

**BY-LAWS OF THE
FOSTER-WILEY FAMILY
A NOT-FOR-PROFIT CORPORATION**

ARTICLE I

The name of the organization shall be Foster Wiley Family. The mailing address shall be (the address of the current elected Secretary). All documentation goes to that address along with Internal Revenue correspondences.

ARTICLE II PURPOSES

The purpose for which this organization has been organized is to establish Foster-Wiley Family as a non-profit entity.

ARTICLE III MEMBERSHIP

Membership in this organization shall be open to all members of the Foster-Wiley Family.

ARTICLE IV MEETINGS

The membership meeting of this organization shall be held bi-annually at the Foster-Wiley Family Reunion during the third week (Thursday, Friday, Saturday, and Sunday) of July.

ARTICLE V ORGANIZATION

The Secretary shall cause to be mailed to every member in good standing at his address as it appears in the membership roll book in this organization a notice telling the time and place of such bi-annual meeting.

The president may call special meetings when he deems it for the best interest of the organization. Notices of such meeting shall be mailed to all members at their addresses as they appear in the membership roll book at least ten (10) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and who called it.

No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all those present at such meeting.

ARTICLE VI VOTING

At all meetings, except for the election of officers and directors, all votes shall be by voice.

At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of officers and directors.

ARTICLE VII ORDER OF BUSINESS

1. Call to Order.
2. Reading of the Minutes of the preceding meeting.
3. Reports of Committees.
4. Reports of Officers.
5. Old and Unfinished Business.
6. New Business.
7. Adjournments.

ARTICLE VIII OFFICERS

The officers of the organization shall be as follows:

It shall be the duty of the **President** to assume full responsibility for all the general Administrative Committee activities of the Foster-Wiley Family Reunion during selected term. The President has authority to approve/disapprove any funds request from the hosting committee. The President shall review all correspondence with the hosting committee in regards to hotel site, family cookout site, sponsorship, etc. In case the office of the President becomes vacant, the Vice President shall take the position of President.

The **Vice President** will succeed to the Presidency if a vacancy occurs. Responsibilities include assisting the President with administrative tasks such as budgeting funds, soliciting sponsorship, and, assisting the hosting committee as necessary.

The **Secretary** shall keep an accurate list of the members of the Foster-Wiley Family membership. The Secretary shall be responsible for keeping the minutes of the meetings of the Administrative Committee and the Bi-Annual Family Meeting. The Secretary shall be responsible for keeping the minutes of meetings held by the hosting committee on file for review by the President and any member of the Foster-Wiley Family. The Secretary shall assist the Treasurer in conducting the annual membership registration and assist the Host Committee with registration at the bi-annual meeting of the Foster-Wiley Family. The Secretary shall collect the membership dues and other miscellaneous revenues, and shall keep an accurate account of the same then, forward to Treasurer. The Secretary has no authority to do anything other than provide service and information. The Secretary is responsible for transferring all records and documentation to the newly elected secretary no later than thirty days after election. The Secretary will provide a central location for all files. In the absence of the Secretary the Assistant Secretary shall perform duties of the Secretary.

The **Treasurer** shall maintain the finances, checkbook, prepare administrative budget, and pay the bills as authorized by the President, and shall make a report at the bi-annual meeting of the Foster-Wiley Family. The Treasurer shall assist the Secretary in conducting the annual membership registration. The Treasurer has no authority to do anything other than provide service and information.

No officer shall for reason of his office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director for receiving any compensation from the organization for duties other than as a director or officer.

ARTICLE IX COMMITTEES

The Administrative Officers shall appoint all committees of this organization and their term of office shall be for a period of two years.

The permanent committees shall be: The Host Committee, the Scholarship Committee, and the Family Historian.

The **Hosting Committee** members will be responsible for locating hotel site, cookout site, golfing, bowling, activities, etc. and the site for worship service. Specific responsibilities will include family hospitality night on Thursday, family cookout on Friday, family activities prior to the family banquet on Saturday, and family worship service on Sunday during the reunion. It is the responsibility of the Hosting Committee for having banquet tickets printed for the bi-annual meeting of the Foster-Wiley Family.

It is the responsibility of the Hosting Committee to prepare an estimated budget to the President; and, provide an update of activities on a monthly basis. The budget should consist of revenue prospects from the sale of t-shirts, caps, etc.; it should consist of estimated pricing and future expected expenditures. The Host Committee shall appoint someone from the committee to present a report at the bi-annual meeting.

Should the Host Committee take the initiative to raise funds for the benefit of the Foster-Wiley Reunion, it is the responsibility of the Host Committee to transfer all funds to the Secretary. The Secretary will forward to the Treasurer.

It is the responsibility of the Hosting Committee to request approval from the President prior to making any commitments.

One of the individuals serving as Member-at-Large on the Hosting Committee is assigned the responsibility of serving as liaison

between the Administrative Committee and the co-chairs of the Foster-Wiley Family reunion. In addition, the Hosting Committee will be expected to provide interim progress reports. Another means of communicating with the Administrative Committee is via e-mail. E-mail can be used to post updates about reunion planning, to ask questions, and to solicit feedback and assistance from the Administrative Committee.

The **Family Historian** is responsible for maintaining and updating the Foster-Wiley Family website once updates are received. The Family Historian shall present the updated information since the last reunion at each Reunion. The Family website requires an annual fee which is paid normally in the month of December by the Treasurer. Reimbursement of this annual fee is by applying the fee towards Reunion dues.

ARTICLE X FAMILY DUES

Family dues are to be paid yearly and are not a set amount. The amount of annual dues is determined by vote at the bi-annual Family Meeting; and, a portion of these dues is set aside for scholarship fund.

Dues are to be paid by each Family unless that member is exempt. Members qualifying for exemption status is those 80 (eighty) plus years of age.

The Family structure is:

1. Head of household, spouse, children under age 18 and disabled persons.
2. Children over age 18 that are in school are covered under parent's dues.
3. Single, widowed, and/or divorced individuals.

All dues are to be mailed to the Secretary who will document and forward to the Treasurer.

ARTICLE XI AMENDMENTS

The Administrative Officers may alter, amend, repeal or add to these By-Laws then present to the Family for approval.

Signatures:

President _____ Date _____
Vice President _____ Date _____
Treasurer _____ Date _____
Secretary _____ Date _____

**AMMENDMENT: ARTICLE VIII OFFICERS-PARAGRAPH THREE (3)
EFFECTIVE: 7/16/2009 AS PER VOTE BY FAMILY MEMBERS PRESENT**

REMOVED LINE: The Secretary shall collect the membership dues and other miscellaneous revenues, and shall keep an ~~and~~ accurate account of the same then, forward to Treasurer.

AMMENDMENT: ARTICLE VIII OFFICERS-PARAGRAPH FOUR (4)
EFFECTIVE: 7/16/2009 AS PER VOTE BY FAMILY MEMBERS PRESENT

ADDED LINE: The Treasurer shall collect the membership dues and other miscellaneous revenues and shall keep an ~~and~~ accurate account of the same then forward to Secretary.