

KENT-CLIFFORD FAMILY REUNION CHARTER

PREFACE

In the early 1970s, members of the Clifford and Kent families gathered in Williamsport, West Virginia, for an old fashioned homecoming. It was from this event that the idea of some form of organized family gathering emanated. Through the assiduous efforts of a group of very committed visionaries, the concept became the KENT-CLIFFORD FAMILY REUNION.

In the years succeeding, the desire to learn more about the family origin; the preservation of family history; and the inclusion of the various branches of the Kent and Clifford families, have become a very significant part of the REUNION objective.

The purpose of this document, therefore, is to serve as an instrument whereby the REUNION and the objective will continue into future generations and will promote an enduring interest and pride in the noble and captivating family history.

ARTICLE I

THE REUNION

There shall be a KENT-CLIFFORD REUNION to be held biennially on even years. Every other REUNION shall be held within 100 miles of the historical "home place" of Williamsport, WV. The location of each REUNION shall be determined by majority vote at the preceding REUNION.

ARTICLE II

THE OFFICERS

At each REUNION, those in attendance shall elect the following officers, whose two year term shall run concurrent with REUNION dates:

PRESIDENT

VICE-PRESIDENT

RECORDING SECRETARY

CORRESPONDING SECRETARY

TREASURER

CHAPLAIN

WEBMASTER

HISTORIAN

IMMEDIATE PAST PRESIDENT

(Not an elected position)

If any elected officer is unable or unwilling to serve, as determined by a majority of the Executive Board,* that officer will be replaced by an individual appointed by the President and approved by a majority vote of the Executive Board. (*Note Article V)

ARTICLE III

THE DUTIES OF OFFICERS

PRESIDENT

The President shall preside at meetings, appoint chairpersons to committees, appoint auditors, and oversee the auditing of treasury records.

VICE-PRESIDENT

The Vice-President shall assume presidential duties in the absence of the President and shall assist the President as requested.

RECORDING SECRETARY

The Recording Secretary shall take minutes of all meetings, maintained and updated, as directed by the membership, all REUNION documents, such as the Charter, ~~By-laws~~, etc.

CORRESPONDING SECRETARY

The Corresponding Secretary shall be responsible for the maintenance of the membership mailing list, the completion and mailing of a periodic newsletter, as well as the mailing of all meeting notices and pertinent correspondence to the membership.

TREASURER

The Treasurer shall establish a KENT-CLIFFORD REUNION bank account and shall maintain accurate records of all receipts and disbursements. Checks drawn on the account shall require the signature of the Treasurer and the President. The Treasurer shall maintain a current record of dues payments. The Treasurer shall prepare and make available all records for auditing and present a financial report at the REUNION.

CHAPLAIN

The Chaplain shall conduct the Invocatory Services and shall provide spiritual leadership at the REUNION to include the Memorial Service.

HISTORIAN

The Historian shall compile and preserve all pertinent family information of historical significance. The Historian shall coordinate and supervise historical exhibits and displays at the REUNION and collect names of family decedents for the Memorial Service.

WEBMASTER

The Webmaster shall maintain a Website to serve as a centralized location to collect and display family and REUNION information.

IMMEDIATE PAST PRESIDENT

Upon the completion of term of office, the Outgoing President shall remain a nonvoting member of the Executive Board and serve as an advisor to the Executive Board until the next election is held.

ARTICLE IV

THE COMMITTEES

There shall be the following standing committees:

NOMINATING COMMITTEE

The Nominating Committee shall prepare and present a slate of candidates for elective office at the REUNION, monitor voting, and report results of the election.

ENTERTAINMENT/PROGRAM COMMITTEE

The Entertainment/Program Committee shall produce a schedule of activities that promote fellowship and entertainment at REUNION functions and prepare programs for special events, such as awards, contests, etc.

MEMORIAL COMMITTEE

The Memorial Committee shall obtain and maintain the name and address of deceased members and conduct a Service of Memory at each REUNION.

FACILITIES COMMITTEE

The Facilities Committee shall be responsible for the rental and preparation of facilities at the REUNION site, secure lodging information, and work conjunctively with the President and other committees in preparations overall.

ARTICLE V

THE BOARDS

The following elected, voting Board members shall serve as the official **EXECUTIVE BOARD: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Historian**. The **President** shall preside at **all** Board meetings, ex officio.

The elected officers and committee chairpersons shall constitute the **REUNION BOARD** whose function shall be to work for and serve the common good of the REUNION

ARTICLE VI

DUES and FEES

The Executive Board, in consultation with the appropriate Committees, shall have the responsibility and the authority to establish dues and fees for the REUNION. **Dues shall be paid annually by the membership by July 1 of each year.**

ARTICLE VII

AMENDMENTS

A proposed amendment to this document shall be read by the Recording Secretary at the REUNION and shall be voted up or down by majority vote at the REUNION.

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Adopted on August 9, 2014 by the general membership of the KENT-CLIFFORD REUNION.