

**CROSS-GREEN-SMITH**

**Family By-Laws**



**DRAFT**

# BY-Laws of CROSS-GREEN-SMITH

**Mission Statement** - The mission of Cross-Green-Smith is to educate each other about our ancestors, instill Family pride and fellowship with one another.

**Motto** – “Each one reach one; Each one teach one.”

## Definition of Terms:

- **“Family”** – A Family shall consist of a husband and/or wife; all minor children; and any children who meet the definition of “student” member as defined below.
- **“Grown”** Family member - Any Family member 18 years of age or older and out of high School and is not attending any other institute for higher education is considered “grown” for the purpose of these By-Laws and shall not be included with his/her parents’ annual dues.
- **“Student”** Family member – If a Family member is between 18-24 years old, and still going to school, he/she can be included with his/her parents’ annual dues.
- **“Financial”** Family member – A Family member who is current in the payment of his/her annual Family dues.

**Article 1** - The name of the organization shall be “Cross-Green-Smith.”

**Article 2** - The Board of Directors

1. The Board of Directors shall serve without pay and shall consist of three members/officers who are identified below in Article 3.
2. Eligibility criteria. Board members must be a descendant of a Cross, Green or Smith. In order to be nominated and elected to office, the Family member must be current in the payment of their dues. In order to be nominated, the Family member must either be present at the meeting or have submitted a statement to the President saying that he/she is willing to be nominated for a given office.
3. Board members shall serve a two-year term. Officers can be re-elected to his or her position. There are no term limits for Board members.
4. Vacancies that occur during the active term of a Board member shall be filled at the discretion of the remaining Board members, for the remainder of the vacating members’ term. If the remaining officers cannot agree upon a replacement for the vacant office, then it shall remain vacant for the remainder of the term and the respective duties shall be assigned to the President. If the vacant seat is that of the President, then the Treasurer shall assume the duties.
5. Board members who do not carry out their assigned duties, according to the By-Laws or timeframes established, or fail to respond to Board directed actions, shall be dismissed from the Board at the discretion of the President and the other Board member(s).

## BY-Laws of CROSS-GREEN-SMITH

### Article 3 - Officers

1. The officers of the Board shall consist of a President, Treasurer and Secretary, nominated and elected, by the financial Family Members present at the biennial meeting.
2. Elected officials shall serve a term of two years in the following manner:
  - a. The President shall preside (chair) at all Board meetings, appoint committee members, and perform other duties as associated with the office.
  - b. The President may designate someone to assume the duties of the Chair/President in case of the Chair's/President's absence or when the voting of new officers takes place at the biennial Business Meeting.
  - c. The Secretary shall be responsible for the minutes of the Board, keep all approved minutes in a book/file, and provide copies of the minutes to Family members present at the biennial meeting. The President will ask for, at the Business Meeting, a motion and approval of the Minutes from the last Biennial Meeting. In order to clarify any misunderstandings about what was said or not said at any given Business Meeting, the Secretary shall have the binder or file of all of the Minutes at the Meeting.
  - d. The Treasurer shall keep a record of the organization's budget and provide sufficient copies of the financial reports for the biennial meeting. There should be at least one (1) copy for every two Family members.
  - e. The Family's checking account shall have the names of the Treasurer and the President on file at all times.
  - f. The Treasurer shall prepare an **Annual Report**, which shall be distributed to the President and Secretary by no later than 90 days after the Biennial Reunion is over in the year of the Biennial Reunion.
  - g. In the year of the Biennial Reunion, sufficient copies of the **Biennial Report** shall be distributed before the Business Meeting begins and everyone shall have a few minutes to review the contents of the Biennial Report before the Treasurer's Report
  - h. In the non-reunion year, between our Biennial Reunions, the Treasurer shall prepare an Annual Report and submit a copy to the President and Secretary for review by November 1. The Secretary shall acknowledge receipt of this Annual Report and record in his/her Minutes, which shall be a component of the Minutes the following year, presented during the Biennial Business Meeting.

### Article 4 - Committees

1. The Board may appoint standing and ad hoc committees as needed.
2. Any eligible/financial Family member may recommend the formation of an ad hoc committee, at a Biennial Business Meeting, with the approval of a simple majority of the eligible voters.

# BY-Laws of CROSS-GREEN-SMITH

## Article 5 - Meetings

1. Regular meetings shall be held biennially during the Family Reunion. Business Meetings will be held on Saturday morning; to start no later than 9:30 a.m.
2. Written agendas shall be provided at the beginning of the Business Meeting by the President.

## Article 6 - Voting

1. (a) A majority of Board members and “financial Family members” constitutes a quorum. In order to have a democracy, or attempt to use/achieve a democratic process, there must be at least 12 financial Family members present, in the room, for the meeting. No absentee voting will be accepted. (b) In the absence of a quorum, no formal votes shall be taken and matters discussed will be viewed only as “information” and recorded as such in the minutes.
2. Passage of a motion that does not fundamentally change any of the By-Laws requires a simple majority of the eligible voting members present (i.e., one (1) more vote than half the eligible members present). If a motion fundamentally changes any of the By-Laws, there needs to be at least two-thirds of the eligible members present voting in approval of this type of motion.
3. Eligible voting members are Family members who are current in the payment of their annual dues and at least 18 years of age or older. Each eligible member of that Family will be given the right to vote. The Treasurer will identify those who are current and will distribute “voting cards” to each of these members before the Business Meeting begins. The Treasurer will decide on the format and content of the voting card. The color and/or format must be changed from one (1) reunion to another for security purposes.

## Article 7 - Conflict of Interest

1. Any member of the Board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter appearing before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate him/herself and refrain from discussion and voting on said item.

## Article 8 - Fiscal Policies

1. The Treasurer, President and Secretary will have some additional business or financial matters to wrap up at the end of their term before handing the responsibilities off to the new officers, therefore, the fiscal year of the Board shall be November 1 to October 31 of the 2<sup>nd</sup> and final year of their term.
2. The exchanging/handing over of all funds, financial records and account information to the newly elected Treasurer by the outgoing Treasurer shall occur by November 1 of the election year.
3. The newly elected Treasurer will establish a banking account with a national bank, **Bank of America**, within 14 days of receipt of funds from outgoing Treasurer. The Family funds must be deposited in a national bank, **Bank of America**, so that there is continuity of service and

## BY-Laws of CROSS-GREEN-SMITH

accessibility of funds by the Treasurer and President who may not be located in the same geographic location/area.

4. Treasurer will ensure that the Board President has access to the account as a co-account holder within 14 days of establishing the account.
5. Family dues are payable annually by May 1 of each year. The fees will be **\$35.00 per PERSON per FAMILY** for everyone over 18 years of age who is not in college or higher education.
6. Every eight (8) years or every fourth biennial reunion, the Family shall, at a minimum because of the cost-of-living increases, consider raising the annual dues by a minimum of five (5) dollars per Family member. Since a dues increase was approved in Sacramento in 2018, the next applicable date to consider an increase will be in 2026. In whatever applicable year an increase is considered, the Treasurer will present facts and figures at that particular Biennial Meeting, with regard to Family income and Family expenses, to help the Family determine whether an increase is necessary or not.

### Article 9- Amendments

1. These by-laws may be amended by two-third vote of Family members eligible to vote, present at any meeting, provided a quorum is present and provided a copy of the proposed amendment(s) are provided to each Board member at least two (2) months prior to the biennial meeting. The proposed amendment must also be included in the final "Notice of Reunion" that is mailed and/or emailed to the Family around May 1<sup>st</sup> of the Reunion year, but certainly no later than May 15<sup>th</sup> of the Reunion year. If these timeframes are not met, the proposed amendment may be allowed to be on the agenda but there shall not be any motion or vote taken on the proposed amendment. The discussion of the proposed amendment will be mentioned in the Minutes only as "Information."
2. Proper Motions, defined above, made and carried during biennial Family meetings, in regards to the function and operation of the Family reunion, will become a part of the Family by-laws immediately.

### Article 10- Miscellaneous

1. The payment of annual dues substitutes for requiring a Registration fee at the Family reunion. Family members who are current in the payment of their dues will not have to pay a Registration fee in order to attend the Family reunion. Family members who are not current in the payment of their dues will be required to pay a Registration Fee (equal to the amount of the two years of annual dues) in order to attend and participate in the Family Reunion.
2. Cross-Green-Smith descendants 80 years of age or older, who paid their dues and attended reunions or who did not physically attend but participated by the payment of annual dues, for a minimum of five (5) Family reunions (a minimum of 10 years) will have the cost of their Banquet ticket waived. The cost of their ticket will come out of the Family treasurer account.
3. Family members must be current in their payment of annual dues in order to purchase tickets for and/or attend the Family reunion banquet. Family members who are current in the payment of their dues may not purchase tickets for family members who have not paid

## BY-Laws of CROSS-GREEN-SMITH

their current dues. The Treasurer will be at the banquet door cross-checking tickets with the name of Family members who are “financial” or current.

4. Family members will receive one (1) banquet souvenir program booklet per paid banquet ticket. There is no age restriction on who will receive a booklet.
5. The Reunion Committee, for that particular Reunion, will ensure ten extra books are printed and made available for purchase at the banquet. The purchase price of the books will be the actual cost charged to the Family for the printing of the books.
6. Every effort will be made to try to get a banquet souvenir program booklet to a Family member not present because they are sick or shut-in. They must make a request to the Secretary.
7. Security standards must be established for control of entrance and exiting during the banquet to prevent additional cost to the Family. When a Family member enters the banquet room without paying for a ticket, the cost for their meal is charged to the Family. Therefore each Family member entering the banquet room must present a banquet ticket at the door and will receive an ever-changing hand-stamp or wristband at the door. This procedure is necessary to preclude anyone from leaving the banquet room and transferring their ticket to anyone else.
8. Mailings. (a) The Treasurer will send a reminder notification no later than **March 1<sup>st</sup>** of the non-reunion year, to Family members requesting payment of dues. (b) The Reunion Committee for the next biennial-reunion, will mail out the information for the upcoming reunion no later than **February 1<sup>st</sup>**, in the year of the biennial reunion. This mailing will include a reminder that annual dues must be paid by May 1<sup>st</sup>. (c) The cost for postage and supplies (envelopes, paper, etc.) associated with the mailing of Family information and Family business, in support of the biennial reunion, collection of dues, Family newsletter, budget report, or any information deemed by the Board needing to be distributed to the Family via postal mailing, shall be paid for by Family treasury funds. Written requests for reimbursement of funds, associated with the official mailing of Family information, shall be made to the Treasurer in writing. The request for reimbursement of funds should at a minimum state the information mailed (provide a copy, if applicable), provide a breakdown/explanation of the cost, and include all the receipts.
9. Website. The annual fee for the service and maintenance/cost associated with maintaining the Cross-Green-Smith website shall be paid by the Family through treasury funds. Whenever someone else is designated to maintain/update the website, the President or the President’s designated representative is the only Family member authorized to represent the Family in matters associated with the service. At present, the cost of hosting the family website is approximately \$162.00 annually. The annual cost includes the renewal fee for the site domain name. At present, the cost of website maintenance is free, primarily because the services of site maintenance has been voluntarily administered for the past 10 years. The Board will do the necessary research and select the most qualified and economical website developer. Once the current arrangements expire/end, the Board will solicit bids from, at a minimum, three (3) website developers. The Board will report the results of their research and selection to the Family at the next scheduled biennial business meeting. The Board will determine the content of the Family website.

## BY-Laws of CROSS-GREEN-SMITH

10. PayPal. If utilized, The President and Treasurer are the only Family members authorized to draw funds from the Family PayPal account or represent the Family in matters associated with the service. Fees associated with the use of PayPal services shall be paid by the Family through treasury funds.

### Article 11 – Dissolution Procedures

1. If Cross-Green-Smith does not hold a reunion and biennial business meeting for a period of four consecutive years (two consecutive reunions are not held) or if at any time the decision is made to dissolve Cross-Green-Smith, all funds remaining in the treasurer account will be donated, in the name of Cross-Green-Smith, to The United Negro College Fund (UNCF). This action shall take place no later than 30 days after all remaining Cross-Green-Smith financial obligations have been resolved. Verification of the donation of funds shall be provided to the Board members and made available to all financial family members upon request.

### Document Approvals

Signed:



Dated:

Sept. 14, 2014

\_\_\_\_\_  
Warren T. Cross, Family President