

# **The Clan MacMillan Pacific Branch, (United States)**

## **By-Laws**

### **Article I**

#### **Name**

**The name of this Association shall be the Clan MacMillan Pacific Branch, (United States). Herein after referred to as "the Clan" or "Clan."**

### **Article II**

#### **Object and Limitations**

##### **A. Object:**

**This Association is organized to operate exclusively for education, pleasure, recreation, and other similar nonprofit purposes, within the meaning of Section 501 (c)(7) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue law). In particular, the purpose of the Clan shall be:**

- 1. To promote and foster the spirit of the Clan MacMillan and the corporate life of the Clan Macmillan, Pacific Branch MacMillan in the United States;**
- 2. To provide a focal point for and a means of expressing the sentiment of the Clan MacMillan;**
- 3. To keep the members of the Clan MacMillan in personal contact, communication, and fellowship with one another; and**
- 4. To encourage and promote the study and preservation of the history, folklore, literature, music, treasures, and traditions of the Clan MacMillan.**

##### **B. Limitations:**

**Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.**

## **Article III**

### **Membership**

- A. Membership is open to all that desire to promote and further the interests and development of Clan MacMillan and its heritage.**
- B. Members will be those persons who have paid their annual membership fees.**
- C. Members who abuse Clan privileges may be censured or dismissed from the Clan with no reimbursement of dues at the discretion of the Executive Committee.**

## **Article IV**

### **Meetings**

- A. The Clan shall hold at least one general meeting each year. The purpose for the annual general meeting (AGM) will be to elect officers, approve the Treasurer's report, and discuss any other information or business concerning the Clan.**
- B. Additional general meetings may be called at the discretion of the President.**

## **Article V**

### **Executive Committee**

**A. The Executive Committee shall:**

- 1. Handle the routine daily business of the Clan and are empowered to authorize expenditures;**
- 2. Consist of the elected officers of the Clan, the immediate Past President, the Ambassador, and the Clan Conveners; and**
- 3. Meet when requested by the President, or when requested by two**

of the elected officers.

4.

**B. A quorum shall consist of 2/3 of elected officers.**

## Article VI

### Elections & Nominations

#### A. Elections

1. **The Clan shall elect the following officers: President, Vice President, Secretary, and Treasurer (Secretary and Treasurer may be combined when necessary).**
2. **Officers will serve a one-year term of office. Officers may be elected to no more than three consecutive terms, with the exception of the Ambassador who serves with the consent of the Chief.**
3. **No one shall be elected without their express agreement.**
4. **Absentee ballots will be accepted by the Secretary up to two weeks prior to the AGM. All members are eligible to vote at the AGM.**
5. **A quorum shall consist of all members present at the AGM**

#### B. Nominations

1. **Nominating Committee, chaired by the Vice President and with two members appointed by the President, will be formed yearly at the AGM.**
2. **They will nominate officers for election at the next AGM. Their report of proposed candidates will be communicated to the members at least 30 days prior to the AGM.**
3. **Nominations from the floor will be accepted at the AGM.**

## Article VII

### Duties of Officers and Members

#### A. Officers

1. **The President shall:** a) Preside at all meetings of the Clan and Executive Committee; b) Appoint two members to the Nominating Committee, the Clan Conveners for specific Games/Gatherings, and the Editor of the Clan newsletter; c) Form and appoint members to any special committee(s)

- deemed necessary; d) Make interim appointments to fill elected vacancies; and e) Call meetings of the Executive Committee.
2. **The Vice President shall:** a) Perform the duties of the President in the Presidents absence; b) Chair the Nominating Committee; and c) Perform those duties requested by the President.
  3. **The Treasurer shall:** a) Account for the receipts and disbursements of Clan monies; b) Communicate a financial report to the membership once a year at the Annual General Meeting; c) Provide the Secretary with the name, address, and other pertinent information of members when dues are paid.
  4. **The Secretary shall:** a) Maintain an active and inactive member roster; b) Provide active member roster to active members; c) Provide Newsletter Editor with a listing of active members and others for Newsletter distribution; d) Maintain and submit requests for funds to Treasurer; e) Maintain a petty cash fund of \$75 and will distribute such funds as may be warranted; f) Act as recording Secretary for the General Meetings and Executive Committee meetings; and g) Publish minutes of such meetings.
  5. **The Newsletter Editor shall:** a) Be responsible for compiling editing, and publishing the Clan Newsletter quarterly; b) Submitting expenses to the Treasurer for reimbursement; and c) Publishing special events and announcements as needed or directed by the President.
  6. **The Ambassador Shall:** a) Maintain lines of communication with other clan branches, Districts and the Chief; b) Functions as requested by the Chief; c) Conciliates and mediates as needed or directed by the Chief.
  7. **The Conveners Shall:**
    1. **Coordinate for space reservations at the designated venue;**
    2. **Submit venue registration form to Treasurer for payment or request reimbursement if paid from personal funds;**
    3. **Set up Clan tent and display;**
    4. **Break down and coordinate turn over of Clan trailer to next Convener; and**
    5. **Such other things as needed to host Clan members and visitors at venue.**

## **B. Members Shall:**

1. **Keep the Secretary advised of current address and phone number;**
2. **Promote and support Clan interests and heritage;**
3. **Participate in Clan activities to best of abilities;**
4. **Act with decorum and in a manner non-prejudicial to Clan interests; and**
5. **Communicate to the Secretary any births, weddings and such for inclusion in appropriate publications.**

# **Article VIII**

## **Service and Dues**

- 1. All officers and members serve voluntarily and without payment.**
- 2. Funds generated by dues and donations will be used for conducting Clan business.**
- 3. Membership fees will be payable by June 1 each calendar year. Annual dues cover the period 1 June through 31 May of the following calendar year.**
- 4. Additional fees or dues increases will not be levied except by a majority vote of the membership.**

## **Article IX**

### **Administration**

- A. The Clan shall keep correct and complete books and records of accounts, and shall also keep minutes of the proceedings of it's meetings and Committees.**
- B. The fiscal year, for accounting and reporting purposes, shall run from June 1st through May 31st of the following calendar year.**

## **Article X**

### **Amendments**

- A. These by-laws may be amended by a majority vote of the members present at the AGM. In case of emergency, amendments may be adopted by a simple majority vote of the Executive Committee, and will remain in force until the following AGM at which time any amendments adopted by the Executive Committee must then be ratified by the members at the AGM.**
- B. Proposed by-laws changes must be communicated to the members a minimum of 30 days prior to the AGM.**

## **Article XI**

### **Dissolution**

**Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future Federal tax code, or shall be distributed to the Federal, state, or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes.**