

# CONSTITUTION OF THE WORLD CHAMBERLAIN SOCIETY

Revised at Annual meeting, Fort Wayne, Indiana, September 20, 2008

## ARTICLE I

### NAME

The name of the organization shall be The World Chamberlain Society; operating under the assumed name of "The World Chamberlain Genealogical Society".

## ARTICLE II

### PURPOSE

The purpose of this Organization shall be:

- SECTION 1. To perpetuate to our posterity the memory of our Chamberlain heritage.
- SECTION 2. To share genealogical information with members.
- SECTION 3. To create an atmosphere of community fellowship with the descendants of the Chamberlain ancestors or immigrants.
- SECTION 4. To establish a reliable body of genealogical information on the Chamberlain surname, and to foster research facilitating this purpose.

## ARTICLE III

### MEMBERSHIP

- SECTION 1. Membership is open to all individuals and organizations with an interest in Chamberlain genealogy.

## ARTICLE IV

### OFFICERS and BOARD

- SECTION 1. The officers of Society shall be; President; Vice-president; Executive Secretary; Treasurer; and Three Trustees. These officers shall constitute the Society's Executive board.
- SECTION 2. The President shall serve no more than two consecutive terms of **two** years each but may be returned to office after an absence of **two** years.

## ARTICLE V

### MEETINGS

- SECTION 1. The Board shall meet at least once each year or as necessary to handle on-going business.
- SECTION 2. There shall be one general annual membership meeting.
- SECTION 3. The location where each meeting is to be held will be determined by the Board.

## ARTICLE VI

### AUTHORITY

- SECTION 1. Unless specifically authorized or ratified in writing by the Board, neither the Society nor any officer, agent or member of the Society shall have any authority to bind the Society for any obligation or undertaking assumed or incurred by any of the same or render the Society liable for any act or omission of the Society, its officers, agents or members.

## ARTICLE VII

### DISSOLUTION

- SECTION 1. The Society may be dissolved by the majority vote of members either at a meeting or by mail. Such action shall be effective when all the affairs of the Society have been concluded satisfactorily.
- SECTION 2. All assets, books and records of the Society shall be delivered to the New England Historic Genealogical Society, Boston, Massachusetts or such other organization as determined by the Archivist and the Board.

## ARTICLE VIII

### AMENDMENT

This constitution may be amended by a vote of the Society members, conducted by mailing ballots to all current members. A two-thirds vote of the ballots returned within 21 days of mail out shall be required for passage of proposed amendments.

## BY-LAWS

### ARTICLE I MEMBERSHIP

- SECTION 1. Application for membership in this organization shall be made on the application form supplied by the Corresponding Secretary.
- SECTION 2. Such application must contain the autograph signature of the applicant.
- SECTION 3. Termination of membership may occur by either failing to pay dues, upon written request to the Secretary, or failure to meet conduct standards specified under the-guidelines of the Society.

### ARTICLE II FEES AND DUES

- SECTION 1. The dues for the current year must accompany the application blank.
- SECTION 2. The annual membership fee shall be set each year by the Executive -Board. The fee shall be payable in advance for the year beginning January 1.
- SECTION 3. A life membership fee shall be determined by the Executive Board.
- SECTION 4. The membership fee for a full-time student shall be set at one-half (1/2) the annual membership fee.

### ARTICLE III MEETINGS

- SECTION 1. The annual meeting shall be held in a place determined by the Executive Board.
- SECTION 2. Any interaction among board members, whether at the same site or different locations will constitute a meeting as long as it has an agenda, a specified beginning and specified conclusion. The interactions may be conducted by personal interaction, phone conversations, teleconferencing or other means that allows the interchange of member opinions.
- SECTION 3. Special meeting of the Executive board may be called by the President, or by written request of three board members. The Executive Board can be called into meeting by petition of 10% of all the members entitled to vote at an Annual meeting. The petition must state the object of the special meeting.
- SECTION 4. At all Executive Board meetings, a majority of members shall constitute a quorum for the transaction of business.
- SECTION 5. At all annual meetings or Executive Board meetings, Robert's Rules of Order shall be the system used to govern the proceedings.
- SECTION 6. Executive board meetings may be attended by any Society-member, but voting shall be confined to Board members.

### ARTICLE IV ELECTION OF OFFICERS

- SECTION 1. The President with approval of the Executive Board shall appoint a nominating committee of three (3) members of the Organization, which shall name candidates to be placed on the ballot for the offices to be filled at the annual meeting.  
A member may have his name placed on the ballot for office by submitting a single petition or individual petitions which-have-been signed by five (5) members of the Organization in good standing. The petition(s) must indicate the office being sought.
- SECTION 2. The election of officers is by ballots mailed to all Society members in time to be returned and counted at the Annual meeting. A single majority of votes returned is sufficient for election to office. Each household membership has one vote.
- SECTION 3. The persons elected shall enter upon the offices immediately after the election at the meeting at which they are chosen, and hold the same until the **second** annual meeting or until the election of their successors.
- SECTION 4. When vacancies in Executive Board offices occur between annual meetings, the remaining Board members shall appoint by majority vote interim officers to fill such vacancies. The interim officers shall have all voting privileges and responsibilities accorded to a normally elected officer.

### ARTICLE V DUTIES OF OFFICERS

- SECTION 1. It shall be the duty-of the-President lto preside at all-meetings of the Organization and of the Board, and perform such other duties as pertain to the head officer of an organization. The President may fill vacancies with the approval of the Board.

- SECTION 2. It shall be the-duty of the Vice-president to exercise all the functions of the office of President during the absence or disability of the President.
- SECTION 3. It shall be the duty of the Executive Secretary to record the proceedings of the Organization and of the Board, to notify members of their election, and to notify members of the Organization and the Board of all meetings to be held, and in general to perform all duties usually pertaining to such office, e.g. filing annual Incorporation report.
- SECTION 4. It shall be the duty of the Treasurer to take charge of all funds belonging to the Organization; to keep suitable books of accounts; to charge, collect, and receive all fees and dues and all other moneys payable to the Organization; to make all necessary disbursements approved by the Board. The Treasurer shall be responsible for filing all tax reports that may be necessary and report the condition of the treasury at all stated meetings.
- SECTION 5. The Trustees shall participate in all policy-formation and decision making activities incumbent upon the Executive Board.
- SECTION 6. It is the responsibility of the Executive Board to ensure that essential Society functions are fulfilled. These functions include, but are not limited to: publication of a quarterly newsletter; archiving of Society documents and artifacts; maintenance of a data base for pedigrees and lineages of persons related to the surname. These essential functions may be performed by the Trustees or by appointed functionaries, as decided by the Executive Board.

ARTICLE VII  
COMMITTEES AND APPOINTIVE OFFICERS

- SECTION 1. The Standing Committees shall receive and act upon all matters pertaining to the business of the Organization usually comprehended in the work of such Committees. The chairperson shall preside. The president of the organization is an *ex officio* member.
- SECTION 2. Special Committees shall attend to the work to which they were assigned by appointment.
- SECTION 3. The President may appoint members to special tasks and functions as needed to expedite the goals and purposes of the WCGS. All appointments are-made-by the President with the approval of the Board.

ARTICLE VII  
PERMANENT FUND

- SECTION 1. All sums received for Life Membership, and all donations and legacies unless otherwise specified by the donor, shall be put into a Permanent Fund, together with such other sums as the board may appropriate for that purpose.
- SECTION 2. None of the principal of the Permanent Fund shall be expended for any purpose until a resolution authorizing such expenditure shall have, been proposed and adopted by the Organization in the same form and manner as an amendment to the Constitution.

ARTICLE VIII  
FINANCIAL MANAGEMENT

- SECTION 1. An Audit Committee shall be composed of the treasurer and two other members who will examine the financial records of the Society once each year.
- SECTION 2. The findings of the Audit Committee shall be reported to the Board at the Annual Meeting and published in the *Chamberlain Key*.
- SECTION 3. In case of dissolution, after all debts have been paid, the remaining money and documents shall be presented to the New England Historic Genealogical Society or such other organization as determined by the Archivist, the Historian/Genealogist and the Board, for the preservation of the Society's documents. Extra money shall be placed in that selected organization's general fund.

ARTICLE IX  
AMENDMENTS OR ALTERATIONS OF THE BY-LAWS

- SECTION 1. Amendments, alterations and additions to these-By-Laws shall be made in the same manner as amendments and changes of the Constitution.

Approved and issued this 25th day of January, 1996 by a majority of the members of the World Chamberlain Society present at the meeting duly called under the terms of these by-laws. *Revised September 20, 2008.*