

SOCIETY OF MAYFLOWER DESCENDANTS
IN THE
STATE OF FLORIDA

OFFICERS HANDBOOK

BETTY WEBB STYER, STATE GOVERNOR

1992

MARGARET HARRIS STOVER, STATE GOVERNOR

2000

GEORGE MILTON ALLERTON, STATE GOVERNOR

2005

KENNETH E. CARTER, STATE GOVERNOR

2015

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TABLE OF CONTENTS

PREFACE	iv
PART I – OFFICERS	
DUTIES OF STATE GOVERNOR- - - - -	1
DUTIES OF DEPUTY GOVERNOR- - - - -	2
DUTIES OF THE STATE SECRETARY- - - - -	3
DUTIES OF THE STATE TREASURER- - - - -	4
DUTIES OF THE STATE HISTORIAN- - - - -	6
DUTIES OF THE STATE ELDER- - - - -	9
DUTIES OF THE STATE CAPTAIN- - - - -	9
DUTIES OF THE STATE COUNSELLOR- - - - -	10
DUTIES OF THE STATE PARLIAMENTARIAN- - - - -	10
PART II – PROCEDURES	
ELECTION OF THE DEPUTY GOVERNOR GENERAL AND THE ASSISTANT GENERAL- - - - -	10
JUNIORS, PROCEDURE FOR ADMISSION- - - - -	11
PROCEDURES FOR ADMINISTERING LIFE MEMBERSHIPS- - - - -	12
MONEY AMOUNTS- - - - -	13
STEPS IN STARTING A NEW COLONY- - - - -	14
TRANSFERS- - - - -	17
NOMINATING COMMITTEE- - - - -	20

PART I – OFFICERS

DUTIES OF THE STATE GOVERNOR

Article V. Section 1. The Governor shall preside at all meetings of the Society and of the Board of Assistants, shall appoint the Parliamentarian, the Auditor, appoint all committees and perform other duties as pertain to the chief officer of any similar organization.

I. CHRONOLOGICAL

A. NOVEMBER – BOARD OF ASSISTANTS MEETING

1. Prepare the Agenda for the business meeting and notify the secretary, who will have copies printed.

B. NOVEMBER 0ANNUAL MEETING

1. In anticipation of the next Annual Meeting, request approval of the proposed date for such meeting (see Bylaws), at the Prior Annual Meeting.
2. At the same time, invite a Colony to host the meeting if no invitation has been received.
3. Prepare the Agenda for the business meeting and notify the Secretary, who will have copies printed.
4. Send the details to the State Secretary, who will then mail notices to all members of the Florida State Society, at least 15 days prior to the meeting and have the agenda printed.
5. Authorize the Host Colony to call upon the State Treasurer for the amount of the supporting funds.
6. Request a Proclamation commemorating “Compact Day” from the Governor of the State of Florida and from the local mayor of the Host Colony.
7. The Host Colony will choose the hotel facility, entertainment, selecting a suitable speaker, musical interlude, or other suitable program; determine the menu and its cost for the banquet;

provide table decorations; provide the Registration Committee to handle member and guest registrations, attendance records, dinner tickets, program distribution and related matters.

I. ROUTINE

- A. Preside at all meetings of the Florida State Society and of those of the Board of Assistants.
- B. Appoint all Chairpersons of State Committees, and such other committee members as may be deemed necessary or desirable.
- C. Appoint a Parliamentarian who shall advise the Governor on matters of Parliamentary Procedure, when requested to do so.
- D. Keep the State Society in close touch with the General Society and advise, or have the Secretary advise, the General Society of State activities, with copies to the Deputy Governor General and Assistant General.
- E. Serve as an ex-officio member of all State Committees, excepting the nominating committee and review committee proposals.
- F. Visit as many Colonies as schedule permits to keep the membership informed of developments within the State Society.

DUTIES OF THE DEPUTY GOVERNOR

Article V. Section I. The Deputy Governor shall perform all of the duties of the office of Governor during the absence or disability of the Governor.

- I. Perform all of the duties of the office of the Governor during the absence or disability of the Governor, according to the Bylaws.
- II. Prepare and present the Resolutions for the Annual Meeting.
- III. In addition, perform other duties as assigned by the Governor, or by the Board of Assistants.

DUTIES OF THE STATE SECRETARY

Article V. Section 3. The Secretary shall keep a record of all meetings and proceedings of the Society and of the Board; keep complete lists of all members, notify members of the Society and of the Board of Assistants of all meetings to be held, make such notices and communications as may be ordered by the Society, or by the Governor, and perform all duties usually pertaining to such office. The Secretary shall be the keeper of the Seal of the Society.

A copy of the minutes of all meetings and all adopted resolutions shall be sent to all Board Members not later than one month following the meetings.

The Secretary of a Colony shall immediately notify the State Secretary of the death of a member. The Secretary of a Colony shall send a list of newly elected Colony officers to the State Secretary.

I. CHRONOLOGICAL

A. JANUARY – Report to Secretary General

1. Report the number of members in the Florida State Society as of January 1st, accounting for deaths, resignations, members dropped, and transfers.
2. Notify the State Governor and State Treasurer of this report.
3. Place a copy in the permanent file and send the original to the Secretary General.

B. NOVEMBER – Annual Meeting

1. Mail notices of the Annual Meeting to all members of the Florida Society at least 15 days prior to the meeting.
2. All officers shall also be requested to have reports in duplicate for presentation at the meeting (or mailed to the Secretary).
3. Take minutes of the Annual meeting and prepare copies for distribution to all officers of the State Society, and to all officers of the General Society, placing a copy in the permanent file. A

summary of the minutes may be placed in the newsletter, which is sent to all members.

4. In each election year, inform the General Society Officers of the names, telephone numbers, addresses, and e-mail or fax contacts for newly elected State Officers.

C. GENERAL CONGRESS YEAR (each third year dating from 1978)

1. Selection of delegates.
 - a. (General Society By-laws Article VI, Section 3 #1: The General Congress shall consist of the Officers of the General Society of Mayflower Descendants, former Governors General and Delegates from the State Societies, each State Society being entitled to one Delegate for every fifty members or majority fraction thereof.)
 - b. Delegates shall be selected from those expressing a wish to attend, with precedence being given to State officers and Colony Governors. Each Colony shall be allowed at least one representative, if desired.
 - c. The Secretary shall determine who is to represent the State as Delegates and notify the Secretary General of Florida's total membership and the names of the Delegates By July 1st.
 - d. The Secretary shall order the Insignia for the retiring Governor in the election year, which corresponds to the Triennial year.

II. The Secretary is custodial of:

- A. Complete alphabetical card file of:
 1. 3X5 file of active members, alphabetical by Colony.
 2. 3X5 file of active members, alphabetical by Name.
 3. 3X5 file of inactive members, alphabetical by name

- B. Chronological record of new members, transfers in and out and within the State, dropped members, deaths, resignations, and reinstatements.
- I. ROUTINE
 - A. Keep a record and prepare meeting minutes and proceedings of the State Society as described above.
 - B. The Secretary is to notify the State Elder of the death of any member, when and as reported. The State Elder shall be advised of the full name, last address, State and General Numbers, date and place of death, ancestor, and next of kin, when known.
 - C. Changes of address and name (by marriage or divorce) are sent to the mailer of Florida's newsletter and also to the party who maintains the mailing list for The Mayflower Quarterly.
 - D. The Secretary records reinstatements, resignations, changes of name, deaths, and drops on the Historian General form, sending the original to Plymouth and copies to the State Historian, to the State Roll Keeper, and to the Colony involved (unless the notice came from there).

DUTIES OF THE STATE TREASURER

Article V. Section 4. The Treasurer shall take charge of all funds belonging to the Society; keep suitable books of accounts; charge, collect and receive all fees, dues and all monies payable to the State Society; invest with approval of the Finance Chairman all special funds of the Society; report the condition of the Treasure at all stated meetings of the Society and to the Governor or Board of Assistants at any time they may ask for a report. The Treasurer shall, if the Board of Assistants requires it, furnish bond, in excess of the estimated funds in his possession at any time, for faithful handling of the funds, the premium of such bond to be paid from the funds of the Society. The Governor shall be designated on all Society checking or savings accounts as an alternate signer. The books and records of the Treasurer shall be audited annually, and always at the change of Treasurer, at the expense of the Society, by the Finance Chairman or someone approved by the Finance Chairman.

I. CHRONOLOGICAL

- A. On election to office, the outgoing and incoming Treasurers shall cooperate in the shifting of checking accounts and in obtaining new signature cards, CD's, etc., which have not yet come due. Any signature cards must show the Governor's signature as a second signer.
- B. FEBRUARY 1: Based upon membership statistics as of January 1, furnished by the State Secretary, notices of the per capita assessment shall be sent to the Treasurer of each Colony. Payment should be made as soon as possible, BUT NO LATER THAN MARCH 15.
- C. MARCH 1: The State Treasurer shall send to each Colony Treasurer, a check covering refunds for:
 - 1. New members during the preceding year - \$_____ each.
 - 2. Supplementals approved during the preceding year - \$_____ each.
 - 3. Transfers from outside Florida during the preceding year - \$_____ each.
 - 4. Life Member Fees - \$30.00 each.
- D. PRIOR TO MAY 1:
 - 1. The State Treasurer will receive a notice from the Treasurer General stating the sum due for lineage papers and supplies.
 - 2. State Dues (\$11 per capita) shall be sent to the General Society.
- E. PRIOR TO OCTOBER 10: The State Treasurer shall send to the Host Colony of the Annual Meeting an expense check (\$800.00) not later than October 10th.
- F. PRIOR TO THE NOVEMBER ANNUAL MEETING: A ledger and checkbook should be submitted to the Finance Chairman or other qualified person for audit.

II. ROUTINE

- A. All SUMS received shall be posted to a ledger under RECEIPTS
 - 1. Date of receipt
 - 2. Source of funds
 - 3. Account to which credited
 - 4. Amount involved
- B. ALL CHECKS written shall be posted to a ledger numerically, in order, under DISBURSEMENTS
 - 1. Date of check
 - 2. Account to which addressed
 - 3. Account to be charged
 - 4. Amount involved
- C. PRELIMINARY APPLICATION FEE for the prescribed amount (See Standing Rules) in each case, whether initial or supplementary application, comes from the State Historian. It is recorded by Colony name with date and amount of the person's check.
- D. JUNIOR APPLICATIONS come from the Junior Membership Chair, accompanied by the prescribed fee, the name of the sponsor, and the number assigned. For further details see JUNIORS, PROCEDURE FOR ADMISSION.
- E. MEMBERSHIP CARDS are issued by the State Treasurer, upon request from the Colony Treasurers, at no charge.
- F. LIFE MEMBERSHIP FUND:
 - 1. The State Treasurer shall maintain a separate State Membership Roll. (See the Bylaws of 2014 directing the sliding scale of Life Membership Fees.) Upon receipt of the application form from a Colony Treasurer with the applicable fee, the State treasurer shall issue a Life Membership number and send the Life Membership Card to the Colony Treasurer for distribution.

2. It is expected that the Treasurer of each Colony having Life Members will notify the State Treasurer before February 1 that Life Member(s) are still alive.
- G. The State Treasurer is expected to present a detailed report at the Board of Assistants meeting in the Spring and a full report at the Annual Meeting in November.

DUTIES OF THE STATE HISTORIAN

Article V. Section 5. The Historian shall examine and report on all lineage papers of applicants; shall be custodian of all blank applications and lineage papers; shall make a detailed report of all celebrations of the Society and file all documents, papers and speeches; shall keep a record of all certificates signed by her/him and perform any other duties assigned by the Board of Assistants. The Historian shall also, when practicable, assist applicants in filling out their lineage papers.

The State Historian shall place the State number on all lineage papers accepted by the Historian General.

All passports shall be dated by the State Historian, placing the correct date of admission to the Florida Society, and given to all new members.

- I. THE STATE HISTORIAN is custodian of:
 - A. All approved Lineage Papers, both active and inactive.
 - B. Complete alphabetical card files
 1. A 3X5 file of active members, alphabetical by colony
 2. A 3X5 file of inactive members, alphabetical by name
 - C. FORMS
 1. Preliminary application blanks
 2. Lineage blanks
 3. Worksheets (The Lineage and Worksheets are obtained from the Historian General for a fee which is billed to the State Treasurer by the Treasurer General).

4. Computer Disk of forms
 5. Instruction Sheets
 6. Passports
- D. State Historian's Books in which are recorded:
1. Adult Membership in numerical order
 2. Loss in Membership with dates
 3. Current State Historian's reports
- E. All former State Historians' files with reports made at the Annual Meetings and Board of Assistants meetings of Florida State Society Year Book file; Scrap Books; and all rejected Lineage Papers.
- F. Books, microfiche, etc., for use in tracing lineages for prospective members.

II. ROUTINE

- A. Prepare the State Historian's Report for the Annual Meeting of the State Society in November and an Interim Report for the Board of Assistants in the Spring.
- B. Read the Roll Call of Ancestors at the Annual Banquet.
- C. Answer inquiries from interested persons
- D. Correspondence is kept in the file only until each Lineage Paper has been approved by the Historian General, and then only that which is considered of permanent importance is placed in the permanent file.
- E. Process applications for membership.

III. PROCEDURE FOR HANDLING LINEAGE PAPERS

- A. When the State Historian receives the Preliminary Application with The check made payable to the Florida State Society:
 1. Date, initial and record the check number on the preliminary Application; send the check to the State Treasurer.
 2. Correspond with the applicant, sending the Worksheet and Instructions, advising that the Worksheet and two sets of proofs are to be submitted to the Colony Historian.

- B. Upon receiving the Worksheet and proofs from the Colony Historian, check carefully for corrections.
 - 1. If approved, the State Historian sends the applicant an Application for membership.
 - 2. If not approved, return the Worksheet to the applicant with suggestions for further research, advising assistance from the Colony Historian.
- C. When completed, the Application for Membership is returned to the State Historian who checks again, signs and dates it and attaches one Set of proofs. Proofs are marked with the name of the applicant and Florida on the top document (which should be the applicant's birth record) and on the back of the last document, sending all to the Historian General.
- D. The second set of proofs (the State copies) are retained until the application is approved, when they will be attached to the State copy along with the preliminary application.
- E. If approved by the Historian General, the State Historian is notified by e-mail of the approval. The State Historian then:
 - 1. Notifies the Plymouth office of the Historian General by e-mail of the State number.
 - 2. The Historian General then affixes the State number, the General Society number and the election date and makes a copy of the corrected lineage paper and returns it to the State Historian.
 - 3. The State Historian then makes a copy of the lineage paper, types the Passport and sends both to the new member.
 - 4. Information is entered in the New Member section.
 - 5. The 4X6 and 3X5 cards are prepared to be sent to the Colony Historian, Colony Secretary and Colony Treasurer and to the State Secretary and Membership Recorder by e-mail.
 - 6. The State copy is then placed in the permanent file.
- F. If the Historian General requires additional proof, the State Historian

writes the applicant, enclosing a photocopy of the Historian General's letter and advising contact with the Colony Historian, assisting both in obtaining this proof if need be.

- G. If the Historian General rejects the application, the State Historian notifies the applicant and the Colony Historian, and the application and proofs are filed in the REJECTED FILE.
 - H. If an applicant does not submit the Worksheet within the required time limit, an extension of time may be granted. Should no Worksheet be submitted after a reasonable length of time, the State Historian may write the applicant concerning his/her action in the matter, or contact the Colony Historian for follow up.
- IV. SUPPLEMENTALS – The State Historian receives Preliminary Applications for Supplementals and follows the same procedure as for a new member.
- V. DEATHS, RESIGNATIONS AND DROPPED MEMBERS are recorded in the Historian's Book and their cards are removed from the Colony file and moved to the inactive files.
- VI. Keep an expense record (copying stamps, postage, supplies, etc.) with Receipts, and send them to the State Treasurer to be reimbursed as needed.

DUTIES OF THE STATE ELDER

Article V. Section 6. The Elder shall officiate when called upon at any regular meeting of the Society. The Elder shall send a message of condolence after having been notified by the State Secretary of the death of a member and conduct a memorial service at the annual meeting of the State Society.

The State Elder shall:

- I. Officiate when called upon at any regular meeting of the State Society; deliver the Invocation at the convening of the Annual Meeting; offer the

Blessing at all luncheons and banquets of the Society and deliver a Benediction at the close of the Annual Meeting.

- II. Conduct a Memorial Service for members who have passed away during the preceding year and keep a Memorial Roll which includes names of deceased members, their State and General Numbers, Colony identification, their Ancestor and last address and the name and address of the next of kin, if known.
- III. Send messages of condolence to the next of kin upon receiving the notice of death from the State Secretary.
- IV. Assist the Colony Elders when guidance in the performance of their duties is requested.

DUTIES OF THE STATE CAPTAIN

Article V. Section 7. The Captain shall carry out all orders of the Governor, Protect the flag(s) of the Society, and act as a Marshall at parades and on occasions of ceremony.

The State Captain shall:

- I. Carry out all orders of the Governor.
- II. Act as Marshall at parades and on occasions of ceremony.
- III. Arrange for the display at Annual and Board Meetings of the Society of the companion flags of the United States and of the Mayflower Society, and retain custody of such flags, both the property of the State Society, at all other times.

DUTIES OF THE STATE COUNSELOR

Article V. Section 8. The Counselor shall render aid and opinions upon matters pertaining to the Society when requested to do so by the Governor or by the Board of Assistants.

The State Counselor shall:

- I. Render aid in questions concerning the interpretation of the Constitution and Bylaws of the Society.
- II. Work with the State Bylaw Chair on proposed Society Bylaw changes.
- III. Pass on proposed changes of the Society Bylaws.
- IV. Pass on proposed Bylaws of new Colonies.
- V. Assist Colonies with bylaw advice or assistance when requested.

DUTIES OF THE STATE PARLIAMENTARIAN

The Parliamentarian:

- I. Is an appointive officer chosen by the State Governor.
- II. Is advisor to the Governor on matters of Parliamentary Procedure during a meeting or when so requested by the Governor.
- III. May advise the Governor concerning a Point of Order but it is the Governor who then rules on the matter.
- IV. Is not concerned with the question of interpretation of the Society's Constitution or Bylaws, that being the duty of the Counselor General.
- V. Shall abide by Robert's Rules of Order-Newly Revised Edition when not in conflict with the Constitution of the State Society.

ELECTION OF THE DEPUTY GOVERNOR GENERAL AND ASSISTANT GENERAL

Article IV. Section 5. The Deputy Governor General and the Assistant General, who will represent this Society in such capacities upon confirmation by the General Board of Assistants, shall be selected in the following manner:

Each Colony may submit one or two names from the Colony to be voted on by the Board of Assistants at the annual meeting held immediately preceding the triennial meeting. They shall be elected to serve for the term of three (3) years and no Deputy Governor General or Assistant General who has been elected and who has served one full term shall be eligible to succeed themselves.

PROCEDURE FOR ELECTION

- I. In January of the year prior to the General Congress a letter is sent to all the Colony Governors with information, based on Bylaws Article IV. Section 5, concerning the election. Each Colony may submit from their own Colony for DGG and AG not later than 15 June by mail to the Governor (or Deputy Governor, if he/she should be designated by the Governor for this duty).

- II. These names will be kept secret until the next Annual Board Meeting in November, at which time the Board of Assistants votes for those to be nominated for each of the two offices. Ballots will be prepared showing the name or names received from each Colony. The vote takes place as for any election. Nomination from the floor will be allowed after ballots have been distributed. At this time nominations could be for a member of any colony. Complete the voting for one office first, then the other office.

- III. The election of these nominees takes place at the end of the General Board of Assistants meeting at the next General Congress.

JUNIORS, PROCEDURE FOR ADMISSION

- I. Application Forms
 - A. Available from the State Junior Chair.
 - B. Available to Colony Junior Committee Chairs (or the Colony Historian).
 - C. May be reproduced at the Colony level.

- II. Instructions
 - A. Form must be typewritten and completely filled out.
 - B. Colony Chair (or Historian)
 1. Will check for accuracy.
 2. Sends form to State Junior Chair with the prescribed fee, made Payable to the State Treasurer.

- C. State Junior Chair
 - 1. Double check the application for accuracy and authenticity.
 - 2. Assign the Junior Member number to the applicant
 - 3. Notify election of the Junior Member to:
 - a. State Treasurer, along with the check.
 - b. Colony Junior Chair
 - c. Sponsor by sending the Junior Member Certificate (Passport) and a copy of the Mayflower Compact along with the letter of welcome and responsibility of the Sponsor to encourage the Junior to become a Regular Member of our Society when eligible at age 18.
 - 4. Retain the application form for the permanent file.
- D. State Junior Chair will update Junior file when the Junior reaches the age of 25 years, sending an informative letter regarding application\ for Senior Membership.
- E. Junior Certificates are available
- F. The State Junior Chair signs the Certificate (Passport) and sends to The new Junior Member or relative.
- G. To qualify for admission as a Junior Member, the applicant must Meet all requirements as set forth in the Bylaws of the Society of Mayflower Descendants in the State of Florida.

PROCEDURE FOR ADMINISTERING LIFE MEMBERSHIPS (1996)

Article III. Section 9. Any member of the Society, except Juniors, who has Been a Florida member for more than one year may become a Life Member of the Society of Mayflower Descendants in the State of Florida upon payment of a fee set by the State at an Annual Meeting. He/she shall thereafter be exempt from persona payment of the annual dues imposed by Article VII of these bylaws. All Life Membership fees shall be maintained by the State Treasurer in a Life Membership Reserve Fund (LMRF). From said fund, the Treasurer shall pay all annual Colony, State Society and General Society dues on behalf of each Life

Member who has been reported by the Colony as alive. The administration of Life Memberships will be prescribed in the Society's Standing Rules.

A member of the Society of Mayflower Descendants in the State of Florida (not including Junior Members) is eligible to become a Life Member as of January 1 of any year after the applicant has been a member of the Florida Society for more than one year. The applicant pays annual dues only for the first year after making application for Life Membership. Life Memberships are not transferable out of the State of Florida.

After paying the annual dues for that first year after application, Life Members shall not be liable for further Colony, Florida State or General Society dues.

I. PROCEDURE

- A. The applicant first submits an application to the treasurer of his/her Colony together with a check for the prescribed amount (See the Standing Rules) payable to the Florida Mayflower Society.
- B. The Colony Treasurer shall approve the application, certifying that the member is eligible for Life Membership, and shall forward the application with check attached to the State Treasurer.
- C. The State Treasurer shall:
 1. Verify that the prospective Life Member has been a Florida Member for more than one year and is not in arrears in payment of dues.
 2. Assign a Florida Life Membership Number, prepare a Life Membership Card and send the card to the Colony Treasurer.
- D. The Colony Treasurer shall notify the Colony Historian and the Colony Secretary of the life membership, including the Life Membership Number. The Life Membership card shall be forwarded to the new Life Member by the Colony Treasurer.

II. All life membership fees shall be maintained by the State Treasurer in a Life Membership Reserve Fund (LMRF), separate from other accounts.

III. CHRONOLOGICAL

- A. Not later than 15 February of each year, the Colony Treasurer shall Forward to the State Treasurer a listing of all of that Colony’s living Life Members. Any deceased Life Members during the past year shall be listed separately.
- B. Not later than 1 March of each year, the State Treasurer shall pay to The Colony Treasurers from the LMRF, annual statewide dues for each Life Member.
- C. The Colony Treasurer shall include dues for their Life Members in their remittance of State and General Society dues to the State Treasurer.
- D. The Colonies shall include their Life Members in their membership Lists which are published in the triennial Directory with the Florida Life Member Number preceded by the capital letter “L” shown just below the basic Florida State number.

MONEY AMOUNTS

Preliminary Application	\$50.00
Supplemental	\$50.00
Application for Transfer to another State Society	\$5.00
Application for Dual Membership in FSMD	\$5.00
Junior Membership	\$15.00
Life Membership	Sliding scale depending on age
Annual Dues	\$30.00
Reinstatement	\$ 5.00

STEPS IN STARTING A NEW COLONY

Article III. Section 8. Any local group of twelve members of the State Society may make application to the State Governor for approval to form a new Florida Colony. Said members must intend to join the new Colony if approved. The State Governor will appoint one of them to be the new Colony Governor and hereafter serve on the Board of Assistants of the State Society. The Colony may choose an appropriate name and adopt bylaws, provided the same in all respects conform to this constitution. Upon completion of organization the Colony shall have self-governing powers, except for the establishment of annual dues, which are regulated by Article VII, Section 2. Of these bylaws, and except for the regulation of the length of terms of office of Colony officers, which are set by Article IV. Section 2. Of these bylaws. If the membership of a Colony on the 31st of December, in any year, shall be less than twelve (12) members for two calendar years, by vote of the Board of Assistants, such Colony may be declared suspended and its rights under this Section revoked. In the interest of the State and General Societies, the Colony must hold at least three meetings a year.

PROCEDURE

I. PETITION

- A. The petitioner(s) should select one of their number who has been a member for one year, or longer, who is willing to serve as the Organizing Colony Governor.
- B. Petition requesting authority to organize a new colony signed by members of The State Society is submitted to the State Governor for approval.
- C. Propose an appropriate name for the Colony (must be the name of a Passenger on the Mayflower)_____.
- D. A suggested working for the petition:
"We, the undersigned members of the Society of Mayflower Descendants
In the State of Florida, have agreed that a new colony in the
_____ area is desirable, and that we wish to be transferred
to such colony when it becomes a reality. This colony is to be designated
as the (colony name) Colony.

Therefore, we hereby request the Honorable _____
Governor, and the Florida State Society approve the authorization to
Organize the (Colony name) Colony."

Signed:

II. APPROVAL BY STATE GOVERNOR

- A. The names of the petitioners will be forwarded to their Colony Treasurer For a report of “good standing” and, in the case of the proposed organizing Colony Governor, the date of the Florida Society membership as well.
- B. Approval of membership of petitioners and Colony name.
- C. Appointment of an Organizing Colony Governor.

III. ORGANIZATIONAL PROCEDURE

A. ELECTION OF TEMPORARY OFFICERS

- 1. Temporary officers to serve until the Colony receives its Charter.
- 2. The most important officers during this period will be the Colony Governor, Secretary and Historian

B. ADOPTION OF BYLAWS

- 1. Proposed bylaws must comply with the State Bylaws.
- 2. Proposed bylaws are to be submitted to the State Counselor for Approval.

- C. ADOPTION OF PROGRAM OF COLONY MEETINGS of not less than three (3) meetings each year.

IV. REQUEST FOR A CHARTER to be conferred upon the Colony.

- A. REQUEST FOR TRANSFER of State Members to the new Colony.
- B. NOMINATION OF PERMANENT OFFICERS
- C. Colony may draw upon the State Treasurer by voucher not over fifty (\$50) For organizational expense.
- D. State Governor will notify officers of the State Society of the progress of the new Colony.

V. CHARTER MEETING

- A. Presentation of the Charter
- B. Election of Permanent Officers
- C. Installation of Permanent Officers.

VI. CHARTER CEREMONY – Governor:

“Honored guests. Thank you for inviting me to share with you the importance of this Meeting. Starting a new colony is a heritage gleaned from that band of courageous Pilgrims, our ancestors, who landed at Plymouth in 1620 to start a new life in that unfriendly wilderness. The Compact they signed aboard the *Mayflower* before landing has been called the cornerstone of the civil and religious liberties of the United States. In the years that followed, descendants of the Pilgrims, becoming conscious of the special contribution made to this land by their ancestors, formed social groups to honor their memory and the truths they stood for. In 1897 the societies of Mayflower Descendants in the States of New York, Connecticut, Massachusetts and Pennsylvania joined together in order to better maintain and defend the principles of civil and religious liberty, and other objectives, as set forth in the Mayflower Compact.

On February 19, 1923 the General Society of Mayflower Descendants was incorporated under the laws of the Commonwealth of Massachusetts.

In 1937 our Florida Society of Mayflower Descendants was formed under a charter from the General Society, and today, this _____ day of _____, it is my great privilege and pleasure to share with you the birth of your new Colony in our State Society. You have named this colony the _____ Colony. (Note concerning the person for whom the Colony was named.)

Organizing Colony Governor _____, I have here the Charter requested by you, which formally recognizes the _____ Colony. It has been duly executed by the names affixed thereto, and bears the gold seal of the General Society of Mayflower Descendants.

On behalf of the Societh of Mayflower descendants in the State of Florida, I share with you the solemnity and the importance of this moment in history. As from this time forward your dream is a reality, and you can now share with us, as a sovereign entity, the labors and rewards of perseverance in the furtherance of our Mayflower objectives.

VIII. INSTALLATION CEREMONY – Governor

Colony Governor _____, I thank you for this honor and privilege. This, too, is a solemn, important, and historic moment in the life of your Colony. The officers you have selected to serve and guide you have the formidable task of charting a new

course, or shaping a new destiny, and of earning a place for your Colony in the affairs of your community.

Fortunately, there are guides to assist them, in the form of the constitutions, bylaws and policies of the General and State Societies. There is also advice that each may obtain from the officer next above him in the chain of command. But more particularly, there is the experience that each of us gathers as we walk down the paths of life. Your officers will perform best, when they know, by your attendance at your meetings, that you support them and the work they are doing for you.

Colony Governor _____, will you please call the name of the officers elected to serve with you and have them take their place left of you. . . Thank You

Officers of the _____-Colony, I am sure you are aware that the privilege and prestige of service your Colony carries with it obligations of equal weight and gravity. Not only must you set forth the rules, you must also follow them and gain their acceptance by your fellow members and by the public if you are to win a place for your Colony in the life of your community. You must respect the Constitution of the United States, the Constitution and Bylaws of our General Society of Mayflower Descendants, the Bylaws of the State society and the Bylaws of your own Colony. Your specific duties will be those associated with your office.

NOMINATING COMMITTEE

Article IV. Section 4. A Nominating Committee, consisting of three members, shall be elected at the Annual Meeting preceding the Annual Meeting at which officers are to be elected. This committee shall present the names of a full slate of officers at the regular time for the election of officers. However, names may be presented from the floor for any of the positions to be filled.

I. CRITERIA FOR SELECTING OFFICERS:

- A. Geographical dispersal
- B. Qualifications
- C. Elder may or may not, be ordained as an elder, bishop, minister or deacon of a church.
- D. Counselor, may or may not, be an attorney-at-law.

II. SUGGESTED PROCEDURE:

- A. Committee may carry on the procedure by mail or phone.
- B. This committee may meet on the Friday afternoon before the Saturday Morning Spring Board Meeting which takes place between the above mentioned Annual Meetings.
- C. There will be an opportunity to talk with as many potential candidates as possible both Friday evening and early Saturday morning.

TRANSFERS