

Insert Association Name (to be voted upon)

BY-LAWS

I. NAME, PURPOSE AND MEMBERSHIP OF ORGANIZATION

- A. The name of the organization shall be Insert Association Name (to be voted upon) (hereinafter referred to as “Association”).
- B. The purpose of the Association shall be
1. Encourage the research, sharing, documentation and publication of ancestral lineages of all THAMES and TIMS, etc. families including all forms and spellings for THAMES and TIMS. Such forms and spellings include, but are not limited to, Tame, Tames, Timbs, Timms, Tims, Thame, and Thames.
 2. Publish and circulate information on these families on the Association’s official website for the purpose of sharing information and encouraging further research on these families.
 3. Establish an official Association website that will make available the information collected for any researchers interested in furthering these objectives.
 4. Take any steps considered necessary or helpful to encourage responsibility for authenticity and sharing of information on these families.
 5. Any other steps the membership feels appropriate consistent with and within the limits of the objectives of the Association and within the limits of the Non-profit Statutes under which it will be organized.
 6. The Association and its representatives shall take no action which conflicts with the provisions of Section 501(c)(3) of the Internal Revenue Code regarding exemption from income tax.
- C. Membership in the Association shall be limited to those who can show descent from or relation by marriage to any family with the surname THAMES, TIMMS, TIMS or other spelling variant which may result from like sound in pronunciation including but not limited to any name that falls within the Soundex code (T520) for Thames or Tims.
- D. Membership may be by one or more of the following categories: 1. Blood relation, 2. parent, spouse or surviving spouse of blood relation, 3. stepchild or descendant of stepchild or blood descendant; 4. legally adopted child or descendant of legally adopted child of descendant, 5. illegitimate child or descendant of illegitimate child of blood descendant. Due to the difficulty in proving relationships in the early years these definitions shall be loosely interpreted for the benefit of the purposes of the Association.

II. APPLICATION FOR MEMBERSHIP

- A. Membership applications shall be submitted to the Secretary or any other person assigned the responsibility by the Board, either on forms provided by the Association or in the format prescribed by the Association. Forms available on the Association’s website will be preferred. All applications shall be subject to review and acceptance by the Board.

III. BENEFITS OF MEMBERSHIP

A. Benefits of membership shall include

1. Full access to all parts of the Thames-Tims.org website except for the Board-restricted portion of the website (which shall contain secure, privacy-protected administrative information).
2. The right to be placed on the Association mailing list to receive all notices issued by the Association.
3. The right to withdraw membership at any time upon written notification to the Secretary.
4. The right to review any and all genealogical data available on the lineages on file, excluding data on living persons.
5. The right to recommend others for membership.
6. The right to attend at member's expense any and all gatherings, seminars, reunions, and/or other forums as may from time to time be established by the Board or a meeting/reunion committee.
7. The right to make tax deductible charitable gifts toward the goals of the Association over and above annual dues in memorium or otherwise, after tax exemptions have been granted by the Federal and State Governments.
8. The right to vote in all elections for members of the Board or upon any and all other matters carried to the membership for approval or rejection.
9. The right to submit for publication information or material in conformance with the objectives of the Association.

IV. TERMINATION OF MEMBERSHIP

A. Membership may be terminated for any of the following reasons:

1. Failure to submit annual dues.
2. Written request of the member.
3. Death of the member.
4. Activities in the name of the Association which are detrimental to, or against the stated purposes of, the Association.

V. DUES

- A. Annual dues shall be \$15.00 due each January. Dues paid after January shall cover membership during the calendar year in which they are received by the Association.
- B. Dues may be raised or lowered upon recommendation of a majority of the Board and approval of the general membership. The Board shall recommend and call for vote on adjustment in dues as necessary to meet operating expenses.
- C. The membership year shall run from 1 January through 31 December, 1.

- D. All members who paid dues before December 31, 2003 will be CHARTER MEMBERS.

VI. WEBSITE

- A. The Association shall provide a publicly-accessible website that includes a mixture of lineages and genealogical data, information of interest to the membership, queries, requests for information about Thames/Tims, etc. lines. Articles of interest regarding unusual research experiences by members and genealogical education articles shall be encouraged.
- B. Members without internet access will be provided copies of any articles published to the website by U. S. Mail. In addition, members without internet access will be provided with semi-annual updates as to the activities of the Association.

VII. OFFICERS AND BOARD OF DIRECTORS

- A. The Board of Directors shall consist of the elected officers.
- B. Elected Officers shall be:
 - 1. President
 - 2. First Vice President
 - 3. Second Vice President
 - 4. Secretary
 - 5. Treasurer

VIII. DUTIES OF OFFICERS

- A. President

The President shall direct the day to day operations of the Association, provide guidance and assistance to the Secretary, Treasurer and Webmaster as needed, appoint special committees as needed and approve all expenditures and bills for payment by the Treasurer.
- B. First Vice President

The First Vice President shall be responsible for coordination with and through the Board of the efforts of any reunion committee that is formed that requests the assistance and participation of the Association, and, if necessary, act as chairperson of said reunion committee if none other volunteer. The First Vice President shall be responsible for replacing the President if incapacitated, or out of town, temporarily for decisions that cannot wait. The First Vice President will replace the President in the event of death, resignation or other catastrophe making the elected President unavailable. Duties shall include assisting the President in all activities as assigned by the President.
- C. Second Vice President

The Second Vice President shall be responsible for receiving and maintaining the Association's genealogical materials and data that are in non-electronic form (if said non-electronic data can be published on the Association's website; otherwise, the Second Vice President shall also maintain the electronic data). The Second Vice President will conduct look-up requests received in written or email form from those genealogical materials and data that are maintained by the Second Vice President. The Second Vice

President will compile semi-annual notices of Association activities for members who do not have Internet access.

The Second Vice President shall be responsible for devising and conducting a continuing campaign to increase membership, conduct distribution of information about the Association and its website, and any other duties assigned by the President. The Second Vice President shall perform the responsibilities of the President in the event of loss or incapacity of the President and First Vice President.

D. Secretary

The Secretary shall:

1. Record and keep minutes of all meetings held by the Association.
2. Act as custodian of the records and correspondence of the Association.
3. Provide regular reports of the Secretarial activities for the Association's website.
4. Execute any other duties assigned by the President.

E. Treasurer

The Treasurer shall

1. Receive, record and deposit all moneys paid to the Association in a depository approved by the Board of Directors.
2. Promptly pay bills and expenses approved by the President or his/her designee.
3. Maintain an auditable set of records of receipts and expenditures.
4. Provide regular reports of the status of Treasury for publication on the members-only portion of the Association's website. This shall include totals of income, expenses and cash balance since the previous report.
5. Execute any other duties which may be assigned by the President.

IX. TERMS OF SERVICE OF OFFICERS

A. Terms of officers shall run for two years each with two elected in odd years, three in even years.

1. President, Second Vice President, and Treasurer shall be elected in even years (2004, 2006, etc.).
2. First Vice President and Secretary shall be elected in odd years (2005, 2007, etc.).
3. The first elections shall be held in 2004, to enter office January 1, 2005.

B. If an officer not standing for election accepts nomination for another office, his/her office shall fall into the same election and the elected party shall serve a one year term to maintain election cycles.

- C. Any officer may succeed him- or herself in office or may offer as a candidate for another office.

X. ELECTIONS

A. Regular Elections

1. Nominations shall be called for by the Board in the second quarter of the year via U.S. Mail, with the return of nominations by the members to be received no later than four weeks following the mailing date of the call for nominations.
 2. Election ballots shall be sent to all members via U.S. Mail and returned to an officer whose office is not involved in the election or to a member who has been designated as a ballot collector for that election within fifteen (15) days of the mailing date of said ballot.
4. The designated officer will arrange for two officers not involved in the election, or two members designated by the Board, or a combination of the aforesaid, to count and certify the results to the President who will announce results no later than the fourth quarter of the year or as soon as the results are available, the newly-elected officers to take office the following January 1.
5. Newly elected officers will assume office the following January 1.

B. Special Elections

1. In the event that additional Officers are required or upon resignation, death or other incapacitation of any officer the remaining board members shall appoint a suitable and willing person to fill the position until an election can be held to fill the position.
2. The Board shall, at the earliest practical date, seek nominations from the membership for persons willing and able and having the necessary abilities and qualifications to fill the vacant post.
3. The Board shall set and announce an election to fill the vacancy.
4. A majority of the votes cast in any election shall determine the winner. In case of a tie a runoff election will be announced unless one winner withdraws.
5. Except with respect to timing, Special Elections shall follow the same election format as outlined for Regular Elections.

XI. ADDITIONAL POSITIONS

The following positions are identified as needed by the Association and are to be staffed by the Board.

A. Webmaster

The Webmaster shall operate and maintain the Association website, assemble and post material requested and approved (if necessary) by the Board on the website.