minutes by incorporating any additions, deletions or corrections, and shall then forward a copy of the final minutes to the State Governor for written endorsement of his/her approval. The final endorsed minutes shall be returned to the State Recording Secretary and placed in her permanent file(s) with a copy being emailed to each member of the State BoA and to the State Newsletter Editor so a summary may be published in *The Florida Pilgrim* which is distributed to all members.

ARTICLE V. SECTION 4B. MEMBERSHIP SECRETARY. The Membership Secretary is the chief administrative officer of “FSMD and, as such, shall: (a) be the official Roll keeper responsible for maintaining an accurate and complete list of all past and present FSMD members (“FSMD Membership Roll”), including a list of all present FSM members in good standing (“FSMD Active Membership Roll”); (b) send prompt notice of the death of each active FSMD member of which s/he becomes aware to the Governor, Historian and Elder; (c) make such notices and communications to members as may be ordered by the Governor, the State BoA or the Executive Committee; and (d) make such reports and perform such other duties as are assigned from time-to-time by the Governor, the State BoA or GSMD’s Secretary General or as are customary for the secretarial officer of a non-profit organization.

The State Membership Secretary is the “chief administrative officer” of FSMD and, as such, is the society’s official recordkeeper. Any dispute or other issue as to the genuineness or authenticity of any FSMD record shall be conclusively resolved in favor of the genuineness and authenticity of the version of such record as maintained by the State Membership Secretary in his/her official permanent file(s). FSMD’s official records include but are not limited to: (1) Minutes of Meetings; (2) Membership Roll; and (3) Notices and Communications.

I. MEMBERSHIP ROLL

The State Membership Secretary is the official Roll keeper responsible for maintaining an accurate and complete list of all past and present FSMD members (“FSMD Membership Roll”), including a list of all present FSMD members in good standing (“FSMD Active Membership Roll”).

The State Membership Secretary is custodian of: (1) a complete 3X5 index card file of active members (including new applicants once notice is received from the State Historian of the approval of such applicant as a member, transfer in, and reinstatements) sorted alphabetically by Colony and alphabetically by last name; and (2) a 3X5 index card file of former or inactive members (including those who are deceased, who transferred out, who resigned in good standing or who were ordered removed from the Active Membership Roll by the State BoA for non-payment of dues), sorted alphabetically by name.

Regarding deaths of FSMD members, it is expected that each Colony Secretary shall notify the State Membership Secretary of the death of a member of that Colony as soon after the Colony Secretary becomes aware of such death as possible. The State Membership Secretary is then responsible for notifying the State Elder of the member's death, including (when known) the deceased member's full name, last known address, State and General numbers, date and place of death, *Mayflower* ancestor, and the name and address of the next of kin to whom condolences are to be sent.

The State Membership Secretary is also responsible for filing a monthly report on FSMD's membership changes (including new members, transfers in, transfers out, supplementals, name and address changes, resignations and deaths) with the membership office of the General Society, copies of which are to be furnished to the State Governor, the State elder, the State Newsletter Editor, and the Colony Governors and Colony Secretaries of the FSMD's 17 Colonies.

The State Membership Secretary is also responsible for filing, before February 1st, an annual report with the Secretary General of the General Society reporting the number of members of FSMD as of the last day of each calendar year. It is this report upon which GSMD bases its annual per capita dues assessment owed by FSMS. A copy of this annual report is also furnished to the State Treasurer so s/he can prepare and send the State dues assessment notices to each Colony.

The State Membership Secretary is also responsible for handling communications as may be ordered by the State Governor, the State BoA or the Executive Committee; and performing such other duties as are assigned from time-to-time by the State Governor, the State BoA or GSMD's Secretary General or as are customary for the secretarial officer of a non-profit organization.

II. CHRONOLOGICAL

A. JANUARY – Annual Report to GSMD Secretary General

As soon after each January 1st as is reasonably practicable, the State Membership Secretary shall report the total number of FSMD members as of the preceding December 31st, taking into account deaths, resignations, members dropped, and transfers out.

The State Membership Secretary shall place a copy in the permanent file and send the original to the Secretary General of GSMD.

The State Membership Secretary shall notify the State Governor and State Treasurer of this report.

B. AUGUST

The Membership Secretary shall, no later than September 1st of each year in which FSMD will hold an election of new State Officers, order from GSMD at FSMD's expense the Past State Governor's Insignia to be presented to the retiring State Governor at that year's annual members' meeting.

C. NOVEMBER – ANNUAL MEETING OF STATE BoA

Article III Section 4 of FSMD's Bylaws provide that "[t]he regular annual meeting of the State BoA shall be held once a year immediately preceding FSMD's annual membership meeting," so it is not necessary that the State Membership Secretary wait to receive from the State Governor a notice of call of such meeting. The State Membership Secretary shall, however, receive the proposed agenda for such meeting from the State Governor and shall distribute copies by email or postal mail to each member of the State BoA at least thirty (30) days prior to the date of the meeting.

In the discretion of the State Governor and subject to unanimous consent of the members of the State BoA present, reports by the State Officers, Standing Committee Chairs and Colony Governors may be deferred to the general membership meeting. The agenda for the annual State BoA meeting may be limited to reports by the 17 Colony Governors of the names and General and Florida membership numbers of those colony members who have not yet paid their current year's dues and who are recommended by the Colony to be dropped by the State BoA from FSMD's Active Membership Roll for non-payment of dues. Removal of delinquent members for non-payment of dues is within the authority of the State BoA, not the local Colonies, and formal action must be taken by the State BoA at its annual meeting if delinquent members are to be removed from active status before the end of the calendar year.

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The Membership Secretary shall remove from FSMD's Active Membership Roll as of December 31st of each year those delinquent members covered by a "drop" order contained in a resolution adopted by the State BoA at its annual meeting. Any delinquent member who cures such delinquency before year-end by paying the current year's dues in full shall not be removed from FSMD's Active Membership Roll.

Triennially, at the conclusion of the annual member' meeting at which new State Officers are elected and installed, the State Membership Secretary shall inform the General Society of the names, telephone numbers, postal and email addresses for all newly elected State Officers.

D. GENERAL CONGRESS YEAR (each third-year dating from 1978)

Article III Section 2.a. of the GSMD Constitution & Bylaws provide that:

"[t]he Government of the General Society shall be vested in a General Congress that shall consist of Officers of the General Society of Mayflower Descendants, former Governors General, Former Assistant Governors General and Delegates from the Member Societies, each Member Society being entitled to one Delegate for every fifty (50) members or majority thereof."

Delegates shall be selected by the State Membership Secretary from those expressing a desire to attend as a Florida Delegates with preference being give to State Officers and Colony Governors. Each Colony shall be allowed at least one representative, if desired. The State Membership Secretary shall determine who is to represent FSMD as Delegates and shall notify the GSMD Secretary General of Florida's total membership and the names of the Delegates by July 1.

DUTIES OF ASSISTANT RECORDING OR MEMBERSHIP SECRETARY. Standing Rule 5.4.1 states: “If the Recording Secretary or Membership Secretary, because of temporary disability or incapacity or any other reason, requires the services of an assistant to perform the functions of such office, an Assistant Recording Secretary or Assistant

Membership Secretary, as the case may be, may be appointed by the State BoA upon the recommendation of the Recording Secretary or Membership Secretary and Governor

DUTIES OF STATE TREASURER

ARTICLE V. SECTION 5. TREASURER. The Treasurer is the chief financial officer of FSMD and, as such shall: (a) take charge of and safeguard all funds belonging to FSMD; (b) keep suitable and accurate books of account; (c) charge, collect and receive all fees, dues and all other monies payable to FSMD; (c) remit FSMD funds in payment of its obligations as directed by the Governor or State BoA; report the condition of FSMD's treasury at all meetings of FSMD's members and to the Governor or State BoA upon request; and (f) perform such other duties as are assigned from time-to-time by the Governor or the State BoA or as are customary for the chief financial officer of a non-profit organization. The Governor shall be designated on all FSMD checking or savings accounts as an alternate signer to the Treasurer. The books of account and other records of the Treasurer shall be audited annually at FSMD's expense by an Auditor appointed by the Governor and approved by the State BoA. The Treasurer shall, if the State BoA so requires, furnish a surety bond for the faithful handling of FSMD's funds in an amount in excess of the estimated funds being held at any time, the premiums for which shall be paid from FSMD's funds.

I. ROUTINE

The State Treasurer is the chief financial officer of FSMD whose primary responsibility is to take charge of and safeguard all funds belonging to FSMD. Ancillary to but a necessary part of that primary responsibility, the State Treasurer must:

1. Keep suitable and accurate books of account;
2. Charge, collect and receive all fees, dues and all other monies payable to FSMD;

All sums received shall be posted to a Receipts Ledger showing the date and amount of the receipt, the source of funds, and the account to which the receipt is to be credited. Preliminary Application Fee for the prescribed amount (*See Standing Rule 4.3.1.*) in each case, whether initial supplementary

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application, comes from the State Historian. It is recorded by Colony name with date and amount of the person's check. Junior Applications come from the Junior Membership Chair, accompanied by the prescribed fee, the name of the sponsor, and the number assigned.

3. Remit FSMD funds in payment of its obligations as directed by the State Governor or State BoA. All funds shall be posted to a Disbursement Ledger showing the date and use of the disbursement, the supporting invoice for payment endorsed therein and the account to which the payment is to be debited.
4. Report the condition of FSMD's treasure at all meetings of FSMD's members and to the State Governor or State BoA upon request;

The State Treasurer is expected to present a detailed report at the State BoA Meeting in the Spring and a full report (including a proposed budget for the coming fiscal year) at the Annual Meeting in November.

5. Administer the Life Membership Program of FSMD; and

A FSMD member who is over 50 years of age and has been a FSMD member in good standing for 5 years may apply for Life Membership upon payment of the Life Membership Fee prescribed in the Bylaws and upon submitting an appropriate Life Membership Application to the State Treasurer, the State Treasurer. Upon receipt of an application and applicable fee from a Colony Treasurer, the State Treasurer is responsible for confirming with the State Historian that the applicant satisfies the eligibility criteria. If so, the State Treasurer shall process the applicant's application and issue a Life Membership Number, which shall be entered in a separate FSMD Life Membership Roll to be maintained by the State Treasurer, and shall issue a Life Membership Card to the applicant and send the same to the Colony Treasurer for delivery. The State Treasurer shall segregate all Life Membership Fees so received in a separate Life Membership Reserve Fund from which Colonies are reimbursed for annual dues payments made on behalf of Life Members of such Colony.

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It is expected that each Colony Treasurer will notify the State Treasurer before February 1st of each year whether that Colony's Life Member(s) are still alive or whether any are deceased.

6. Perform such other duties as are assigned from time-to-time upon request by the State Governor or the State BoA or as are customary for the chief financial officer of a non-profit organization.

FSMD membership cards are issued by the State Treasurer upon request from the Colony Treasurers, at no charge.

Only if the State BoA so requires, the State Treasurer shall furnish a surety bond for the faithful handling of FSMD's funds in an amount in excess of the estimated funds being held at any time. If a surety bond is required, the premiums charged for that protection shall be paid from FSMD's funds, not by the State Treasurer personally.

II. CHRONOLOGICAL

1. DECEMBER

When a new State Treasurer is first elected to office, the outgoing and incoming State Treasurers shall cooperate in the shifting of checking accounts and in obtaining new signature cards, CDs, etc., which have not yet come due. Any signature cards must show the State Governor as an authorized signatory on all FSMD accounts.

2. JANUARY

As soon as the State Treasurer received a copy of the annual membership report filed by the State Secretary with GSMD showing the number of FSMD members (i.e., total and broken down by Colony) as of the preceding December 31st, but in no event later than February 1st, the State Treasurer shall prepare and deliver by postal mail or email to the Colony Governor and Colony Treasurer of each Colony a Colony Assessment Letter showing the total amount of FSMD and GSMD dues which such Colony owes to the FSMD

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Treasurer based on the Colony's reported membership. Each Colony is responsible for making payment to the State Treasurer of the amount assessed as soon as possible but in no event later than March 1st.

3. MARCH

By March 1st of each year, the State Treasurer shall send to each Colony Treasurer a check covering refunds for:

- (a) New members admitted during the preceding year - \$___ each.
- (b) Supplementals approved during the preceding year - \$ ___ each.
- (c) Transfers from outside Florida during the preceding year - \$___ each.
- (d) Reimbursement of annual dues paid on behalf of the Colony's Life Member Fees - \$34.00 each.

4. Promptly after receiving notice from GSMD's Treasurer General stating the sum due for state dues (\$11 per capita, increasing to \$15 for calendar year 2016 and subsequent years), the State Treasurer shall remit the total amount due to GSMD.

5. OCTOBER

The State Treasurer shall send to Colony Treasurer of the Host Colony of the Annual Meeting an expense check (\$800.00) not later than October 10.

6. NOVEMBER

Prior to the FSMD annual meeting, the State Treasurer shall deliver or make available all books of account (including, at a minimum, a Receipts Ledger, a Disbursements Ledger, a Balance Sheet, and copies of all bank statements) to the Auditor appointed by the State Governor for the performance of the annual audit.

DUTIES OF STATE HISTORIAN

ARTICLE V, SECTION 6. HISTORIAN. The State Historian, working in close cooperation with GSMD’s Historian General, is the chief genealogical authority of FSMD in all matters pertaining to a person’s eligibility for FSMD membership under Article IV. Section 1. The State Historian shall: (i) be the custodian of all blank membership applications, lineage papers and computer disks; (ii) examine and report on all lineage papers (both original and supplemental) of applicants submitted by colony historians before forwarding the same to GSMD’s Historian General for approval; (iii) when practicable, assist applicants in filling out their lineage papers and in counseling colony historians how to do the same; and (iv) have charge of the issuance of a FSMD Passport (including assignment of a FSMD membership number) and approved lineage papers notifying applicants of their approval for GSMD membership and election to FSMD. The State Historian is also responsible for: (v) maintaining and preserving, to the extent feasible, a historical record of FSMD’s activities, celebrations and historical documents, papers and speeches, and (vi) for carrying out such other duties as may be assigned from time-to-time by the Governor or the State BoA.

The State Historian, working in close cooperation with GSMD’s Historian General, is the chief genealogical authority of FSMD in all matters pertaining to a person’s eligibility for FSMD membership under Article IV. Section 1, which reads in pertinent part:

All natural persons over eighteen (18) years of age who can prove to FSMD’s and GSMD’s satisfaction that they are descended from a passenger on the *Mayflower* on the voyage which terminated at Plymouth, New England, in December 1620 shall be eligible for Regular Membership pursuant to Section 3 of this Article IV.

Before forwarding a person’s application and lineage papers to GSMD’s Historian General for approval, the State Historian is responsible for determining that: (1) the person’s lineage shows that s/he is a direct descendant of one or more of the passengers on the

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Mayflower which arrived in Cape Cod Bay in November 1620; (2) the documentary proofs attached to the person's application are satisfactory and sufficient evidence of each fact which comprises a part of that person's lineage; and (3) the person's application is in the format and contains all information required by GSMD's Historian General to enable it to determine whether the person's application should be approved or not.

The State Historian shall not forward to the GSMD Historian General for approval any applicant's application and lineage papers unless the State Historian is satisfied that all three of such determinations are in fact true.

At the 18 November 2017 BoA Member's Meeting, it was voted to accept three (3) Co-Historians to work with the State Historian and that the State Historian is to be the head FSMD Historian / subordinates are not BoA members and have no vote. It has been determined that the workload is now too much for a single person. PASSED.

I. ROUTINE

The State Historian shall:

1. Be the custodian of all blank membership applications, lineage papers and computer disks;

The State Historian is custodian of:

- A. All approved lineage papers, both active and inactive.
- B. Complete alphabetical card files
 1. A 3X5 file of active members, alphabetical by colony
 2. A 3X5 file of inactive members, alphabetical by name
- C. Forms
 1. Preliminary Application blanks
 2. Lineage blanks
 3. Worksheets (Lineage and Worksheet forms are obtained from the Historian General for a fee which is billed to the State Treasurer by the Treasurer General).
 4. Computer Disk of forms
 5. Instruction Sheets
 6. Passports

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- D. State Historian's Books in which are recorded:
 - 1. Adult Membership in numerical order
 - 2. Loss in Membership with dates
 - 3. Current State Historian's Reports
 - E. All former State Historians' files with reports made at the Annual Meetings and State BoA meetings of FSMD.
 - F. Year Book file; Scrap Books; and all rejected Lineage Papers.
 - G. Books, microfiche, etc., for use in tracing lineages for prospective members.
2. Examine and report on all lineage papers (both original and supplemental) of applicants submitted by Colony Historians before forwarding the same to GSMD's Historian General for approval, including
- A. Process all applications
 - B. Answer questions posed by prospective members and other interested persons
3. When practicable, assist applicants in filling out their lineage papers and in counseling Colony Historians how to do the same; have charge of the issuance of a FSMD Passport (including assignment of a FSMD membership number) and approved lineage papers to notify applicants of their approval for GSMD membership and election to FSMD.

The State Historian shall place the State membership number on all lineage papers accepted by the Historian General.

All passports shall be dated by the State Historian, placing the correct date of election to FSMD and given to all new members.

- 4. Maintain and preserve to the extent feasible a historical record of FSMD's activities, celebrations and historical documents, papers and speeches, and
- 5. Carry out such other duties as may be assigned from time-to-time by the State Governor or the State BoA.

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- A. Prepare and deliver the State Historian's Report at each Annual Meeting of the members of FSMD and an Interim Report at the Spring meeting of the State BoA;
- B. Read the Roll Call of Ancestors at the Annual Banquet;
- C. Maintain correspondence only until each Lineage Paper has been approved by the Historian General; only that which is considered of permanent importance is placed in the permanent file;
- D. Keep an expense record (copying, stamps, supplies, etc.,) with receipts, and send them to the State Treasurer to be reimbursed as needed.

II. PROCEDURE FOR HANDLING LINEAGE PAPERS

1. When the State Historian receives the Preliminary Application with the appropriate application fee checks (i.e., one made payable to GSMD for \$75 and one made payable to FSMD for \$49)
 - A. Date, initial and record the check numbers on the Preliminary Application and forward the FSMD check to the State Treasurer, the GSMD check is held until a completed and signed Application for Membership is submitted to GSMD's Historian General for approval at which time the GSMD check must accompany the Application;
 - B. Correspond with the applicant, sending the Worksheet and Instructions, advising that the Worksheet and two sets of proofs are to be submitted to the Colony Historian.
2. Upon receiving the Worksheet and proofs from the Colony Historian, check carefully for corrections.
 - A. If approved, the State Historian sends the applicant an Application for Membership;
 - B. If not approved, the State Historian returns the Worksheet to the applicant with suggestions for further research, advising assistance from the Colony Historian.
3. When completed, the Application for Membership is returned to the State Historian who checks it again, signs and dates it and attaches one set of proofs. Proofs are marked with the name of the applicant and Florida on the top document (which should be the applicant's birth record) and on the back of the last document, sending all to the Historian General.

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4. The second set of proofs (the FSMD copies) are retained until the Application is approved, when they will be attached to the FSMD copy along with the Preliminary Application.
5. If the Application is approved by the Historian General, the State Historian is notified by e-mail of the approval. The State Historian then:
 - A. Notified the Plymouth office of the Historian General by e-mail of the State membership number assigned to the new member;
 - B. The Historian General then affixes the State number, the General Society number and the election date and makes a copy of the corrected lineage paper and returns it to the State Historian;
 - C. The State Historian then makes a copy of the lineage paper, types the Passport and sends both to the new member.
 - D. Information is entered in the New Member section.
 - E. The 4X6 and 3X5 cards are prepared and sent by email to the Colony Historian (who is responsible for notifying the Colony Secretary and Colony Treasurer of the acceptance of the new member) and to the State Secretary.
 - F. The FSMD copy is then placed in the State Historian's permanent file.
6. If the Historian General requires additional proof, the State Historian writes the applicant, enclosing a photocopy of the Historian General's letter and advising contact with the Colony Historian, assisting both in obtaining any additional proofs if need be.
7. If the Historian General rejects the Application, the State Historian notifies the applicant and the Colony Historian, and the application and proofs are filed in the State Historian's Rejected File.
8. If an applicant does not submit the Worksheet within the required time limit, an extension of time may be granted. Should no Worksheet be submitted after a reasonable length of time, the State Historian may write the applicant concerning his/her action in the matter, or contact the Colony Historian for follow-up.

III. SUPPLEMENTALS

The State Historian receives Preliminary Applications for Supplementals and follows the same procedure as for a new member.

IV. DEATHS, RESIGNATIONS AND DROPPED MEMBERS

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These are recorded in the State Historian's Book and their cards are removed from the Colony file and moved to the Inactive files.

DUTIES OF STATE ELDER

ARTICLE V. SECTION 7. ELDER. The Elder is the spiritual leader of FSMD and, as such, is responsible for: (i) offering an invocation and benediction at all regular or special FSMD membership and State BoA meetings; (ii) sending a message of condolence on behalf of all FSMD members to the family of a deceased FSMD member; (iii) conducting an appropriate and solemn service at each annual FSMD membership meeting in remembrance of those FSMD members who have passed away since the prior year's meeting, and (iv) performing such other duties as maybe assigned from time-to-time by the Governor or the State BoA.

The State Elder may or may not be an ordained elder, bishop, minister or deacon of a Christian Church.

The State Elder is the spiritual leader of FSMD and should, therefore, be a practicing Christian, not an avowed atheist or agnostic.

The State Elder is responsible for:

1. Offering an invocation and benediction at all regular or special FSMD membership and State BoA Meetings;
2. Sending a message of condolence on behalf of all FSMD members to the family of a deceased FSMD member;
3. Conducting an appropriate and solemn memorial service at each annual FSMD membership meeting in remembrance of those FSMD members who have passed away since the prior year's meeting; and keeping a Memorial Roll which includes names of deceased members, their State and General Numbers, their Colony affiliation, their *Mayflower* ancestor, their last-known address, and the name and address of their next of kin, if known; and
4. Performing such other duties as may be assigned from time-to-time by the State Governor or the State BoA, including assisting Colony Elders when guidance in the performance of their duties is requested.

DUTIES OF STATE CAPTAIN

ARTICLE V. SECTION 8. CAPTAIN. The Captain is the chief ceremonial officer of FSMD and, as such, shall: (i) protect FSMD's flags and cause them to be properly displayed at all membership and State BoA meetings; (ii) lead the Pledge of Allegiance to the US Flag and the Salute to the Mayflower Society Flag, and read *The Mayflower Compact*, at all membership and State BoA meetings; (iii) carry out all lawful orders of the Governor or the State BoA; (iv) act as Marshall at parades and on ceremonial occasions; and (v) perform such other duties as may be assigned from time-to-time by the Governor or the State BoA.

The State Captain is the chief ceremonial officer of FSMD and, as such, is responsible for:

1. Protecting and safeguarding FSMD's flags (US and Mayflower Society) and flag stands and causing them to be prominently display at all annual or special meetings of the members of FSMD or of the State BoA; as part of this responsibility, the State Captain is required to know and follow all recognized protocols and procedures for the proper handling and display of the US flag;
2. Leading the Pledge of Allegiance to the US Flag and the Salute to the Mayflower Society flag and reading The Mayflower Compact at all annual or special meetings of the members of FSMD or of the State BoA;
3. Carrying out all lawful orders of the State Governor or the State BoA;
4. Acting as Marshall at all parades and on all ceremonial occasions; and
5. Performing such other duties as may be assigned from time-to-time by the State Governor of the State BoA.

DUTIES OF STATE COUNSELLOR

ARTICLE V. SECTION 9. COUNSELLOR. The Counsellor, working in close cooperation with GSMD's Counsellor General, is the chief legal officer of FMSD and, as such, is responsible for rendering legal advice and opinions upon matters pertaining to FSMD's operations when requested to do so by the Governor or the State BoA.

The State Counsellor should, if at all possible, be an attorney admitted to practice law in the State of Florida (including an attorney so admitted but currently under "inactive" or "retired" status). If a Florida attorney is not available, the State Counsellor may be an attorney admitted to practice law in a state other than Florida (including an attorney so admitted but currently under "inactive" or "retired" status in that state).

The State Counsellor is the chief legal officer of FSMD and, in that role, is responsible for rendering legal advice and providing written legal opinions or other assistance to the State Officers and to the members of the State BoA concerning: (1) the interpretation and legal effect under Florida law of any provisions of FSMD's Constitution & Bylaws or Standing Rules; and (2) any other legal questions which arise in connection with FSMD's (or any of its Colonies') existing or proposed operations and activities.

The State Counsellor may, if asked, assist the State Governor and State Secretary with the preparation and service (or publication) of notices and proposed agendas for all annual or special meetings of the members of FSMD, of the State BoA, or of the Executive Committee of the State BoA, to insure that all such meetings are properly called and legally held.

The State Counsellor is responsible for assisting and advising the Chair of the State Bylaws Committee in connection with any proposed amendments to FSMD's existing Constitution and Bylaws and for passing on the legality of any proposed bylaw amendments which are submitted by that Committee to the State BoA for approval and recommendation to the general membership for adoption.

When requested to do so by a Colony Governor, the State Counsellor is responsible for assisting and advising a Colony in connection with any proposed amendments to the Colony's existing bylaws or the adoption of initial bylaws by a newly-chartered Colon.

DUTIES OF STATE PARLIAMENTARIAN

ARTICLE V. SECTION 2 of FSM's Bylaws provides in part that:

The Governor shall have the authority and discretion to appoint a Parliamentarian, . . .

And **ARTICLE VII. SECTION 6** provides:

SECTION 6. RULES OF ORDER. All regular and special meetings of FSMD's Members and the State BoA shall be conducted in accordance with the rules contained in the then-current edition of *Robert's Rules of Order - Newly Revised*, provided such rules are not inconsistent with any special rules or order adopted by majority vote of those present and entitled to vote at such meeting.

The Parliamentarian is appointed by the State Governor and serves at his/her pleasure. The Parliamentarian is not a State Officer or a member of the State BoA.

The Parliamentarian is responsible for being familiar with FSMD's Bylaws and with the most-current edition of *Robert's Rules of Order - Newly Revised*, with attending all annual or special meetings of the members of FSMD and of its State BoA, and with being available for telephone consultation at all meetings of the Executive Committee of the State BoA, and for advising the State Governor on all questions of parliamentary procedure when called upon by the State Governor to do so.

The Parliamentarian may advise the State Governor concerning a Point of Order, but it is the State Governor, as presiding officer at the meeting, who is responsible for ruling on the matter.

The Parliamentarian is not responsible for giving advice on questions of interpretation of FSMD's Constitution & Bylaws, that being the duty of the State Counsellor. However, the Parliamentarian must be familiar with FSMD's Constitution & Bylaws because his/her advice must abide by *Robert's Rules of Order-Newly Revised* when not in conflict with FSMD's Constitution & Bylaws.

The rules contained in Robert's Rules of Order – Newly Revised may also be superseded by “any special rules or order adopted by majority vote of those present and entitled to vote at such meeting.”

PART II – PROCEDURES FOR APPOINTMENT OF DGG AND AG

ARTICLE VI. SECTION 4. APPOINTMENT OF DGG & AG. Subject to Confirmation by action of GSMD’s General BoA, FSMD is entitled to be represented on GSMD’s General BoA by a Deputy Governor General (“DGG”) and an Assistant General (“AG”) who shall be appointed triennially in the following manner. Commencing with the election and installation of FSMD’s Governor at the 2014 annual membership meeting, the immediate past Governor shall automatically be appointed to serve as AG for the succeeding three (3) year term and the incumbent AG shall automatically be appointed to serve as DGG for the succeeding three (3) year term. If a vacancy occurs in either position because of the death, resignation or incapacity of the incumbent, the State BoA shall have the authority to appoint a successor to serve the balance of the incumbent’s unexpired term.

The 2014 amendments to FSMD’s Bylaws changed the procedure for the selection of FSMD’s two representatives on the General Society’s General BoA from election to appointment. Under the old procedure, nominations for those two positions were solicited from each of the Colonies and an election was held at the annual State BoA meeting in November of the year immediately prior to the next triennial General Congress.

The reason for the change is to insure continuity in FSMD’s representation on the General BoA. The change was proposed by the Alden Colony. Commencing with the election and installation of FSMD’s Governor at the 2014 annual membership meeting, the immediate past Governor shall automatically be appointed to serve as AG for the succeeding three (3) year term and the incumbent AG shall automatically be appointed to serve as DGG for the succeeding three (3) year term. It was explained that this is how FSMD has operated for many years and the Alden Colony proposal would merely codify this practice.

Such nominations are subject to confirmation by formal election by the General BoA.

ARTICLE V. SECTION 3 of GSMD’s Bylaws states:

SECTION 3: NOMINATIONS AND ELECTIONS FOR DGG & AG. The General Congress shall elect as Deputy Governors General and Assistants General, only those persons from each Member Society who are members of said Member

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Society, and who are nominated by their respective Member society or who are selected by the plurality vote of the delegates present representing said Member Society at the General Congress. If a Member Society is not represented at the General Congress, the General Congress may elect for Deputy Governor General and Assistant General of the unrepresented Member Society, members nominated by that Member Society for the two positions.

If a vacancy occurs in either position because of the death, resignation or incapacity of the incumbent, the Member BoA has the authority to appoint a successor to serve the balance of the incumbent's unexpired term.

JUNIORS, PROCEDURE FOR ADMISSION, TRANSFER & CONVERSION

I. Application

- A. Application form is available on FSMD website: www.flmayflower.com or from the State Junior Chair.
- B. Available to Colony Junior Committee Chairs (or the Colony Historian).
- C. May be reproduced at the Colony level.

II. Eligibility

A person who has a proven lineage to the Mayflower passenger and who is less than 18 years of age may be sponsored by a current FSMD member for “Junior Membership”. The eligibility rules and procedures are set forth in FSMD’s Bylaws:

ARTICLE IV MEMBERSHIP

SECTION 1. ELIGIBILITY. All natural persons over eighteen (18) years of age who can prove to FSMD’s and GSMD’s satisfaction that they are descended from a passenger on the *Mayflower* on the voyage which terminated at Plymouth, New England, in December 1620 shall be eligible for Regular Membership pursuant to **SECTION 3** of this **ARTICLE IV**. **All such natural persons who are less than eighteen (18) years of age shall be eligible for Junior Membership pursuant to SECTION 6 of this ARTICLE IV.** All such natural persons who are fifty (50) years of age or older and who have been Regular Members in good standing of FSMD for at least five (5) years shall be eligible for Life Membership pursuant to **SECTION 4** of this **ARTICLE IV**.

SECTION 6. JUNIOR MEMBERSHIPS. An eligible natural person under the age of eighteen (18) years may become a Junior Member of FSMD as follows:

- a. Application for Junior Membership. Any FSMD Regular or Life Member in good standing (hereinafter called the “Sponsor”) may make application for Junior Membership on behalf of any minor

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Candidate who has a proven lineage from a Mayflower passenger. "Proven lineage" means that such candidate is related by blood Descent to a past or present FSMD member through the same line Of descent by which such member was approved by FSMD and GSMD For Regular Membership. Neither the candidate nor the Sponsor Shall be required to complete lineage papers or prove descent.

Processing and Approval of Applications. Applications shall be obtained from FSMD's Junior Membership Chair and returned to him/her for processing after completion by the Sponsor. After confirming with FSMD's Historian the candidate's proven lineage, FSMD's Junior Membership Chair shall assign a Junior FSMD Membership number and issue a Certificate of Junior Membership to the candidate, who shall automatically become a Junior Member of the same colony where the Sponsor is a member.

Standing Rule 4.6.1. Junior Application Fee. An application fee of thirty (\$30) dollars shall be paid with each original application for Junior Membership.

- b. **Duration of Junior Membership.** Once approved and issued a FSMD Junior Membership number, a Junior Members shall retain such status until s/he attains age twenty-five (25) years, when Junior Membership shall automatically terminate.
- c. **Ineligible to Vote or Hold Office.** A Junior Member is ineligible to vote At any regular or special meeting of FSMD members or to hold office.
- d. **Conversion to Regular Membership.** A Junior Member may, any time after attaining age eighteen (18) years and before attaining age Twenty-five (25) years, apply to convert from Junior Membership to Regular membership *provided* that the usual lineage papers shall have been furnished to and approved by FSMD's Historian and GSMD's Historian General prior to or at the time of the application for conversion. Payment of the normal non-refundable membership application fee shall be waived for any Junior Member making timely application for conversion. Upon approval, GSMD and FSMD membership numbers

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shall be assigned and the former Junior Member shall automatically be enrolled as a Regular Member of the same colony in which his/her Sponsor is a member.

III. INSTRUCTIONS

- A. Application must be typewritten, completely filled out and signed by Sponsor, then submitted with check for \$30 application fee to Colony Junior Chair or Colony Historian;
- B. Colony Junior Chair (or Colony Historian)
 1. Checks for accuracy;
 2. Signs form to signify Colony approval;
 3. Sends completed signed form to State Junior Chair with Sponsor's check payable to FSMD for the prescribed \$30 fee (*see* Standing Rule 4.6.1.)
- C. State Junior Chair
 1. Double checks the application for accuracy and authenticity;
 2. Confirms with State Historian and Colony Treasurer that the Sponsor is a FSMD member in good standing (i.e., current year's dues have been paid in full);
 3. Assigns the Junior Member number to the applicant;
 4. Sends notice of the election of the Junior Member to:
 - a. State Treasurer, along with the check;
 - b. Colony Junior Chair (or Colony Historian);
 - c. Sponsor by sending the Junior Member Certificate (Passport) and a copy of the *Mayflower Compact* along with the letter of welcome and responsibility of the Sponsor to encourage the Junior to become a Regular Member of FSMD when eligible at age 18 years.
 5. Retains the application form for the permanent Junior File
- D. State Junior Chair will update Junior File when:
 1. The Junior Member reaches the age of 18 years, sending an informative letter or email to the Junior Member or Sponsor regarding the Junior Member's eligibility to apply for Regular Membership;
 2. The Junior Member's application for conversion to Regular Membership is approved by GSMD's Historian General; and
 3. The Junior Member reaches age 25 years, when the Junior Member's membership automatically terminates.

IV. Conversion of Junior Membership to Regular Membership

- A. A Junior Member is a member of FSMD only, not GSMD. A Junior Member is eligible to convert to Regular Membership at any time after his/her 18th and before his/her 25th birthday.
1. Application is made on GSMD's approved form and must be accompanied by acceptable proofs of the applicant's lineage as a descendant of a Mayflower passenger.
 2. The application is created and processed first by the Colony Historian, who then submits it to the State Historian for approval, who finally submits it to GSMD's Historian General for approval.
 3. The applicant's payment of the normal application fee (currently \$115) is waived, and FSMD pays GSMD its required \$75 processing fee at the time the application is submitted to GSMD's Historian General.
 4. Application process begins with the Colony Historian working with the Junior Member, to insure that the application is complete and all required proofs are included.
 - a. Colony Historian should notify the State Junior Chair and State Historian when work on a Junior Member's application for GSMD membership is begun.
 - b. The State Junior Chair will confirm to the Colony Historian that the Junior is eligible for conversion, i.e., that the Junior has attained age 18 years but not yet attained age 25 years. If requested, the State Junior Chair will also furnish the Colony Historian with a copy of the Junior's Membership Certificate.
 - c. The State Historian will, upon receipt, review and approval of the Junior's lineage papers, request the State Treasurer to furnish a \$75 check payable to GSMD to accompany the Junior's application.

V. Transfer of Junior Membership

- A. Junior Member automatically becomes a member of the Colony to which his/her Sponsor belongs.

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- B. If the Sponsor transfers to another Colony, the Junior Member(s) linked to that Sponsor is/are automatically transferred as well.
1. The “losing” Colony’s Junior Membership Chair reduces that Colony’s number of Junior Members by XXX
 2. The “receiving” Colony’s Junior Membership Chair increases that Colony’s number of Junior Members by XXX
 3. The State Junior Membership Chair is notified of the names, etc. and makes the changes by reducing the “losing” Colony’s juniors and increasing the “gaining” Colony’s juniors – and all the numbers agree.

PROCEDURE FOR ADMINISTERING LIFE MEMBERSHIPS

ARTICLE IV. SECTION 4. LIFE MEMBERSHIP

- a. **Eligibility for Life Membership.** Any FSMD member in good standing who has attained the age of fifty (50) years and has been a FSMD member in good standing for more than five (5) years is eligible to become a Life Member of FSMD.

Standing Rule 4.4.1 Eligibility for Life Membership. Effective for applications for Life Membership made on and after 22 Nov 2014, any FSMD Regular Member is eligible to apply to become a Life Member provided: (i) such applicant has attained the age of fifty (50) years; (ii) such applicant has been a member in good standing of FSMD for more than five (5) years; and (iii) such applicant pays the Life Membership Fee established by the membership at an annual meeting. On 21 Nov 2009, the Life Membership Fee was established as follows:

Age of Applicant	Life Membership Fee
50-54	\$900
55-59	\$800
60-64	\$700
65-69	\$600
70 and older	\$500

- b. **Application for Life Membership.** An eligible FSMD member must file an application for Life Membership on the prescribed form together with proof that such member has attained age fifty (5) and together with payment of the Life Membership Fee established from time-to-time by the State BoA and ratified by FSMD’s members at a regular or special membership meeting.

Standing Rule 4.4.2 Application for Life Membership. Each applicant must submit to FSMD’s Treasurer a properly completed application on the form prescribed (*See FSMD Form 4.4.2 attached*) together with proof that the applicant has attained the age of fifty (50) years and together with a check payable to FSMD for the applicable Life Membership Fee. FSMD’s Treasurer shall, after verifying that the applicant meets all the eligibility criteria for Life

Membership, approve the application, assign the applicant a FSMD Life Membership Number, and prepare and issue a FSMD Life Membership Card to the applicant.

- c. **Payment of Life Member’s Annual Dues.** A Life Member shall thereafter be exempt from personal payment of the annual dues imposed by **Article VIII** of this document. All Life Membership Fees shall be maintained by FSMD’s Treasurer in a Life Membership Reserve Fund (“LMRF”), from which the State Treasurer shall pay all annual colony, FSMD and GSMD dues on behalf of each Life Member who is shown on FSMD’s Active Membership Roll as of the date of assessment of such dues.
- d. **Not Transferable.** A Life Membership in FSMD is not transferable to any other state/member society chartered under GSMD.

Standing Rule 4.4.3. Transferability. A Life Member of FSMD may transfer such membership from one colony to another within FSMD but may not transfer such membership to another state/member society chartered under GSMD.

An amendment to the Life Membership eligibility rules was proposed and brought up for consideration at the 2010 annual members’ meeting, but that proposal was tabled for further study. A similar (but not identical) amendment was included in the 2014 re-write of FSMD’s Constitution & Bylaws, which was brought up and passed at the 2014 annual members’ meeting.

From and after 22 Nov 2014, any Regular Member of FSMD in good standing (i.e., the current year’s dues paid in full) who is over 50 years of age and has been a FSMD member in good standing for at least 5 years may apply for Life Membership.

I. PROCEDURE

- A. An Application for Life Membership must be made on the prescribed form (FSMD Form 4.4.2), which is attached to and made a part of FSMD’s new Constitution & Bylaws posted on its website, www.flmayflower.com

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- B. The applicant submits a properly completed and signed Application to his/her Colony Treasurer together with:
 - 1. A check payable to FSMD for the prescribed application fee (see Standing Rule 4.4.1.); and
 - 2. A copy of the applicant's birth certificate showing that s/he is over 50 years of age.
- C. The Colony Treasurer shall sign the application to certify that the applicant has been a FSMD member in good standing for at least 5 years (and is in good standing as regards to the year of application) and shall forward the application with check and birth certificate attached to the State Treasurer.
- D. The State Treasurer shall:
 - 1. Verify with the State Historian or State Secretary that the applicant has been a FSMD member for at least 5 years and is not in arrears in payment of dues;
 - 2. Assign a Florida Life Membership Number and enter it on the applicant form;
 - 3. Sign the application to signify his approval of same;
 - 4. Prepare a Life Membership Card in the applicant's name and send the card to the Colony Treasurer;
 - 5. Deposit the applicant's Life Membership Application Fee into FSMD's Life Membership Reserve Fund; and
 - 6. Enter the new Life Member's name and Life Member Number and Colony affiliation in the FSMD Life Member Roll maintained by the State Treasurer.
- E. The Colony Treasurer shall notify the Colony Historian and Colony Secretary of the new Life Member, including the Life Membership Number. The Life Membership Card shall be forwarded to the new Life Member by the Colony Treasurer.
- F. Once the notice referred to in E., above, has been given, the Life Member is no longer liable for the payment of annual dues. This means for example that if an eligible FSMD member applies for Life Membership in December of a calendar year but is not approved until January of the following year, s/he is liable to pay the annual dues for the year of application (i.e. so as to qualify as being "in good standing" for that year) but is not liable to pay the annual dues for the year in which notice of approval of the application is received. This is a change in the 2010 amendment proposal which was tabled and never adopted.

II. LIFE MEMBERSHIP RESERVE FUND

All life membership fees shall be maintained by the State Treasurer in a Life Membership Reserve Fund (LMRF) separate from other accounts.

III. PROCEDURE FOR REIMBURSING COLONIES FOR ANNUAL DUES PAYMENTS ON BEHALD OF LIFE MEMBERS

- A. Not later than February 15th of each year, each Colony Treasurer shall forward to the State Treasurer a listing of all of that Colony's living Life Member. Any deceased Life Members during the prior year shall be listed separately.
- B. In January or February of each year, each Colony Treasurer shall include annual dues for their Life Members in their remittance of State and General Society dues to the State Treasurer.
- C. Not later than March 1st of each year, the State Treasurer shall pay to each Colony Treasurer from the LMRF an amount sufficient to reimburse the Colony for the annual statewide dues paid for each of the Colony's Life Members.
- D. Each Colony shall include their Life Members in their membership directory which are published triennially with the FSMD Life Member Number preceded by the capital "L" shown just below the basic FSMD membership number.

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MONEY AMOUNTS

Preliminary Applications	\$115.00
Supplemental Applications	\$115.00
Application for Transfer to another State Society	\$ 5.00
Application for Transfer into FSMD	\$ 11.00 *
Application for Dual Membership in FSMD	\$ 5.00
Junior Membership	Sliding scale depending on age <i>See Standing Rule 4.4.1</i>
Annual Dues	\$ 34.00
Reinstatement	\$ 5.00

- * Proposals were submitted to the State BoA at its meeting on 25 Apr 2015 to increase “Transfer In” fee from \$11 to \$15 and to increase the Annual Dues from \$30 to \$34 to take into account GSMD’s increase in its per capita assessment from \$11 to \$15 effective for the calendar year 2015. The proposal was approved by the membership at the 2015 Annual Meeting held in The Villages.

STEPS IN STARTING A NEW COLONY

ARTICLE IV. SECTION 7. FSMD COLONIES

- a. **Existing Colonies.** FSMD has duly chartered the following colonies, each of which is vested with full self-government powers and authority under Section 7.e, below:

<u>Charter Date</u>	<u>Name</u>	<u>Location</u>
22 Nov 1942	Elder William Brewster Colony	Miami
5 Nov 1949	John Alden Colony	Fort Lauderdale
27 Oct 1951	William Bradford Colony	St. Petersburg
10 Nov 1954	Francis Cooke Colony	Daytona Beach
15 Nov 1957	Richard Warren Colony	Ponte Vedra Beach
7 May 1962	John Howland Colony	Winter Park
15 Nov 1968	Edward Fuller Colony	Polk County
25 Apr 1970	Isaac Allerton Colony	West Palm Beach
13 May 1975	Myles Standish Colony	Naples
8 Oct 1977	Edward Winslow Colony	Tallahassee
24 Mar 1982	Elizabeth Tilley Colony	Sarasota
22 Feb 1992	Edward Doty Colony	Pensacola
27 Mar 1999	William Mullins Colony	Ocala
13 Nov 2001	Stephen Hopkins Colony	Vero Beach
10 Jan 2004	James Chilton Colony	The Villages
26 Oct 2011	Henry Samson Colony	Fort Myers
25 Apr 2016	Samuel Fuller Colony	Town of Palm Beach

STANDING RULE 4.7.1. Membership Directory. FSMD’s policy is to encourage each of its colonies to publish and distribute to its membership a triennial directory listing the names, postal and email addresses and telephone numbers of all colony members, all colony officers, and all FSMD’s officers and committee chairs. To help defray the cost of such publication and distribution, each colony which publishes and distributes a triennial directory shall, upon delivery of a copy of the same to FSMD’s Treasurer and FSMD’s

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Membership Secretary, receive the sum of fifty dollars (\$50) from FSMD's treasury. FSMD's Secretary and each colony's secretary shall cooperate to the fullest extent possible to obtain and share with each other the names and contact information for each person to be listed in such directory. To protect each member's privacy, the membership and contact information lists collected and maintained shall not be sold or otherwise distributed to outside third parties but may be made available under suitable privacy safeguards to GSMD.

- b. Petition For Charter.** Any group of twelve (12) or more FSMD Regular or Life members in good standing residing in the same general geographical area within the State of Florida may petition the State BoA for the issuance of a charter for a new colony under FSMD. Such petition must contain a commitment by each petitioning member to transfer his/her membership to and actively work to support the activities of the new colony, if approved. The petition shall be submitted to FSMD's Governor, with a copy to FSMD's Membership Secretary.
- c. Approval of Petition.** Upon receipt of such petition, FSMD's Governor shall submit the same to a vote of the entire State BoA, which may (in the Governor's discretion) take the form of an email ballot sent to each State BoA member. Upon receipt by FSMD's Membership Secretary of affirmative votes from at least a majority of the entire State BoA, the petition shall be approved and the Governor and Membership Secretary shall sign and seal (if appropriate) a suitable Charter for the new colony.
- d. Organizational Activities.** Upon State BoA approval of a petition for charter, FSMD's Governor shall appoint from among the petitioning members an Organizing Colony Governor, an Organizing Colony Secretary and an Organizing Colony Treasurer for the new colony who shall take charge of: (i) the selection of an appropriate name for the colony; (ii) the adoption of a constitution and bylaws consistent in all respects to the governing documents of GSMD and FSMD; (iii) the establishment of one or more bank accounts in the colony's name and procedures for the orderly maintenance of colony books and records; and (iv) the scheduling of an organizational meeting of the members of such Colony at which its Charter shall officially be delivered by FSMD's Governor

and its members shall elect officers and adopt a set of governing documents.

Standing Rule 4.7.2. Organizational Expense. The State BoA may appropriate, and if so appropriated, FSMD's Treasurer shall disburse the sum of fifty dollars (\$50) to assist a newly approved colony with its organizational expenses.

- e. **Self-Governing Powers.** Upon completion of its organization activities, the new colony shall have self-governing powers, except for the establishment of annual dues which are regulated by **Article VIII** of this document, and except for the regulation of the length of terms of office of colony officers which shall coincide with the terms of FSMD's officers under **Article VI. Section 1**.
- f. **Colony Meetings.** In order to promote the interests of FSMD and GSMD in their assigned geographical areas, each colony is expected to hold at least three (3) membership meetings in each calendar year.
- g. **Suspension of Colony Charter.** If any colony shall, on the 31st of December in any year, have less than twelve (12) Regular and Life members in good standing for two (2) consecutive years, the State BoA may, by vote of a majority of its entire number, suspend such colony's charter and declare that its rights under this **Section 7 of Article IV** are revoked.

PROCEDURE:

I. PETITION

- A. The petitioner(s) should select one of their number who has been a member for one year or longer who is willing to serve as the Organizing Colony Governor.
- B. A written Petition requesting authority to organize a new colony signed by at least 12 Regular or Life members in good standing of FSMD is submitted to the State Governor for approval, with a copy to the State Membership Secretary.
- C. The petitioners should propose an appropriate name for the Colony (must Be the name of a passenger on the *Mayflower*).
- D. The Petition must contain a commitment by each petitioning member to

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transfer his/her membership to and actively work to support the activities of the new colony, if approved.

A suggested wording for the Petition is as follows:

We, the undersigned members of the Society of Mayflower Descendants in the State of Florida, have agreed that a new colony in the area is desirable, and that we agree to transfer our membership to such colony and actively support the activities of such colony when it becomes a reality. This colony is to be designated as the

(Colony name) Colony.

Therefore, we hereby request that the Honorable _____, as State Governor, submit this Petition to the FSMMD Board of Assistants for Approval.

Signed:

Petitioner's Name	Gen #	FL #
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Signed:

Petitioner's Name	Gen #	FL #
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Signed:

Petitioner's Name	Gen #	FL #
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Signed:

Petitioner's Name	Gen #	FL #
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[signatures of at least 12 regular or live members of FSMMD in good standing]

II. APPROVAL

- A. Upon receipt of the Petition, the State Governor shall consult with the Colony Treasurer of each Colony of which a petitioner is a member to confirm that such member is a FSMMD member "in good standing" and, in the case of the proposed Organizing Colony Governor, the date of FSMMD membership as well.

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- B. Upon receipt of confirmation that at least twelve (12) of the petitioners are FMSD members in good standing, the State Governor shall submit the Petition to a vote of the entire State BoA, which may (in the State Governor's Discretion) take the form of an email ballot sent to each State BoA member.
- C. Upon receipt by the State Membership Secretary of affirmative votes from at least a majority of the entire State BoA, the Petition shall be approved and the State Governor and State Membership Secretary shall sign and seal (if appropriate) a suitable Charter for the new colony.
- D. Upon approval and signing of the Charter, the State Governor shall appoint

III. ORGANIZATIONAL ACTIVITIES

- A. **Organizational Activities.** Upon State BoA approval of a petition for Charter, FSMD's Governor shall appoint from among the petitioning Members an Organizing Colony Governor, an Organizing Colony Secretary and an Organizing Colony Treasurer for the new colony who shall take charge of: (i) the selection of an appropriate name for the colony; (ii) the adoption of a constitution and bylaws consistent in all respects to the governing documents of GSMD and FSMD; (iii) the establishment of one or more bank accounts in the colony's name and procedures for the orderly maintenance of colony books and records; and (iv) the scheduling of an organizational meeting of the members of such colony at which its Charter shall officially be delivered by FSMD's Governor and its members shall elect officers and adopt a set of governing documents.

Standing Rule 4.7.2. Organizational Expenses. The State BoA may appropriate, and if so appropriated, FSMD's Treasurer shall disburse the sum of fifty dollars (\$50) to assist a newly approved colony with its organizational expenses.

The Temporary Officers (i.e., Organizing Colony Governor, Organizing Colony Secretary and Organizing Colony Treasurer) shall take charge of: (i) the selection of an appropriate name for the colony; (ii) the preparation of a constitution and bylaws consistent in all respects to the governing documents of GSMD and FSMD; (iii) the establishment of one or more bank accounts in the colony's name and procedures for the orderly maintenance of

colony books and records; and (iv) the scheduling of an organizational meeting of the members of such colony at which its Charter shall officially be delivered by FSMD's State Governor and its members shall elect officers and adopt a set of governing documents.

The Temporary Officers should submit the proposed Colony constitution and bylaws to the State Counsellor for review and approval prior to the organizational meeting of the Colony's members. The new Colony (as do all existing Colonies) has complete self-government powers except for two matters:

e. Self-Governing Powers. Upon completion of its organizational activities, the new colony shall have self-governing powers, except for the establishment of annual dues which are regulated by Article VIII of this document, and except for the regulation of the length of terms of office of colony officers which shall coincide with the terms of FSMD's officers under Article VI. Section 1.

The Temporary Officers should also adopt a program of Colony meetings of not less than three (3) meetings each year.

IV. ORGANIZATIONAL MEETING OF COLONY MEMBERS

A. Presentation of the Colony's Charter by State Governor

A suggested form of ceremony for the State Governor is as follows (but may be altered by the State Governor in his/her discretion).

“Honored guests. Thank you for inviting me to share with you the importance of this meeting. Starting a new colony is a heritage gleaned from that band of courageous Pilgrims, our ancestors, who landed at Plymouth in 1620 to start a new life in that unfriendly wilderness. The Compact they signed aboard the *Mayflower* before landing has been called the cornerstone of the civil and religious liberties of the United States. In the years that followed, descendants of the Pilgrims, becoming conscious of the special contribution made to this land by their ancestors, formed social groups to honor their memory and the truths they stood for. In 1897 the societies of

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Mayflower Descendants in the States of New York, Connecticut, Massachusetts and Pennsylvania joined together in order to better Maintain and defend the principles of civil and religious liberty, and other objectives, as set forth in the Mayflower Compact.

On February 19, 1923 the General Society of Mayflower Descendants was incorporated under the laws of the Commonwealth of Massachusetts.

In 1937 our Florida Society of Mayflower Descendants was formed under a charter from the General Society, and today this ___ day of ____, it is my great privilege and pleasure to share with you the birth of your new Colony in our State Society. You have named this colony the _____ Colony. (Insert comments concerning the person for whom the Colony is named.)

Organizing Colony Governor _____, I have here the Charter requested by you and your fellow charter members, which formally recognized the _____ Colony. It has been duly executed by the names affixed thereto, and bears the gold seal of the General Society of Mayflower Descendants.

On behalf of the Society of Mayflower Descendants in the State of Florida, I share with you the solemnity and the importance of this moment in history. From this time forward your dream is a reality, and you can now share with us, as a sovereign entity, the labors and rewards of perseverance in the furtherance of our Mayflower objectives.

Congratulations to each and every one of you.”

[Present Charter to Organizing Colony Governor and pose for photos with Temporary Officers and all Charter Members.]

B. Election of Initial Colony Officers by Colony Members

With the Organizing Colony Governor presiding, the organizational meeting continues with the nomination and election of Initial Officers: a Governor, Deputy Governor,

Secretary, Treasurer, Historian, Elder, Captain and Counsellor. Nominations for each office shall be made by a Charter Member from the floor and must be seconded by a separate Charter Member for the nomination to be complete. More than one person may be so nominated for each office, or not, as the Charter Members present shall determine.

Once nominations have been completed for each officer, the Charter Members present shall vote to elect a nominee to that office (i.e., a voice vote if only one person has been nominated for a particular office or a written secret ballot if more than one person has been nominated for a particular office). If only one person has been nominated for each office, the Organizing Colony Governor may entertain a motion that the Organizing Colony Secretary cast one ballot for the entire slate of Initial Officers.

C. Installation of Initial Colony Officers by State Governor

Once the Initial Colony Offices have been duly elected, they shall be installed in their respective offices by the State Governor. A suggested form of installation ceremony is as follows (but may be altered by the State Governor in his/her discretion):

“Colony Charter Members: I thank you for this honor and privilege. This, too is a solemn, important, and historic moment in the life of your Colony. The Officers you have selected to serve and guide you have the formidable task of Charting a new course, or shaping a new destiny, and of earning a place for Your Colony in the affairs of your community.

Fortunately, there are guides to assist them, in the form of the constitutions, bylaws and policies of the General and State Societies. There is also advice that each may obtain from the officer next above him in the chain of command. But more particularly, there is the experience that each of us gathers as we walk down life’s path. Your officers will perform best when they know, by your attendance at your meetings, that you support them and the work they are doing for you.

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When I call your name, will you please come forward and form a line to my right:

Governor_____

Deputy Governor_____

Secretary_____

Treasurer_____

Historian_____

Elder_____

Captain_____

Counsellor_____

Officer of the _____ Colony, I am sure you are Aware that service to your Colony carries with it privilege and prestige but also obligations of equal weight and gravity. Not only must you set forth the rules, you must also follow them and gain their acceptance by your fellow members and by the public if you are to win a place for your Colony in the life of your community. You must respect the Constitution of the United States, the Constitution & Bylaws of the General Society of Mayflower Descendants, the Constitution & Bylaws of the Florida Society, and the Bylaws of your own Colony. Your specific duties will be those associated with your office.

[TURN TO OFFICERS] Please raise your right hand and repeat after me:

“I hereby swear that I shall perform the duties of the office to which I have been elected to the best of my ability in accordance with the Bylaws and other governing documents and for the best interests of the _____--Colony. So help me God.”

[TURN TO ASSEMBLED MEMBERS OF NEW COLONY] Do each of you as members of the _____ Colony affirm to your officers that you will support them in the performance of their duties?

[They shall answer “Yes”]

I now declare the newly-elected Colony Officers of the _____ Colony to be installed and entitled to assume the duties and responsibilities of their respective offices.

Congratulations to each of you.”

D. Adoption of Colony Bylaws

The Colony Governor is now the presiding officers at the organizational meeting and should call on the Charter Members present to adopt the set of proposed bylaws

prepared by the Temporary Colony Officers and approved by the State Counsellor. A simple majority voice vote by the Charter Members present is sufficient for adoption.

TRANSFER OF MEMBERSHIP

STEP 1 There are three (3) kinds of transfers so the first step is to identify/determine the TYPE of transfer being requested:

1.1 Is a member of your Colony requesting transfer **to another state society** (a “Transfer Out” of FSMD)?

Have the member email (flash1620@comcast.net) or call (941)505-8408) – Muriel Cushing, FSMD State Historian who has sole authority over this kind of transfer.

The member should read and understand the procedures under STEP 2

1.2 Is a member of another state society requesting transfer **to your Colony** (a “Transfer In” to FSMD)?

Have the member email (flash1620@comcast.net) or call (941-505-8408) – Muriel Cushing, FSMD State Historian who has sole authority over this kind of transfer.

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The member should read and understand the procedures under STEP 3

- 1.3 Is a member of your Colony requesting a transfer to another FSMD Colony? Or is a member of another FSMD Colony requesting a transfer into your Colony? In either case, this is classified as an “Internal Transfer” within FSMD.

Have the member email or call the Colony to which transfer is requested and find out which Colony officer is responsible for handling this kind of transfer.

The member should read and understand the procedures under STEP 4.

STEP 2

- 2.1 Is the FSMD member in question ELIGIBLE to transfer out?

- a. Article IV. 9a(i) of FSMD’s Bylaws provides that “[a] FSMD member in good standing who has been a FSMD member for at least one (1) year, or a former FSMD member who resigned in good standing, may request a transfer of his/her membership to another state society formed under GSMD.”

Has the FSMD member in question been a member in good standing (i.e., all dues paid) for at least one year? If yes, go to SETP 2.2. If no, go to STEP 2.1b.

- b. Did the FSMD member in question resign in good standing (i.e., voluntarily relinquish FSMD membership at a time when the current year’s dues were fully paid? If yes, go to STEP 2.1. If not, go to STEP 2.1.c
- c. A FSMD member who resigned while not in good standing or who was dropped for non-payment of dues may not request a transfer of his/her membership to another state society formed under GSMD until after applying for and satisfying the requirements for reinstatement of his/her FSMD membership.

The approved form of Request For Reinstatement is Form 4.9.1 attached to FSMD’s Bylaws, available for download at FSMD’s website www.flmayflower.com.

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The former FSMD member must pay two years' dues to his/her Colony (i.e., dues for the year in which s/he resigned or was dropped for non-payment of dues, plus dues for the year in which reinstatement is requested) plus a \$5 reinstatement fee to FSMD.

2.2 Has the FSMD member made a WRITTEN REQUEST to the state society to which transfer is requested? If yes, GO TO STEP 2.3.

a. Article Iv 9a(ii) of FSMD's Bylaws provides:

iii) Request For Transfer Out. Each transfer Out request shall be in writing (which includes email) and be made to the Historian of the state society to which transfer is being requested ("Destination Society"), not to FSMD's Historian. The approval or disapproval of such request (including among other

things, the amount of the transfer fee, if any, which must be paid by the transferring member to the Destination Society and the imposition of any other terms and conditions by the Destination Society) shall be within the discretion of the Destination Society, not FSMD.

b. A list of state societies and the name and email address of a responsible officer can be found at www.themayflowersociety.com/membership-info16/state-societies.

2.3 Has the FSMD member accepted any terms and conditions imposed by the Destination Society, including payment of any transfer fee to the Destination Society? If Yes, GO TO STEP 2.4. Processing of a request for Transfer Our cannot be processed until this step has been taken.

2.4 Article IV. 9A (iii) of FSMD's Bylaws provides:

(iii) FSMD's Sole Responsibility. Upon receipt of satisfactory proof that such request for transfer has been approved by the Destination Society and that the transferring member has paid any required Transfer Fee and accepted any other terms and conditions imposed by it, (i) FSMD's Historian

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shall issue and deliver to the Historian of the Destination Society a Letter of Good Standing for the transferring member, for which no charge may be imposed; and (ii) FSMD's Historian shall issue and deliver to the Historian of the Destination Society a copy of the applicant's approved lineage papers, for which the transferring member may be charged a reasonable fee as determined from time-to-time by the State BoA.

FSMD's Historian should not provide a Letter of Good Standing or a copy of the transferring member's approved lineage paper until s/he has received notice (which may be by email) from the Destination Society that the member in question "has paid any required Transfer Fee and accepted any other terms and conditions imposed by" the Destination Society. Some State Societies charge substantially larger transfer fees than FSMD does and a member requesting Transfer Out may reconsider once s/he learns of the cost involved.

2.5 Article IV. 9a(iv) of FSMD's Bylaws provides:

(iv) Notification of GSMD Historian General. It shall be the responsibility of the Destination Society to notify GSMD's Historian General of such transfer, together with the date of approval as a member and the new

State Number assigned to the transferring member. GSMD's Historian General shall thereafter transmit such information to FSMD's Membership Secretary, who shall then remove the transferred member from FSMD's Active Membership Roll.

The transferring member does not officially cease to be a FSMD member until FSMD's Membership Secretary removes the member's name from FSMD's Active Membership Roll, so follow up may be required to confirm that the Secretary or Historian of the Destination Society has informed GSMD of the transfer.

STEP 3 TRANSFER IN

3.1 Is the Mayflower member in question **ELIGIBLE** to transfer into FSMD?

a. Article IV. 9b(i) of FSMD's Bylaws provides:

(i) Eligibility for Transfer From Another State Society to FSMD. A member of another state society formed under GSMD who is in good standing, or a former member of such other state society who resigned in good standing, may request a transfer of his/her membership from such other state society (the "Origin Society") to FSMD.

Is the person requesting transfer into FSMD a member in good standing of another state society (i.e., all dues paid)? If yes, go to STEP 3.2. If no, go to STEP 3.1b.

b. Did the person requesting transfer into FSMD resign in good standing (i.e., voluntarily relinquish membership at a time when the current year's dues were fully paid)? If yes, go to STEP 3.2. If no, go to STEP 3.1c.

c. The person requesting transfer into FSMD must be advised to consult with the Secretary or Historian of the other state society to determine what its requirements are for reinstatement of membership.

3.2 Has the person made a **WRITTEN REQUEST** to FSMD's Historian for transfer?

a. Article IV. 9b(ii) of FSMD's Bylaws provides:

(iii) Request For Transfer In. Each Transfer In request shall be in writing) which includes email) and be made to FSMD's Historian, not to the Historian of the Origin Society. The approval or disapproval of such request (including among other things, the amount of the transfer fee, if any, which must be paid to FSMD and the imposition of any other terms and conditions by FSMD) shall be within the discretion of FSMD under such reasonable rules and regulations as shall be adopted from time-to-time by the State BoA.

Standing Rule 4.9.3. Transfer In Fee. Transfer fee into FSMD from another State Society shall be eleven dollars (11), which shall be retained by FSMD's Treasurer for purposes of paying GSMD's dues assessment with respect to such transferred member for the year of transfer.

- 3.3 Once the transferring member has paid the Transfer In Fee, FSMD's Historian will get in touch with the Historian of the Origin Society and request a Letter of Good Standing and a copy of the member's approved lineage papers.

Once that paperwork has been received, FSMD's Historian will complete the member transfer process:

(iv) FSMD Historian's Responsibilities. Once all required paperwork is received, it shall be the responsibility of FSMD's Historian to (i) assign a FSMD Membership number to the transferring member, (ii) make out a FSMD membership certificate in the name of the transferring member, (iii) mail such certificate to the transferring member with a welcome letter, (iv) notify GSMD's Historian General of such transfer, together with the date of FSMD's approval of the transferring member as a FSMD member and the new FSMD Number assigned to such member, (v) make out a file card with the transferring member's information, and (vi) notify all FSMD and colony officers involved. GSMD's Historian General shall thereafter transmit such information to the Origin Society and FSMD's Membership Secretary shall add the transferring member to FSMD's Active Membership Roll.

STEP 4. INTERNAL TRANSFERS

- 4.1 Is the FSMD member in question **ELIGIBLE** to transfer?

- a. Article IV. 9C(i) of FSMD's Bylaws provides:

(i) Eligibility for Internal Transfer. A FSMD member in Good standing who has been a FSMD member for at least one (1) year, or a former FSMD member who resigned in good standing, may request a transfer of his/her membership from one FSMD colony (the "Origin Colony") to another (the "Destination Colony").

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- b. Is the FSMD member in question a member in good standing (i.e., are the current year's dues paid in full)? Has s/he been a member in good standing for at least a year? If yes to both, go to STEP 4.2. If no, go to STEP 4.1c.
- c. Did the person wishing to transfer resign while in good standing? If Yes, go to STEP 4.2. If no, go to STEP 4.1.d.
- d. A FSMD member who resigned while not in good standing or who was dropped for non-payment of dues may not request a transfer of his/her membership from one FSMD colony to another until after applying for and satisfying the requirements for reinstatement of his/her FSMD membership.
- e. The approved form of Request For Reinstatement is Form 4.9.1. attached to FSMD's Bylaws, available for download at FSMD's website, www.flmayflower.com.

The former FSMD member must pay two years' dues to his/her Colony (i.e., dues for the year in which s/he resigned or was dropped for non-payment of dues, plus dues for the year in which reinstatement is requested) plus a \$5 reinstatement fee to FSMD

4.2 Has the FSMD member made a WRITTEN REQUEST to transfer to the Colony to which transfer is requested? Each Colony is free to assign responsibility for handling internal transfer requests to whichever colony officer or officers it wishes. In some Colonies, this may be the Colony Membership Secretary, on others the Colony Historian.

a. Article IV. 9.iii) of FSMD's Bylaws provides:

(ii) Request For Internal Transfer. Each Internal Transfer request shall be in the form of a written request (including email) made to the Destination Colony, not to FSMD's Historian or Membership Secretary. The approval or disapproval of such request (including among other things, the amount of the transfer fee, if any, which must be paid by such requesting member to the

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Destination Colony and the imposition of any other terms and conditions by the Destination Colony) shall be within the discretion of the Destination Colony, not FSMD.

- b. The Destination Colony should contact the Origin Colony to verify that the member in question is a FSMD member in good standing or is a former FSMD member who resigned while in good standing.

(iii) Origin Colony's Sole Responsibility. The sole responsibility of the Origin Colony is to certify to the Destination Colony that the member requesting such transfer is an active member in good standing of the Origin Colony or is a former member of the Origin Colony who resigned in good standing.

- c. Once it approves the transfer, the Destination Colony must notify FSMD's Membership Secretary so s/he can make an appropriate entry on FSMD's Active Membership Roll.

(iv) Notification of FSMD Membership Secretary. Once the Destination Colony has approved the Internal Transfer request of the transferring member, it is the responsibility of the Destination Colony to notify FSMD's Membership Secretary of the transfer, whereupon FSMD's Membership Secretary shall make an appropriate note on FSMD's Membership Roll as to the transferring member's new colony membership and advise the Origin and Destination Colonies accordingly.

- d. Once the Origin Colony receives the FSMD's Membership Secretary's monthly report reflecting the member's new colony affiliation, the Origin Colony should send a check to the Destination Colony. Standing Rule 4.9.4 provides:

Standing Rule 4.9.4. Transferring Member's FSMD & GSMD Dues. The Origin Colony shall, promptly after receiving notification from FSMD's Membership Secretary under Section 9.c.(iv), remit to the Destination Colony's treasurer the portion of the transferring member's current year dues which represents FSMD's

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and GSMD's dues assessments which must be paid by the Destination Colony to FSMD by March 1st of the following year.

Since the member in question will NOT be on the Origin Colony's membership list as of the last day of the year of transfer, but WILL be on the Destination Colony's membership list as of that day, the Destination Colony's assessment letter from the FSMD Treasurer will include the transferred member. The Origin Colony can keep the portion of the member's dues which represent colony dues, but in fairness should transfer the portion of the member's dues which represent state and national dues to the Destination Colony.

NOMINATING COMMITTEE

ARTICLE VI. SECTION 2. NOMINATING COMMITTEE. A Nominating Committee consisting of three (3) Regular or Life Members of FSMD in Good standing shall be proposed by the Governor and then elected by Plurality vote of the FSMD members in good standing present at the Annual meeting immediately preceding the annual meeting at which Officers are to be elected. At least sixty (60) days prior to the annual Meeting at which officers are to be elected, the Nominating Committee Shall submit to FSMD's members its report containing the name and brief Biography of the person or persons nominated for each office. Such report May be published in the Fall issue of *The Florida Pilgrim* or mailed or Emailed to colony governors for distribution to their colony members. At the annual meeting at which officers are to be elected, the members of The Nominating Committee shall place in nomination, for each office that Person or those persons identified in the committee's report. However, Other candidates for each office may be nominated from the floor, *provided* That each such nominee is a FSMD Regular or Life member in good standing.

I. CRITERIA FOR SELECTING NOMINEES FOR OFFICE

- A. Geographical dispersal among FSMD's Colonies.
- B. Qualifications of individual candidates for office.
- C. State Treasurer may or may not be a CPA but, if not, should have advanced education or practical experience in accounting, finance or business administration.
- D. State Elder may or may not be ordained as an elder, bishop, minister or deacon of a Christian Church, but, if not, must be a practicing Christian, not an avowed atheist or agnostic.
- E. State Counsellor should be an attorney admitted to practice law in Florida or, if not, in some state other than Florida.

II. SUGGESTED PROCEDURE

- A. Committee may carry out its deliberations by mail, email or phone.
- B. Committee may meet on the Friday afternoon before the Saturday

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morning Spring State BoA meeting which takes place between the Annual Meeting when the Committee was appointed and the Annual Meeting at which officers are to be elected.

- C. There will be an opportunity to talk with as many potential candidates as possible both Friday evening and Saturday morning.