Buxton Family Association By-Laws

Revised: August 2011
Reformatted: September 2022

Article I: **Title**

The organization shall be known as the Buxton Family Association of America.

Article II: **Purpose**

a. Promote friendship among the Buxton descendants. Learn more about our forebears;
b. Update family records;
c. Encourage and assist the education of Buxtons by providing modest scholarships;
d. Promote appreciation of our family and country heritage;
e. Assist in the preservation of natural historical sites of interest to the Buxton Family.

Article III: **Membership**

a. Any person with an interest in the history of the Buxton family may become member;
b. A voting member is defined as any member 16 years or older;
c. The Secretary will maintain an updated membership list.

Article IV: **Meetings**

a. A BFA Reunion meeting will be held annually in the month of August unless voted otherwise at the meeting prior to the next meeting;
b. Arrangements of location and time (after receiving suggestions from members) will be made by the Executive Committee;
c. A notice will be sent by the Secretary 45 days prior to the meeting;
d. Meetings may be called by the chair of a particular committee for the purpose of carrying on business of that committee;
e. The Association adopts Robert's Rules of Order as the basic guide for all meetings and procedures described in these by-laws.

Article V: **Quorum**

a. A quorum at all BFA meetings consists of a majority of the voting members present.

Article VI: **Officers and their Duties**

Officers:

a. At each annual meeting, the Association will elect the following four officers: President,
Vice President, Corresponding/Recording Secretary (combined into one position), and Treasurer;
b. Officers must be BFA members;
c. Officers will serve for a term of one year. However, upon the approval-prior to the motion to accept the slate of officers, an officer's term may be extended.

Duties:

President:

a. Provide leadership

b. Preside over the annual meeting;
c. Serve as chairman of the Executive Committee;
d. Approve all acts, orders, and proceedings of the BFA;
e. Make available, and present at annual meeting, records of Executive Committee meetings;
f. Be authorized to sign checks drawn on BFA accounts;
g. Receive, disperse, and account for all funds received.

Vice President:

a. Serve in the president's absence, assuming all presidential duties;
b. Act as ex-officio member of Educational Committee; representing the Executive Committee;
c. Edit the BFA newsletter and coordinate distribution with Secretary;
d. Serve as Parliamentarian.

Treasurer:

a. Receive, disperse, and account for all BFA Funds;
b. Keep official financial records (including both income and expenditures) of both the BFA General Fund and the BFA Education Fund in separate accounts in accordance with generally accepted accounting practices;
c. Present a report of these records at the annual meeting, Executive Committee meetings, and at request of any member;
d. Report to the Education Committee, funds available for scholarship distribution within five days of the close of the fiscal year;
e. Make financial records available to Auditing Committee when auditing is requested.

Secretary (Corresponding/Recording):

a. Record minutes of annual and executive meetings and make them available unless they contain matters which involve personal issues or those protected by law;
b. Send notice of annual meeting 45 days prior to the meeting;
c. Keep official records of BFA;
d. Maintain list of BFA members;
e. Maintain and respond to all BFA correspondence;
f. Maintain all BFA family records and scrapbooks;
g. Make all genealogical information available to the Historian/Genealogist.

Article VII: **Executive Committee, Standing Committees, Ad Hoc Committees and Appointed Positions and their Duties**

Executive Committee:

President, Vice President, Treasurer, and Secretary under the leadership of the President.

Duties:

a. Meets periodically for the purpose of planning, overseeing, approving and providing directions for all BFA business including making annual appointments to the Standing Committees, *Ad Hoc* Committees, Appointed Positions and other committees deemed necessary for the operation of BFA, making arrangements for the annual meeting and preparing an agenda of business for same (these to be submitted to Secretary for distribution with the annual meeting notice.)

Standing Committees: Historic Cemetery and Education

a. Appointed members will serve for as long as they are willing and able;
b. Each committee, will elect its own chairperson;
c. The number of members on a committee recommended by these by-laws may be altered at the discretion of the Executive Committee.

Description and Duties of Historic Cemetery and Education Committees

Historic Cemetery Committee:

a. Any member of the BFA interested in the maintenance of the Buxton Historical Cemetery in North Smithfield, R.I.

Education Committee:

a. Three members including a former scholarship recipient, when possible, and the Vice President, *ex-officio*, representing the Executive Committee for the purpose of administrating the Scholarship Program.
b. To oversee the distribution, receiving, and screening of scholarship applications and to recommend eligible recipients, then present selected candidates at the annual meeting for membership approval.

Ad Hoc Committees:

Any committee appointed temporarily for a specific purpose.

Auditing and Nominating *Ad Hoc* Committees:

Auditing Committee: Three members, preferably with some financial background, appointed when, at an annual meeting, an audit has been voted to be performed.

Nominating Committee:

Three members including the Past President, serving as chair. To submit to the Secretary, a proposed slate of officers for election at annual meeting.

Appointed Position:

Historian/Genealogist:

a. Any member interested and knowledgeable of the genealogy of Buxtons to be responsible for researching and updating all BFA historical records;
b. He/she will be the BFA resource person for genealogical inquiries.
c. He/she will maintain permanent genealogical records.

Article VIII: **Financial**

a. BFA will periodically solicit funds for use in the General Fund to cover routine expenses incurred in the operation of the BFA and the for the Education Fund;
b. The Education Fund: The yearly interest to be distributed to qualified membership approved applicants;

c. Fiscal Year: July 1 to June 30 unless otherwise voted at the annual meeting. No BFA member may charge expenses to any BFA accounts unless authorized by the Executive Committee;
d. All disbursements of funds shall require approval of the President and Treasurer;
e. President and Treasurer are authorized to sign checks drawn on BFA funds;
f. All BFA funds are subject to audit when such action has been voted upon at an annual meeting.

Article IX: **Motions and Votes**

a. Each member 16 years and older, can cast only one vote in any situation;
b. The President will vote only in case of a tie;
c. At the request of any member, a secret/paper ballot vote will be taken. These votes will be counted by two members appointed by the President.
d. The Secretary will record the results of all votes in the minutes of that meeting. A "vote" is defined as a simple majority vote of the voting members present.

Article X: **Procedures and Amendments**

a. The BFA by-laws may be amended at an annual meeting (or at a special meeting called for that purpose) by a majority of voting members present;
b. Notice will be given at least 45 days in advance of such meeting(s);
c. All proposed amendments must be submitted to the Executive Committee in writing. All by-law amendments as voted become effective at the time of their passage.

Article XI: **Dissolution of the BFA**

a. The BFA may dissolve by vote of a majority of voting members present at an annual meeting;
b. Any and all funds of record at this time will be donated to a not-for-profit organization with the same general purpose;
c. The organization to which the funds will be donated will be selected by a simple majority vote of the
voting members present taken prior to the vote for dissolution;
d. These bylaws specifically prohibit any other method for dissolution of the BFA.

At the 106th Annual Meeting of the Buxton Family Association held on August 6, 2011, in Slatersville, RI., all the above were approved, except ARTICLE XI, "Dissolution of the BFA." It was restated and approved to read: "The Buxton Family Association may be dissolved by a vote of 2/3 of the voting members present at an annual meeting.