

**SOCIETY OF MAYFLOWER DESCENDANTS  
IN THE  
STATE OF FLORIDA**



**OFFICERS HANDBOOK 2023**

**ATTEST:**

*Suzanne Adams*

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SUZANNE ADAMS

**Governor**

**ATTEST:**

*Kenneth E. Carter*

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KENNETH E. CARTER

**Secretary**

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## **PART I – OFFICERS**

The officers of the FSMD are elected by the members at an annual meeting for a three (3) year term of office. Article V, Section 1 of the FSMD Bylaws provides:

Article V – Officers and Their Duties, Section 1, Officers: The officers of FSMD shall be a Governor, Deputy Governor, Secretary, Treasurer, Historian, Elder, Captain and Counsellor.

Article III – Governance, Section 2. State BoA: The State BoA shall consist of FSMD’s duly elected Governor, Deputy Governor, Secretary, Treasurer, Historian, Captain, Elder and Counsellor; the Deputy Governor General (DGG) and Assistant Governor General (AG) duly elected or appointed to represent FSMD on the General BoA; FSMD’s immediate past Governor (*if other than the AG*); the Colony Governor of each of FSMD’s colonies in good standing; and three (3) Members-at-large elected or appointed from among FSMD’s Regular and Life Members in good standing.

*Any person may be a State Officer and a member of the State BoA by virtue of holding another position. For example, the State Treasurer may also be a Colony Governor.*

Article III – Governance, Section 9, Executive Committee of the State BoA: The Executive Committee of the State BoA shall consist of FSMD’s duly elected Governor, Deputy Governor, Secretary, Treasurer, Historian, Captain, Elder, and Counsellor; the DGG and AG duly elected or appointed to represent FSMD on the General 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 it’s management authority to the Executive Committee, which shall have the power and authority to take action on any matters that may arise which, in the judgment of the FSMD Governor, should be acted upon before the next meeting of the State BoA.”*

Article III – Governance, Section 8, Delegation of Authority: Except for its duty to exercise general oversight and supervision over FSMD’s affairs and except for its specific powers under Sections 5, 6 and 7 of Article III, the State BoA shall

be deemed, during those periods when it is not in session, to have delegated its management authority to the Executive Committee.

*The Governor is authorized to submit any matter for decision by the State BoA or the Executive Committee by (1) soliciting a unanimous consent without the necessity of a meeting as permitted by Article III, Section 11 and submitting the matter for a decision by email vote or other electronic means. See Article III – Governance, Section 10: Action Taken without a meeting and Section 11: Meetings by Electronic Means.*

## DUTIES OF THE STATE GOVERNOR

Article V – Officers and Their Duties, Section 2: Governor: The Governor is the chief executive officer of the FSMD and, as such, shall preside at all meetings of the members of FSMD, 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 *ex officio* member of each) as are necessary or appropriate in his/her opinion for the proper conduct of FSMD’s affairs, and in general to perform all other duties as are customary for the chief executive officer of a similar non-profit corporation or as are assigned from time to time by the State BoA.

### I. CHRONOLOGICAL

#### A. NOVEMBER – ANNUAL MEETING OF THE STATE BoA

1. The State Governor, in coordination with the State Counsellor (as necessary) 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 – Meetings, Section 1 of FSMD’s Constitution prescribe that the annual meeting of the members “shall be held each year on the Saturday closest to November 21<sup>st</sup>, 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 meeting for the following year.

3. The State Governor is responsible for soliciting a Colony to host the annual meeting for the following year. FSM 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. The State Governor in coordination with the State Counsellor as necessary is responsible for preparing the Agenda for the annual member's meeting following the order of business specified in Article VII, Section 5, Order of Business 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 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 principle 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 THE STATE BoA OR MEMBERS

1. The State Governor is the only FSMD member who, acting alone, has the authority to call a special meeting of the State BoA or a Special Meeting of the Members.
2. Article VII – Meetings, Section 2 of the Constitution provides: 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 (1/3<sup>rd</sup>) 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 meeting 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 meeting or State BoA meeting.
3. 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.
4. In coordination with the State Counsellor as necessary, 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 – Governance, Section 8 Delegation of Authority. For any such matter(s), he/she shall (1) sign and deliver to the State Secretary a Notice of Meeting for service on each member of the Executive Committee at least 30 days prior to the date of such meeting; (2) call a meeting of the Executive Committee by electronic means (telephone call, Zoom, 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 – Meetings, Section 6. Rules of Order.
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 FSM D activities, with copies to the DGG and AG.

6. The State Governor shall foster and promote close communications between FSM D and its members by:
  - a. Visiting as many Colonies as schedule permits to keep the members fully informed of developments at the State and National levels; and
  - b. Prepare a “Governor’s Message” for each issue of FSM D’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 THE DEPUTY GOVERNOR

Article V – OFFICERS AND THEIR DUTIES, Section 3.

The Deputy Governor is the assistant chief executive officer of the SMD and, as such, shall, if the Governor is temporarily absent or disabled perform all 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 the duties of the office of the Governor during the absence or disability of the Governor, according to the Bylaws.
- II. Succeeding to the Office of State Governor for the unexpired term if the incumbent Governor dies, resigns, or is removed.
- III. Preparing and presenting the Courtesy Resolution to the host Colony at each Annual meeting of the members.
- IV. In addition, perform other duties as assigned by the Governor, or by the Board of Assistants.



## DUTIES OF THE STATE SECRETARY

Article V. Section 4. The Secretary shall keep a record of all meetings and proceedings of the Society and of the Board; keep complete lists of all members, notify members of the Society and of the Board of Assistants of all meetings to be held, make such notices and communications as may be ordered by the Society, or by the Governor, and perform all duties usually pertaining to such office. The Secretary shall be the keeper of the Seal of the Society.

A copy of the minutes of all meetings and all adopted resolutions shall be sent to all Board Members not later than one month following the meetings.

The Secretary of a Colony shall immediately notify the State Secretary of the death of a member. The Secretary of a Colony shall send a list of newly elected Colony officers to the State Secretary.

### I. CHRONOLOGICAL

#### A. JANUARY – Report to Secretary General

1. Report the number of members in the Florida State Society as of January 1<sup>st</sup>, accounting for deaths, resignations, members dropped, and transfers.
2. Notify the State Governor and State Treasurer of this report.
3. Place a copy in the permanent file and send the original to the Secretary General.

#### B. NOVEMBER – Annual Meeting

1. Email notices of the Annual Meeting to all Colony Governors of the Florida Society at least 15 days prior to the meeting.
2. All officers shall also be requested to have reports in duplicate for presentation at the meeting (or mailed to the Secretary).
3. Take minutes of the Annual meeting and prepare copies for distribution to all officers of the State Society, placing a copy in

the permanent file. A summary of the minutes may be placed in the newsletter.

4. In each election year, inform the General Society Officers of the names, telephone numbers, addresses, and e-mail or fax contacts for newly elected State Officers.

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

1. Selection of delegates.
  - a. (General Society By-laws Article VI, Section 3 #1: The General Congress shall consist of the Officers of the General Society of Mayflower Descendants, former Governors General and Delegates from the State Societies, each State Society being entitled to one Delegate for every fifty (50) members or majority fraction thereof.)
  - b. Delegates shall be selected from those expressing a wish to attend, with precedence being given to State officers and Colony Governors. Each Colony shall be allowed at least one representative, if desired.
  - c. The Secretary shall determine who is to represent the State as Delegates and notify the Secretary General of Florida's total membership and the names of the Delegates By July 1<sup>st</sup>.
  - d. The Treasurer shall order the Insignia for the retiring Governor in the election year, which corresponds to the Triennial year.

II. The Secretary is custodian of:

- A. A complete digital Excel alphabetical database showing:  
active members: being able to sort alphabetically by colony, by name, by GSMD number and FSMD number.
- B. Chronological record of new members, transfers in and out and within the State, dropped members, deaths, resignations, and reinstatements.

## I. ROUTINE

- A. Keep a record and prepare meeting minutes and proceedings of the State Society as described above.
- B. The Secretary is to notify the State Elder of the death of any member, when and as reported. The State Elder shall be advised of the full name, last address, State and General Numbers, date and place of death, ancestor, and next of kin, when known.
- C. Changes of address and name (by marriage or divorce) are sent to the mailer of Florida's newsletter and also to the party who maintains the mailing list for The Mayflower Quarterly.
- D. The Secretary records reinstatements, resignations, changes of name, deaths, and drops on the Historian General form, sending the original to Plymouth and copies to the State Historian, to the State Roll Keeper, and to the Colony involved (unless the notice came from there).
- E. End of year reconciliation between GSMD and FSMD for entire state membership, Life membership and verify totals between State Colonies and FSMD.

## DUTIES OF THE STATE TREASURER

Article V - OFFICERS AND THEIR DUTIES, Section 5 Treasurer.

The Treasurer shall take charge of all funds belonging to the Society; keep suitable books of accounts; charge, collect and receive all fees, dues and all monies payable to the State Society; invest with approval of the Finance Chairman all special funds of the Society; report the condition of the Treasury at all stated meetings of the Society and to the Governor or Board of Assistants at any time they may ask for a report. The Treasurer shall, if the Board of Assistants requires it, furnish bond, more than the estimated funds in his possession at any time, for faithful handling of the funds, the premium of such bond to be paid from the funds of the Society. The Governor shall be designated on all Society checking or savings accounts as an alternate signer. The books and records of the Treasurer shall be audited annually, and always at the change of Treasurer, at the expense of the

Society, by the Finance Chairman or someone approved by the Finance Chairman.

I. CHRONOLOGICAL

- A. On election to office, the outgoing and incoming Treasurers shall cooperate in the shifting of checking accounts and in obtaining new signature cards, CD's, etc., which have not yet come due. Any signature cards must show the Governor's signature as a second signer.
- B. FEBRUARY 1: Based upon membership statistics as of January 1, furnished by the State Secretary, notices of the per capita assessment shall be sent to the Treasurer of each Colony. Payment should be made as soon as possible, BUT NO LATER THAN MARCH 15.
- C. MARCH 1: The State Treasurer shall send to each Colony Treasurer, a check covering refunds for:
  - 1. New members during the preceding year - \$15.00 each.
  - 2. Supplementals approved during the preceding year - \$15.00 each.
  - 3. Transfers from outside Florida during the preceding year - \$1.00 each.
  - 4. Life Member Fees - \$10.00 each.
- D. PRIOR TO MAY 1:
  - 1. The State Treasurer will receive a notice from the Treasurer General stating the sum due for lineage papers and supplies.
  - 2. State Dues (\$44.00 per capita) shall be sent to the General Society.
- E. PRIOR TO OCTOBER 10: The State Treasurer shall send to the Host Colony of the Annual Meeting an expense check (\$1,000.00) not later than October 10<sup>th</sup>.
- F. PRIOR TO THE NOVEMBER ANNUAL MEETING: A ledger and checkbook should be submitted to the Finance Chairman or other qualified person for audit.

## II. ROUTINE

- A. All SUMS received shall be posted to a ledger under RECEIPTS
  - 1. Date of receipt
  - 2. Source of funds
  - 3. Account to which credited.
  - 4. Amount involved.
- B. ALL CHECKS written shall be posted to a ledger numerically, in order, under DISBURSEMENTS.
  - 1. Date of check
  - 2. Account to which addressed.
  - 3. Account to be charged.
  - 4. Amount involved.
- C. PRELIMINARY APPLICATION FEE for the prescribed amount (See Standing Rules) in each case, whether initial or supplementary application, comes from the State Historian. It is recorded by Colony name with date and amount of the person's check.
- D. JUNIOR APPLICATIONS come from the Junior Membership Chair, accompanied by the prescribed fee, the name of the sponsor, and the number assigned. For further details see JUNIORS, PROCEDURE FOR ADMISSION.
- E. MEMBERSHIP CARDS are issued by the State Treasurer, upon request from the Colony Treasurers, at no charge.
- F. LIFE MEMBERSHIP FUND:
  - 1. The State Treasurer shall maintain a separate State Membership Roll. (See the Bylaws of 2014 directing the sliding scale of Life Membership Fees.) Upon receipt of the application form from a Colony Treasurer with the applicable fee, the State treasurer shall issue a Life Membership number and send the Life Membership Card to the Colony Treasurer for distribution.
  - 2. It is expected that the Treasurer of each Colony having Life Members will notify the State Treasurer before February 1 that Life Member(s) are still alive.

- G. The State Treasurer is expected to present a detailed report at the Board of Assistants meeting in the Spring and a full report at the Annual Meeting in November.

### DUTIES OF THE STATE HISTORIAN

Article V. Section 6. The State Historian shall examine and report on all lineage papers of applicants; shall appoint and oversee State Co-Historians as necessary; shall be custodian of all digital applications and lineage papers; shall make a detailed report of all new members by application, reinstatements, transfers-in (from out of state), dual members of the Society, and keep copies; shall keep a digital file card on members and perform any other duties assigned by the Board of Assistants. The Historian shall also, when practicable, assist applicants in filling out their lineage papers.

The State Historian shall issue the State number for all Florida State Society lineage papers accepted by the Historian General.

All passports shall be dated by the State Historian or State Co-Historian responsible for that Colony, placing the correct date of admission to the Florida State Society, and given to all new members.

- I. THE STATE HISTORIAN is custodian of:
- A. All approved digital Lineage Papers, both active and inactive
  - B. Complete alphabetical digital card file by name
  - C. FORMS
    - 1. Mayflower Lineage Match Form (digital)
    - 2. Application/Supplemental Forms (digital)
    - 3. Silver Supplemental Form (digital)
    - 4. Electronic Signature Permission Form (digital)
    - 5. Guidelines & Instruction Sheets (digital)
    - 6. Passports (certificates)
  - D. State Historian's spread sheet in which are recorded:

1. Adult Membership, including transfers-in (from out-of-state) and dual memberships in numerical order
  2. Reinstatements and (known) transfers-out-of-state
- E. All current State Historian and former State Historians' files with reports made at the Annual Meetings and Board of Assistants meetings of the Florida State Society; and all rejected notifications.
- F. Books, digital files (if applicable), etc., for use in tracing lineages for prospective members.

## II. ROUTINE

- A. Prepare the State Historian's Report for the Annual Meeting of the State Society in November and an Interim Report for the Board of Assistants in the Spring.
- B. Read the Roll Call of Ancestors at the Annual Banquet.
- C. Answer inquiries from interested persons
- D. Correspondence is kept in the file until each Lineage Paper has been approved by the Historian General. Then, a digital copy of the approved application is kept. Due to privacy concerns, proof documentation is shredded.
- E. Process applications for membership.
- F. Appoint and oversee State Co-Historians as necessary, not to exceed one per every three Colonies.

## III. PROCEDURE FOR LOGGING LINEAGE PAPERS

- A. When the State Historian or State Co-Historian receives the Mayflower Lineage Match Form (Preliminary Application) with a check made payable to the Florida State Society:
1. Record the applicant's name, check number, amount, and date in a spread sheet; send a monthly report and collected checks to the State Treasurer.
  2. Correspond with the applicant, sending a working application and instructions, advising that the working application

and one set of documentation are to be submitted to the Colony Historian, State Co-Historian, or State Historian for review.

B. Upon receiving the working application and documentation from the applicant or the Colony Historian, check carefully for corrections and potential problems.

1. If approved, the State Historian or State Co-Historian sends the applicant either a copy of their application for membership or an electronic signature permission form to sign and return along with a check for the balance of the application fee.
2. If not approved, notify the applicant with suggestions for further research, advising assistance from the Colony Historian, State Co-Historian, or the State Historian.

C. When completed, the Application for Membership is returned to the State Historian, or State Co-Historian, who checks it again, signs, dates, and sends it, along with the documentation to GSMD. Documentation is marked according to GSMD's specific generation coding system.

D. Any extra copies of documentation are retained until the application is approved. Then, they are shredded.

E. If approved by the Historian General, the State Historian is notified by e-mail of the approval. The State Historian then:

1. Issues and notifies GSMD by e-mail the new member's State number.
2. GSMD affixes the State number, the General Society number, and the election date. Then, GSMD makes a copy of the corrected lineage paper and returns it by e-mail to the State Historian.
3. The State Historian or State Co-Historian then makes a copy of the lineage paper, types the Passport (certificate), and sends both to the new member.
4. The new member's information is entered in the State Historian's spread sheet.
5. Digital file card is prepared and sent to the Colony Historian, Colony Secretary, Colony Treasurer, State Governor, State



Treasurer, State Membership Secretary, and the State Co-Historian by e-mail.

6. The State copy of just the approved application is filed electronically.

- F. If GSMD requires additional documentation, the State Historian or State Co-Historian e-mails or writes the applicant, enclosing a copy of GSMD/Historian General's letter and advising contact with the Colony Historian or State Co-Historian, assisting them in obtaining the necessary documentation if needed.
- G. If GSMD/Historian General rejects the application, the State Historian or State Co-Historian notifies the applicant and the Colony Historian, and the digital application is filed in the REJECTED FILE. Due to privacy concerns, the documentation submitted for the rejected application, and still in Florida State Society's possession, is either returned to the applicant, or shredded.
- H. If an applicant does not submit the necessary documentation within the required time limit, an extension of time may be granted. Should no documentation, or response be submitted after a reasonable length of time, the State Historian or State Co-Historian may e-mail, or write the applicant concerning his/her lack of action and contact the Colony Historian for follow up.

IV. SUPPLEMENTALS – The State Historian receives Mayflower Lineage Match Forms (Preliminary Applications) for Supplementals and follows the same procedure as for a new member.

V. DEATHS, RESIGNATIONS AND DROPPED MEMBERS are recorded on the member's digital file card and their cards are removed from the active file and placed in the inactive file.

VI. Keep an expense record (copying, stamps, postage, supplies, etc.) with

Receipts, and send them to the State Treasurer to be reimbursed as needed.

### DUTIES OF THE STATE ELDER

Article V. Section 7. The Elder shall officiate when called upon at any regular meeting of the Society. The Elder shall send a message of condolence after having been notified by the State Secretary of the death of a member and conduct a memorial service at the annual meeting of the State Society.

The State Elder shall:

- I. Officiate when called upon at any regular meeting of the State Society; deliver the Invocation at the convening of the Annual Meeting; offer the Blessing at all luncheons and banquets of the Society and deliver a Benediction at the close of the Annual Meeting.
- II. Conduct a Memorial Service for members who have passed away during the preceding year and keep a Memorial Roll which includes names of deceased members, their State and General Numbers, Colony identification, their Ancestor and last address and the name and address of the next of kin, if known.
- III. Send messages of condolence to the next of kin upon receiving the notice of death from the State Secretary.
- IV. Assist the Colony Elders when guidance in the performance of their duties is requested.

### DUTIES OF THE STATE CAPTAIN

Article V. Section 8. The Captain shall carry out all orders of the Governor, Protect the flag(s) of the Society, and act as a Marshall at parades and on occasions of ceremony.

The State Captain shall:

- I. Carry out all orders of the Governor.
- II. Act as Marshall at parades and on occasions of ceremony.
- III. Arrange for the display at Annual and Board Meetings of the Society of the companion flags of the United States and of the Mayflower Society, and retain custody of such flags, both the property of the State Society, at all other times.

#### DUTIES OF THE STATE COUNSELOR

Article V. Section 9. The Counselor shall render aid and opinions upon matters pertaining to the Society when requested to do so by the Governor or by the Board of Assistants.

The State Counselor shall:

- I. Render aid in questions concerning the interpretation of the Constitution and Bylaws of the Society.
- II. Work with the State Bylaw Chair on proposed Society Bylaw changes.
- III. Pass on proposed changes of the Society Bylaws.
- IV. Pass on proposed Bylaws of new Colonies.
- V. Assist Colonies with bylaw advice or assistance when requested.

#### DUTIES OF THE STATE PARLIAMENTARIAN

The Parliamentarian:

- I. Is an appointive officer chosen by the State Governor.
- II. Is advisor to the Governor on matters of Parliamentary Procedure during a meeting or when so requested by the Governor.
- III. May advise the Governor concerning a Point of Order but it is the Governor who then rules on the matter.
- IV. Is not concerned with the question of interpretation of the Society's Constitution or Bylaws, that being the duty of the Counselor General.
- V. Shall abide by Robert's Rules of Order-Newly Revised Edition when not in conflict with the Constitution of the State Society.

## APPOINTMENT OF THE DEPUTY GOVERNOR GENERAL AND ASSISTANT GENERAL

Article VI. Section 4. Subject to confirmation by action of GSMD's General Board of Assistants, FSMD is entitled to be represented of 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.

## JUNIOR MEMBERSHIP, PROCEDURE FOR ADMISSION

- I. Application Forms
  - A. Available 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. Instructions
  - A. Form must be completely filled out.
  - B. Colony Chair (or Historian)
    1. Will check for accuracy.
    2. Sends form to State Junior Chair with the prescribed fee, made Payable to the State Treasurer.
  - C. State Junior Chair
    1. Double check the application for accuracy and authenticity.
    2. Assign the Junior Member number to the applicant
    3. Notify election of the Junior Member to:

- a. State Treasurer, along with the check.
  - b. Colony Junior Chair
  - 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 our Society when eligible at age 18.
4. Retain the application form for the permanent file.
- D. State Junior Chair will update Junior file when the Junior reaches the age of 25 years, sending an informative letter regarding application\ for Senior Membership.
  - E. Junior Certificates are available
  - F. The State Junior Chair signs the Certificate (Passport) and sends to The new Junior Member or relative.
  - G. To qualify for admission as a Junior Member, the applicant must Meet all requirements as set forth in the Bylaws of the Society of Mayflower Descendants in the State of Florida.

#### PROCEDURE FOR ADMINISTERING LIFE MEMBERSHIPS

##### Article IV – MEMBERSHIP, Section 4, LIFE MEMBERSHIP

- a. Any regular FSMD member in good standing who has attained the age of fifty (50) years and has been a FSMD member for more than five (5) years is eligible to become a Life Member of the Society Mayflower Descendants in the State of Florida.
- b. Standing Rule 4.4.1. Eligibility for Life Membership. Effective for applications for Life Membership made on and after 22 November 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

November 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

Upon payment of the fee set by the State at an Annual Meeting. He/she shall thereafter be exempt from personal payment of the annual dues imposed by Article VIII of these bylaws. All Life Membership fees shall be maintained by the State Treasurer in a Life Membership Reserve Fund (LMRF). From said fund, the Treasurer shall pay all annual Colony, State Society and General Society dues on behalf of each Life Member who has been reported by the Colony as alive. The administration of Life Memberships will be prescribed in the Society's Standing Rules.

Any regular member of the Society of Mayflower Descendants in the State of Florida is eligible to become a Life Member as of January 1 of any year after the applicant has been a member of the Florida Society for more than five years. The applicant pays annual dues only for the first year after making application for Life Membership. Life Memberships are not transferable out of the State of Florida.

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 society chartered under GSMD.

After paying the annual dues for that first year after application, Life Members shall not be liable for further Colony, Florida State or General Society dues.

#### I. PROCEDURE

- A. The applicant first submits an application to the treasurer of his/her Colony together with a check for the prescribed amount (See the

Standing Rules) payable to the Florida Mayflower Society.

- B. The Colony Treasurer shall approve the application, certifying that the member is eligible for Life Membership, and shall forward the application with check attached to the State Treasurer.
  - C. The State Treasurer shall:
    - 1. Verify that the prospective Life Member has been a Florida Member for more than five (5) years, attained the age of fifty (50) and is not in arrears in payment of dues.
    - 2. Assign a Florida Life Membership Number, prepare a Life Membership Card and send the card to the Colony Treasurer.
  - D. The Colony Treasurer shall notify the Colony Historian and the Colony Secretary of the life membership, including the Life Membership Number. The Life Membership card shall be forwarded to the new Life Member by the Colony Treasurer.
- II. All life membership fees shall be maintained by the State Treasurer in a Life Membership Reserve Fund (LMRF), separate from other accounts.
- III. CHRONOLOGICAL
- A. Not later than 15 February of each year, the Colony Treasurer shall Forward to the State Treasurer a listing of all that Colony's living Life Members. Any deceased Life Members during the past year shall be listed separately.
  - B. Not later than 1 March of each year, the State Treasurer shall pay to The Colony Treasurers from the LMRF, annual statewide dues for each Life Member.
  - C. The Colony Treasurer shall include dues for their Life Members in their remittance of State and General Society dues to the State Treasurer.
  - D. The Colonies shall include their Life Members in their membership Lists which are published in the triennial Directory with the Florida Life Member Number preceded by the capital letter "L" shown just below the basic Florida State number.

DUES AND FEES AMOUNTS (Subject to Change)

Mayflower Lineage Match	No Charge
Application	\$165.00
Supplemental and Silver Supplemental	\$165.00
Application for Transfer to another State Society	\$5.00
Application for Dual Membership in FSMD	\$5.00
Junior Membership	\$30.00
Life Membership	Sliding scale depending on age.
Annual Dues	\$54.00
Reinstatement	\$ 5.00

STEPS IN STARTING A NEW COLONY

Article IV - MEMBERSHIP, Section 7, FSMD COLONIES:

- a. Existing Colonies: FSMD has duly chartered 17 colonies within the State of Florida, each of which is vested with full self-governing powers and authority under Section 7.e.
- b. Petition for Charter: Any group of twelve (12) or more FSMD Regular or Life Members in good standing, residing in the same geographical area within the State of Florida may petition the State BoA for the issuance of a charter for a new colony under FSMD. The State Society may make application to the State Governor for approval to form a new Florida Colony. 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 Secretary.
- c. The State Governor will appoint one of them to be the new Colony Governor and hereafter serve on the Board of Assistants of the State



Society. The Colony may choose an appropriate name and adopt bylaws, provided the same in all respects conform to this constitution. Upon completion of organization the Colony shall have self-governing powers, except for the establishment of annual dues, which are regulated by Article VIII, Section 1. Of these bylaws, and except for the regulation of the length of terms of office of Colony officers, which are set by Article VI -ELECTIONS, Section 1, Election of Officers of these bylaws. If the membership of a Colony on the 31<sup>st</sup> of December, in any year, shall be less than twelve (12) members for two calendar years, by vote of the Board of Assistants, such Colony may be declared suspended and its rights under this Section revoked. In the interest of the State and General Societies, the Colony must hold at least three meetings a year.

## 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. Petition requesting authority to organize a new colony signed by members of The State Society is submitted to the State Governor for approval.
- C. Propose an appropriate name for the Colony (must be the name of a Passenger on the Mayflower).
- D. A suggested wording for the petition:

“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 wish to be transferred to such colony when it becomes a reality. This colony is to be designated as the (colony name) Colony. Therefore, we hereby request the Honorable\_\_\_\_\_

Governor, and the Florida State Society approve the authorization to Organize the (Colony name) Colony.”

Signed:

II. APPROVAL BY STATE GOVERNOR

- A. The names of the petitioners will be forwarded to their Colony Treasurer for a report of “good standing” and, in the case of the proposed organizing Colony Governor, the date of the Florida Society membership as well.
- B. Approval of membership of petitioners and Colony name.
- C. Appointment of an Organizing Colony Governor.

III. ORGANIZATIONAL PROCEDURE

A. ELECTION OF TEMPORARY OFFICERS

- 1. Temporary officers to serve until the Colony receives its Charter.
- 2. The most important officers during this period will be the Colony Governor, Secretary and Historian

B. ADOPTION OF BYLAWS

- 1. Proposed bylaws must comply with the State Bylaws.
- 2. Proposed bylaws are to be submitted to the State Counselor for Approval.

- C. ADOPTION OF PROGRAM OF COLONY MEETINGS of not less than three (3) meetings each year.

IV. REQUEST FOR A CHARTER to be conferred upon the Colony.

- A. REQUEST FOR TRANSFER of State Members to the new Colony.
- B. NOMINATION OF PERMANENT OFFICERS
- C. Colony may draw upon the State Treasurer by voucher not over fifty (\$50) dollars for organizational expense.
- D. State Governor will notify officers of the State Society of the progress of the new Colony.

- V. CHARTER MEETING
  - A. Presentation of the Charter
  - B. Election of Permanent Officers
  - C. Installation of Permanent Officers

VI. CHARTER CEREMONY – Governor:

“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 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. (Note concerning the person for whom the Colony was named.)

Organizing Colony Governor \_\_\_\_\_, I have here the Charter requested by you, which formally recognizes 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. As 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.

#### VIII. INSTALLATION CEREMONY – Governor

Colony Governor \_\_\_\_\_, 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 the paths of life. 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.

Colony Governor \_\_\_\_\_, will you please call the name of the officers elected to serve with you and have them take their place left of you. . . Thank You

Officers of the \_\_\_\_\_-Colony, I am sure you are aware that the privilege and prestige of service your Colony carries with it obligations of equal weight and gravity. Not only must you set forth the rules, but 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 and Bylaws of our General Society of Mayflower Descendants, the Bylaws of the State society, and the Bylaws of your own Colony. Your specific duties will be those associated with your office.

#### NOMINATING COMMITTEE

##### ARTICLE VI – ELECTIONS, SECTION 2, NOMINATING COMMITTEE

A Nominating Committee, consisting of three regular or Life members of FSMD in good standing shall be proposed by the Governor and then elected by a 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. 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 the 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 officer may be nominated from the floor, provided that each nominee is a FSMD regular or Life member in good standing.

## TRANSFER OF MEMBERSHIP

STEP 1        There are four (4) kinds of transfers. The first step is to identify/determine the Type of transfer being requested:

- A. Is a member of your Colony requesting transfer to another State Society? (Transfer out of FSM D)
- B. Is a member of another State Society requesting transfer to your colony? (Transfer in to FSM D)
- C. Is a member of your Colony requesting a transfer to another FSM D Colony? (Internal Transfer out)
- D. Is a member from another FSM D Colony requesting a transfer in to your Colony? (Internal Transfer in)

STEP 2        Determine if the FSM D member is eligible to transfer out.

- A. Refer to ARTICLE IV – MEMBERSHIP, SECTION 9, Transfer of Membership.
  - a. Transfer Out – to another State Society
  - b. Transfer In – from another State Society
  - c. Internal Transfer