

BYLAWS
The Huguenot Society of Virginia
Organized October 27, 1961
A member state of
The National Huguenot Society, Inc.

Article I

Name of Organization

The Society shall be known as The Huguenot Society of Virginia, a member state of The National Huguenot Society, Inc.

Article II

Objectives

The objectives of The Huguenot Society of Virginia, hereinafter to be called “The Society,” are patriotic, religious, historical and educational. Their design is to perpetuate the memory, the spirit, and the deeds of the men and women in France called Huguenots who, because of persecution there on account of the basic tenets of their faith and their devotion to liberty, emigrated either directly or through other countries to North America and contributed by their character and ability to the development of the United States.

Article III

Requirements for Membership

1. Membership categories shall consist of Regular, Dual, and Associate, as outlined in the Bylaws of The National Huguenot Society, Inc.
2. Persons wishing to become Regular Members shall be of the Protestant faith, sixteen (16) years of age or older, who adhere to the Huguenot principles of Faith and Liberty and who are lineally descended in the male or female line from a Huguenot, without regard to ethnic origin or adherence to any particular sect of Protestantism, who, subsequent to 10 December 1520 and prior to the promulgation on 28 November 1787 of the Edict of Toleration, emigrated to North America or some other country, or a Huguenot who, in spite of religious persecution, remained in France; and according to and consistent with the Bylaws of The National Huguenot Society, Inc.
3. Dual Members – A person already in good standing of one Member Society may join one or more other Member Societies, subject to that person’s acceptance by the receiving Society. Dual Members pay annual National dues through their original Society and State dues to each Society in which they have membership.
4. Associate Members – Spouses of members may apply for Associate membership, with application forms requested through the State Registrar. Upon receipt of the application, the Board of Directors, hereinafter called the “Board,” may approve the Associate Membership. Associate Members shall have the social privileges of

- membership only and may not hold office nor have voice or vote regarding the business of The Society. Annual dues for an Associate Member shall be \$5.00. (I have moved this sentence to Standing Rule #4)
5. Upon request for Regular membership in The Society, the Registrar shall send a packet of necessary forms and instructions to the applicant. The Registrar shall determine eligibility. If the applicant is found eligible, the Registrar shall submit the applicant's name to the Board for approval. All applications for Regular membership must be accompanied by proper and acceptable proofs of all statements and with a check covering the appropriate fees as required by the Standing Rules. Approval is by the Registrar General.
 6. The applicant for Regular membership shall have two years from date of sent packet to complete the application.
 7. Transfers into The Society are acceptable upon approval of the Board.
 8. Resignations are to be in writing to the President, Treasurer, or Registrar and must be reported immediately to the President General, the Registrar General, and the Treasurer General. The person resigning must be in good standing at the time or will be considered dropped for non-payment of dues.
 9. Reinstating members must request a reinstatement application from the State Registrar, pay National and State reinstatement fees and be approved by the Board.
 10. Youth Registration is a program that provides certificates to young people under sixteen (16), who are members of families in our Society. This does not bestow membership in The Huguenot Society of Virginia nor in The National Huguenot Society.
 11. A Life Membership in the Huguenot Society of Virginia shall be offered to any member in good standing who is sixty (60) years of age or older at the time of application and who pays a one-time fee of five hundred dollars (\$500.00) to this State Society. Application shall be made to the State Registrar. The State Society will continue to pay State and National dues for the Life Member.

Article IV

Fees

All fees will be controlled by the Standing Rules of The Society.

Article V

Meetings

1. The fiscal year shall be the Calendar year – 1 January through 31 December.
2. There shall be a minimum of two meetings each year with the Annual meeting to be held in the spring. The other regular meeting will be held in the fall and shall be the Memorial Service for our deceased members.
3. A quorum of the Board of Directors for the transaction of business shall be five (5) members. A quorum for the transaction of business at a general meeting shall be eight (8) members in good standing.

Article VI

Election of Officers

At the fall meeting preceding an election year, a Nominating Committee of three (3) members shall be elected for the purpose of selecting a slate of officers. No member shall serve on two consecutive Nominating Committees. The Nominating Committee shall present a slate to the membership at the following Annual meeting. Nominations from the floor are permitted. In the case of no nominations from the floor being presented, the slate may be elected by acclamation. Members of the Nominating Committee are not barred from becoming nominees.

The outgoing Chaplain shall ceremoniously install, immediately after their election, all newly elected officers who are present. All new officers shall assume their duties at the end of business on that day. All records should be transferred within thirty (30) days, if possible.

Article VII

Officers and Duties

1. The officers of this Society shall be President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Registrar, Chaplain, Librarian, and Historian. A single person may hold more than one office but shall only have one vote at any time.
2. Duties:
 - A. The President shall preside over all Board, Regular, and Special meetings and shall maintain supervision over business affairs. Only the President can call for electronic votes, call Special meetings as needed, and appoint committees not otherwise provided for. The President shall be a member *ex officio* of all committees except the Nominating Committee. The President shall represent the chapter at public functions. The first duty of the President after election is to notify the National Society, the Editor of *The Cross*, and the manager of the Web site of the new Board members and their positions. The President shall report to The Society, the Annual Congress, and the Semi-Annual Meeting of The National Huguenot Society. Copies of the report are to be sent to the State Recording Secretary, the President General, and the Recording Secretary General.
 - B. The 1st Vice President shall take the place of the president in the event the president cannot attend a meeting. In the event the President can no longer serve, the 1st Vice President shall assume the office and duties of the President.
 - C. The 2nd Vice President shall be responsible for obtaining a meeting place and planning a program for the spring and fall meetings.
 - D. The Chaplain shall receive notices and keep record of the deaths of members, send condolences to families, and conduct the memorials of all deceased. Upon receiving notice of the death of a member, the Chaplain

- shall notify the State Officers and the Chaplain General. The Chaplain shall open and close all meetings of the Society with prayer.
- E. The Recording Secretary shall keep a record of the proceedings of the Board and all general meetings, and shall be the official keeper of the Master Copy of the Bylaws and Standing Rules of The Huguenot Society of Virginia, in which all changes and amendments shall be recorded. A current copy of the Bylaws of The National Huguenot Society shall also be kept for reference. All records must be passed on to the successor Recording Secretary, assuring a continuous record.
 - F. The Corresponding Secretary shall attend to the general correspondence. This officer shall maintain a current membership database and shall send calls to the general membership in advance of each meeting.
 - G. The Treasurer shall be in charge of the funds belonging to The Society and shall place them in fully insured (FDIC) banks in the name of The Huguenot Society of Virginia. The signatories on all accounts shall be the Treasurer and the President. Any check over \$3000.00 shall require both signatures. The Treasurer shall maintain all accounts, records, vouchers and bills received and paid, all of which shall be subject to review; shall collect State and National dues, with member remittance payable to The State Society on or before October 31 of each year; and shall make reports to the membership of The Society as to the financial condition of the chapter, as well as reporting all member resignations, transfers, drops and, if possible, all deaths. Members whose dues are two years in arrears, who have been given multiple notices by mail, telephone, and/or electronically, shall be dropped from membership on December 31 of the given year, without further notice. The Treasurer shall see that changes of address are kept up to date with the State Officers, Registrar General, Treasurer General, and the *Cross of Languedoc* editor/publisher. The Treasurer shall, prior to the ending of the President's term of office, order the Past President's pin and have the proper engraving done, i.e., Name, term years, and national number. The Treasurer shall make reports to the Treasurer General at the designated time. All records must be passed on to the successor Treasurer, assuring a continuous record. The Treasurer's books shall be audited every two years.
 - H. The Registrar shall assist prospective members with their applications, being sure that all applications are in proper form (See Art. III, Sec. 5). The Registrar shall notify each applicant of their acceptance, national number, and date of admission. The Registrar shall keep a file in which is recorded the name and number of each member, together with the date of admission and the name of each ancestor from whom eligibility is derived. The Registrar shall: keep lineage papers of all members; record deaths and marriages; record members dropped or resigned; and record applicants rejected. Any changes in membership shall be reported at the Annual Meeting. The Registrar shall make reports to the Registrar General at the designated time.
 - I. The Historian shall protect the historic papers and shall research and encourage publicity for The Society. Significant dates should be announced and observed.

- J. The Librarian shall keep the chapter library, maintain a current inventory of holdings, and may recommend to the Board the purchase of new books.

Article VIII

Board of Directors

1. The Board of Directors shall consist of the elected officers and the immediate Past President of The Society. The Board is empowered to control the business affairs of The Society between meetings of The Society. Meetings of the Board shall be called by the President or at the written request of three (3) members. In the event that a quorum cannot be formed, the Board may vote on emergency issues by telephone or internet.
2. Board members shall be selected from as wide an area of the state as possible.
3. If an office, other than President, shall become vacant, a member shall be appointed by the Board to complete the unexpired term.

Article IX

Committees

1. A Nominating Committee of three (3) members shall be elected at the fall meeting preceding an election year. Their report shall be presented at the next Annual Meeting. This Nominating Committee shall make every effort to fill their slate of officers with candidates from as many regions of the state as possible (See also Article VI).
2. The President may appoint other committees.

Article X

Insignia

The Insignia of The Society shall be that of The National Huguenot Society.

Article XI

Parliamentary Authority

Robert's Rules of Order Newly Revised shall be the authority in all questions of parliamentary law. The President may appoint a member to serve as Parliamentarian.

Article XII

Discipline

Disciplinary matters shall be handled under the provisions of The National Huguenot Society or by the Board.

Article XIII

In the event of the dissolution of The Society, all assets shall become the property of The National Huguenot Society, Inc.

Article XIV

Amendments

1. These Bylaws may be amended at any Regular meeting of The Society by a vote of two-thirds (2/3) of those members present, provided that notice of proposed changes was sent to all members at least thirty (30) days in advance of the meeting.

Article XV

Scholarship

The rules awarding scholarships will be those as appear on the application forms.

Article XVI

All items not covered by these Bylaws shall be governed by the Bylaws of The National Huguenot Society.

Article XVII

The President may appoint a committee to select a person or persons to receive awards for outstanding service to The Huguenot Society of Virginia, or may suggest a recipient. After Board approval, awards may be presented at a Regular meeting.

Standing Rules

These rules may be proposed and changed at any Regular or Special meeting by a majority of members present, without advance notice.

1. Annual dues shall be \$35.00, payable to The Huguenot Society of Virginia by October 31st (\$20.00 of this is sent as dues to The National Society).

2. The fee for new member applications shall be \$95.00, payable to The Huguenot Society of Virginia, and must accompany the application. The application must be submitted to National through the State Registrar.
3. The fee for each Supplemental application shall be \$35.00, payable to The Huguenot Society of Virginia, and must accompany the application. The application must be submitted to National through the State Registrar.
4. Annual dues for an Associate Member shall be \$5.00, payable to The Huguenot Society of Virginia.
5. Reinstatement fees shall be \$15.00 to The National Society plus \$35.00 to The State Society for the current year's dues. The application must be requested from the State Registrar and all fees shall be payable to The State Society.
6. The fee for a copy of application papers filed with National shall be \$10.00, with the check made out to The National Huguenot Society, Inc. **and submitted to National OR State??**

Revised March 2008
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