



Descendants of Marie Ferree

ARTICLES OF INCORPORATION

I. Name

The official name of this organization shall be "***Descendants of Marie Ferree***" and is referred to in this document as the "***Descendants***".

II. Purpose

The primary purpose of the Descendants is to educate others of the history and genealogy of the Daniel and Marie Ferree Family and to provide an opportunity for all descendants, to learn and share information about the history of the family.

III. Location

The Descendants principle location of operation is the Township of Paradise, which is located in the County of Lancaster, Commonwealth of Pennsylvania.

IV. Membership

1. Membership in the Descendants is open to all individuals, and their spouses and families, who are descended from Marie and Daniel Ferree.
2. Membership may also be granted to individuals who do not qualify under Article IV.1. if said individuals express a sincere interest in ***actively*** participating in the purpose and activities of the Descendants as described in Article II hereof.
 - a. These individuals will be granted ***honorary*** membership.
 - b. Honorary members may participate in all activities of the Descendants and shall have the right to vote on matters concerning the governance of the Descendants.
 - c. Honorary members may be elected to the Committee as outlined in Article VII.1.a hereof, but may not be elected as an officer.
3. Active membership shall consist of those who qualify under Article IV.1-2 and have paid dues for the current year.
 - a. The membership year shall run from September 1st through August 31.
 - b. The amount of dues shall be set from time to time by a majority vote of the Governing Committee.
4. The Descendants shall not discriminate against any person based on race, color, or religion.



Descendants of Marie Ferree

ARTICLES OF INCORPORATION

V. Sources & Uses of Funds

1. Sources.

- a. The Descendants shall be primarily supported by membership dues and assessments, including fees for attending reunion activities.
- b. The Descendants may sell merchandise to both members and non-members, but any such merchandise must be related to the Ferree family or the history of the Pequea Valley, and thus further the goal of promoting awareness of Ferree history.

2. Uses.

- a. The Descendants shall be authorized to pay reasonable compensation for necessary services rendered, and to make payments and distributions in the furtherance of the purposes set forth in Article II and Article VI.5 hereof.
- b. The Descendants may use funds to subsidize activities at the reunions, when the Executive Committee feels that the Descendants financial balance warrants such subsidies.

VI. Governance & Administration

1. The Committee.

- a. Governance of the Descendants activities and funds shall be directed by a governing body known as the Governing Committee. The members of which shall be elected by a majority vote of the Membership at the business meeting of the biannual reunion.
- b. The Governing Committee shall consist of a minimum of five members and shall not exceed eighteen members.
- c. The Governing Committee shall meet at least once a year to review finances, plan events, and discuss any other items brought up by its members.

2. The Executive Committee.

- a. The Executive Committee shall consist of the five elected officers: President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary.
- b. The Executive Committee shall be empowered to make decisions on behalf of the Governing Committee in situations that require urgent attention and cannot wait until the next meeting of the Governing Committee.
- c. The Executive Committee shall be prohibited from modifying any actions taken by the Governing Committee.

3. Election of Officers.

- a. At the first meeting of the Governing Committee following its election, the Governing Committee shall elect new officers.



Descendants of Marie Ferree

ARTICLES OF INCORPORATION

- b. The elected officers shall be: President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary.
- c. The election shall adhere to the restrictions set forth in Article IV.2.c. hereof.

4. Term of Office.

- a. Members of the Governing Committee shall serve from the time they are elected, or appointed, until the business meeting of the Membership at the following reunion.
- b. Officers shall serve from the time they are elected, or appointed, and until the first meeting of the Governing Committee after a reunion at such time officers are elected.

5. Compensation of Officers & Governing Committee Members.

Initially, Officers and Governing committee members shall have no compensation. Officers and Governing Committee members may be given customary and reasonable reimbursement for their expenses in their respective positions, as determined by a majority vote of the Governing Committee.

6. Financial Administration.

- a. Financial records shall be kept in the custody of the Treasurer. The Treasurer shall be responsible for the maintenance of these records.
- b. Authorization of funds.
 - 1). The President and Treasurer are authorized to deposit, withdraw or transfer funds held in the name of the Descendants.
 - 2). The Corresponding Secretary, Merchandise Coordinator and Reunion Coordinator are authorized to deposit funds received for their activities. A detailed report is to be provided to the Treasurer.
- c. An audit of the Descendants finances shall be conducted:
 - 1). At the end of the fiscal year in which a reunion is held. The fiscal year shall run from September 1st through August 31st.
 - 2). Any time the office of Treasurer changes hands.
 - 3). Any other time the Governing Committee feels an audit is warranted. An audit in this instance must be approved by a majority vote of the Governing Committee.
 - 4). Audits shall be conducted by a minimum of 2 members of the Governing Committee as selected by a majority vote of the Governing Committee.

7. Declaration of Rules.

All meetings shall be conducted in accordance with Roberts Rules of Order, or any other bylaws that may be adopted by the Governing Committee in the future.



Descendants of Marie Ferree

ARTICLES OF INCORPORATION

VII. Adoption & Amendments

1. Adoption.

- a. The Articles of Incorporation shall first be submitted to all members of the Executive Committee for review. The Executive Committee shall then vote on its adoption. A two-thirds majority vote of the entire Executive Committee is required for adoption. Absentee ballot or ballot by proxy shall be permitted.
- b. After adoption by the Executive Committee, the Articles of Incorporation shall be submitted to all members of the Governing Committee to review and vote on its adoption. A two-thirds majority vote of the entire Governing Committee is required for adoption. Absentee ballot or ballot by proxy shall be permitted.
- c. At the first reunion following adoption by the Governing Committee, the Articles of Incorporation shall be presented to the General Membership. At the business meeting of the reunion, the General Membership shall vote on its ratification. A two-thirds majority vote of the members present is required for ratification. Absentee ballot shall be permitted.

2. Amendments.

- a. Any member in good standing of the Descendants may submit a proposed amendment to the Articles of Incorporation.
 - 1). Such proposals must be submitted to the President, in writing, at least one month in advance of the next scheduled annual meeting.
 - 2). The proposal must include the reason(s) for the amendment.
- b. The proposal will then be sent to all members of the Governing Committee for their review, at least two weeks in advance of the meeting.
- c. The proposed amendment shall be discussed at the next regular Governing Committee meeting. The Governing Committee shall then vote on its adoption, unless it is tabled to a future meeting or sent to a sub-committee for further investigation. A two-thirds majority vote of the entire Governing Committee is required for adoption. Absentee ballot or ballot by proxy shall be permitted.
- d. If the Governing Committee votes in favor of the amendment, the amendment will move to the general Membership for ratification.
 - 1). A copy of the amendment shall be sent to all active members.
 - 2). If the amendment is proposed within six months of a reunion, the vote for ratification shall occur at the business meeting of that reunion.



Descendants of Marie Ferree

ARTICLES OF INCORPORATION

- 3). If the amendment is proposed outside of this six- month window, or if the Governing Committee believes that the amendment is too critical to wait until the reunion, the vote for ratification shall occur by mail-in ballot. Results of the vote will be sent out to the members by mail.

VIII. Dissolution of the Descendants of Marie Ferree

1. The Descendants of Marie Ferree may be dissolved at any time by a two-thirds vote of the Governing Committee.
2. Upon dissolution of the Descendants, any assets remaining after the payment of debts shall be distributed to any organization(s) recognized as a non-profit organization under section 510(c)3 of the US Internal Revenue Code of 1954 (or the corresponding provision of any future US Internal Revenue Law), as the Executive Committee shall determine.
3. Organization(s) to receive assets and in what proportion shall be determined by a majority vote of the Executive Committee.

END OF THE ARTICLES OF INCORORATION



Descendants of Marie Ferree

THE BYLAWS

I. Meetings

1. General Membership.

- a. Reunions shall be scheduled at the discretion of the Governing Committee, but no less than one every five years.
- b. There shall be a business meeting of the Membership at every reunion.

2. Committee.

In addition to the constitutionally required annual meeting:

- a. The President shall have the authority to call additional meetings as needed. These additional meetings may be held in person or via phone conference, whichever is most prudent.
- b. During reunion years, the Governing Committee shall review the reunion held that summer at the first Governing Committee meeting after the reunion.

3. Executive Committee.

The Executive Committee shall meet as deemed necessary to conduct the day-to-day business of the Descendants of Marie Ferree.

II. Quorums

1. General Membership.

- a. A quorum of the General Membership shall consist of twenty-five active members, as defined in Article IV of the Articles of Incorporation.
- b. For reunion business meetings, a quorum of the General Membership shall consist of two-thirds of the active members attending the reunion, as defined in Article IV of the Articles of Incorporation.

2. Governing Committee.

- a. A quorum of the Governing Committee shall consist of two-thirds of the then current Governing Committee members, at least one of which must be an officer.

3. Executive Committee.

- a. A quorum of the Executive Committee shall consist of three officers.



Descendants of Marie Ferree

THE BYLAWS

III. Resignations & Vacancies

1. Resignations.

- a. Should a member of the Executive or Governing Committee no longer be able to fulfill their obligations to the Executive or Governing Committee, they shall submit a letter of resignation to the President.
- b. The President shall then forward his or her acceptance of the resignation, along with a copy of the original letter, to the Executive and Governing Committees.
- c. If the resigning Executive Committee member held the office of Treasurer, acceptance of his or her resignation will be contingent upon a successful audit of the Descendants finances.
- d. The resigning Executive or Governing Committee member shall turn over all records and documents for which they were responsible to the President within two weeks of acceptance of their resignation.

2. Vacancies.

Should a vacancy occur on the Governing Committee, the President shall have the right to appoint a replacement to fill that vacancy. If an officer held a vacated seat, the Governing Committee shall vote on a replacement at the next Governing Committee meeting or via phone conference, whichever is the most prudent.

IV. Duties of the Officers

1. President.

- a. The President shall be responsible for the overall welfare of the Descendants and ensure that the Descendants remains aligned to the purpose and activities as outlined in Article II of the Articles of Incorporation.
- b. The President shall call and preside over all meetings of the Executive and Governing Committees.
- c. The President shall be an ex-officio member of all sub-committees and oversee such committees.

2. Vice President.

- a. The Vice President shall assist the President in his or her duties as directed by the President.
- b. Should the President become ill or otherwise incapacitated, the Vice President shall assume the duties of the President until the President is able to reassume his or her duties.
- c. In the absence of the President, the Vice President shall preside over a meeting that has already been scheduled by the President.



Descendants of Marie Ferree

THE BYLAWS

- d. Should the President resign, the Vice President shall assume the office of the President for the remainder of the term.

3. Treasurer.

- a. The Treasurer shall account for all of the Descendants finances.
 - 1). The Treasurer shall account for all monies received by the Descendants and deposited in a timely manner to the checking account owned by the Descendants.
 - 2). The Treasurer shall make or authorize payments for all purchases and services rendered as authorized by the Governing Committee or the Executive Committee as provided in Article V.2. of the Articles of Incorporation. Recurring payments shall be authorized as standing orders, which shall be in writing and signed by the President and Treasurer.
- b. The Treasurer shall maintain all of the Descendants financial records.
 - 1). The Treasurer shall keep hard copies of all deposit slips, check stubs, and bank statements.
 - 2). The Treasurer shall keep a record of all deposits and payments either with a traditional bankbook or with a computer program such as Quicken, Microsoft Money, or any other such industry standard.
- c. The Treasurer shall provide the Executive and Governing Committees with a quarterly financial report of the Descendants that includes a summary of income and expenses. This shall be presented by email or regular mail within two weeks of the end-of-quarter.

4. Recording Secretary.

- a. The Recording Secretary shall take minutes of all meetings of the Executive and Governing Committees. The minutes shall include a roll of members present and absent, a general record of discussions among the Committee and a record of votes held during the meeting.
 - 1). The minutes shall be typed and kept in a separate notebook.
 - 2). A copy of the minutes shall be sent to each of the Committee members no later than two weeks after a meeting.
- b. The Recording Secretary shall be the custodian of all of the Descendants's records and documents, except the financial records. This shall include, but not limited to sub-committee reports, standing orders to the Treasurer, letters of resignation, government documents, and any agreements with other Descendants.
- c. The Recording Secretary shall be the custodian of the Articles of Incorporation and Bylaws of the Descendants. This shall include the original document and any amended copies that may be adopted, with an indication of which articles were amended and when the amendments were adopted.



Descendants of Marie Ferree

THE BYLAWS

5. Corresponding Secretary.

- a. The Corresponding Secretary shall be responsible for all correspondence of the Descendants. These duties shall include:
 - 1). Typing and mailing out invitation letters and postcards for reunion activities.
 - 2). Sending reminder notices of meetings to Executive and Governing Committee members.
 - 3). Printing and mailing of the newsletter to the Membership.
- b. The Corresponding Secretary shall receive all membership applications and renewals and deposit to the Descendants account or forward the collected dues to the Treasurer.
- c. The Corresponding Secretary shall maintain an up-to-date list of the membership, which should include a current mailing address and email address (if applicable).

V. Coordinators

1. Newsletter Editor.

- a. The Newsletter Editor shall be responsible for producing a newsletter at a minimum of twice a year.
 - 1). The Editor will collect news, articles, and announcements for the newsletter.
 - 2). The Editor will type the newsletter or designate a volunteer to do so.
- b. The Editor will email or mail a finished copy to the Website Coordinator for publication on the Ferree Reunion Website.
- c. The Editor will email or mail a finished copy to the Corresponding Secretary for printing and mailing to the Membership.

2. Website.

- a. The Website Coordinator shall be responsible for selecting, organizing, and editing all material to be used on the Ferree Reunion website.
 - 1). The Website Coordinator will promote and coordinate input from others interested in contributing material to the site.
 - 2). The Website Coordinator will maintain and keep current updates of the Ferree Family Reunion and other family related events and activities.
- b. The Website Coordinator shall be responsible for receiving and replying to all email sent through the website.
- c. The Website Coordinator will forward emails to Executive and Governing Committee members or Coordinators as appropriate to the contact's interest.
- d. The Website Coordinator will communicate with the Webmaster, as needed.



Descendants of Marie Ferree

THE BYLAWS

3. Genealogy.

The Genealogist(s) shall be responsible for promoting awareness of the Ferree genealogy and making endeavors to complete the Ferree genealogy by:

- a. Sharing and exchanging information with members about the Ferree genealogy.
- b. Collecting information from members for the Ferree Master File.
- c. Assisting members in completing their own genealogies.

4. History.

The Historian(s) shall be responsible for promoting awareness and appreciation of the Ferree family history by:

- a. Researching the Ferree family history.
- b. Sharing and exchanging information with members about the Ferree history.
- c. Writing articles related to the Ferree family history and publishing them on the Ferree Reunion website, in the newsletter, and in other appropriate publications.

5. Merchandise.

- a. The Merchandise Coordinator will be responsible for ordering all items that have been approved for sale by the Governing Committee.
 - 1). The Governing Committee shall approve prices for these items.
 - 2). Changes to prices must be approved by the Governing Committee or the Executive Committee as provided in Article V.2 of the Articles of Incorporation.
- b. The Merchandise Coordinator will regularly check for orders from the Web Store that have been placed and shall mail out all orders within two weeks of the date the order was placed.
- c. The Merchandise Coordinator will maintain an inventory record that shall include a record of items purchased for stock and items sold.
- d. At the reunions, the Merchandise Coordinator shall setup and supervise the reunion store in the Welcome Center which shall include:
 - 1). Scheduling workers for the store.
 - 2). Unpacking and inventorying items to be sold.
 - 3). Making and setting up store signs, including a price list.
 - 4). Ensuring that the workers are familiar with their duties at the store and checking in with them periodically during their shift.
 - 5). Taking inventory of items and reconciling sales with the cashbox at the end of each shift.
 - 6). Securing the cash box and the store at the end of the day.



Descendants of Marie Ferree

THE BYLAWS

6. Reunion Coordinator

- a. The Reunion Coordinator, working closely with the Descendants Executive and Governing Committee members, will plan, organize and coordinate all aspects and activities of the reunion.
- b. Ensure the date is set in time to secure the location and determine costs/fees.
- c. Work with reunion facility management to schedule/reserve meeting rooms and other space and services needed.
- d. Oversee reunion publicity via the website, mailings and registration forms.
- e. Suggest tour activities:
 - 1). Schedule and reserve appropriate locations.
 - 2). Contact locations regarding admission fees and recommend prices.
 - 3). Reserve buses.
- f. Develop program and schedule:
 - 1). Determine and coordinate meeting room setup.
 - 2). Recruit speakers.
 - 3). Ensure technical equipment and setup is provided for speakers.
 - 4). Arrange for food service caterers and recommend prices.
- g. Keep appropriate records as to attendee registration, reunion registration fees received, and deposits made.
- h. Work closely with the Treasurer to ensure required payments to vendors are done in a timely manner.



Descendants of Marie Ferree

THE BYLAWS

VI. Adoption & Amendments

1. Adoption.

- a. The procedure to adopt the Bylaws shall be the same as those used to adopt the Articles of Incorporation as prescribed in Article VII of the Articles of Incorporation.

2. Amendments.

- a. Any member in good standing of the Descendants may submit a proposed amendment to the Bylaws.
- b. The procedures to amend the Bylaws shall be the same as those used to amend the Articles of Incorporation as prescribed in Article VII of the Articles of incorporation.
- c. The only exception shall be with regard to proposed amendments to Article V of these Bylaws, which lists the Coordinators and describes their jobs. This is in recognition of the flexibility needed in adapting these jobs to ever changing situations.
 - 1). Ratification by the General Membership of adopted amendments to Article V of the Bylaws shall not be required until the business meeting of the next reunion.
 - 2). The Governing Committee shall be authorized to act upon duly adopted amendments to Article V of the Bylaws in the interim.

END OF THE BYLAWS