

DRAFT: revised 18 June 2013

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CONSTITUTION AND BYLAWS OF  
CLAN HOPE of CRAIGHALL SOCIETY - WORLDWIDE

ARTICLE 1

OBJECTS

Section 1 To promote and foster the Clan Spirit and to provide a focal point for and a means of expressing Clan sentiment, and to keep Clan members in touch with one another in all parts of the World.

Section 2 To encourage and promote the study and preservation of the history, folklore, literature, music, treasure and traditions of the Clan Hope, and such other subjects as may be of common interest to the members.

Section 3 To provide opportunities for Clan members, especially the younger ones, to learn about the heritage and history of Scotland; to contribute to the existing body of knowledge and experience indigenous to the Clan or to the Scottish heritage, and to participate in any games, events or gatherings where the Clan could reasonably benefit from such participation.

Section 4 To acquire and hold objects of historical or cultural interest to the Clan.

ARTICLE II

MEMBERSHIP

Section 1: Regular Membership shall be open to all of any Hope lineage, including direct and indirect descendants, relatives and spouses. A Regular Membership pays an annual fee as established by the Board of Directors.

A: Hope lineage is defined as a descendent of any variant of the Hope surname as recognized by Chief of Clan Hope of Craighall and the Board of Directors of Clan Hope of Craighall. A list of normally recognized surnames will be attached to the bylaws as an addendum, the Board of Directors may amend this list as needed.

B. Persons who are non-Hope's but are members in good standing as of the day the bylaws are ratified by the membership shall have the right, at their option, to remain Regular Members of Clan Hope of Craighall.

Section 2: Family Membership shall entail the same requirements and privileges as the Regular Membership but will include as members, in addition to the main member, the spouse and children under eighteen years of age. Dues for this category will be as determined by the Board of Directors.

Section 3: Life Membership meets the same requirements and has the same privileges as a Regular Membership but pays a single payment or an installment plan as established by the Board of Directors to satisfy the dues requirements in perpetuity.

Section 4: Honorary Membership is an appointed position by approval of the Board of Directors with the same privileges as a Regular Membership at no cost to the appointee. Honorary membership shall be conferred on the basis of eminence and distinction and/or outstanding service to the Association and, while not restricted to, is normally also afforded to members of the Peerage.

Section 5: Associate Member -- a person who does not meet the requirements for individual membership, but is interested in the furtherance of the purposes, ideals, and goals of Clan Hope of Craighall. The associate member may not vote or hold office, however he/she may serve in an advisory capacity and may serve on committees. An

associate member will be listed on the rolls as an associate member.

Section 6: Provisions:

A: If contact is lost with a Life Member or Honorary Member for more than 24 months, if requested by the Membership Secretary and approved by the Board of Directors, the Member can be removed from the Clan's active mailing list.

B: If Contact is re-established by a Life or Honorary Member with the Clan and verified by the Membership Secretary, the member shall be reinstated.

C: If a Life Member passes away leaving a Spouse who is actively involved in the Clan, the Life Membership passes to the said Spouse, but not to the Children.

Section 7: Applications for membership shall be made, in writing, directly to the President of the Association or the Membership Secretary. All applications shall be reviewed by the President and the Membership Secretary. Any questions of eligibility for membership shall be submitted to the Board of Directors for approval or disapproval.

Section 8: All members whose dues are current are designated as Active Members. Only active members are eligible to hold elected or appointed office or other positions in the organization. Only active members are eligible to vote in general or other elections.

Section 9: Any member, active or inactive, may resign membership in Clan Hope by submitting a written and signed statement of their desire to do so to the President or Membership Secretary.

Section 10: The membership secretary will maintain a list of all active, inactive and past members of Clan Hope of Craighall.

ARTICLE III

OFFICERS AND THEIR ELECTION

Section 1: The Chief Of Clan Hope Of Craighall, as recognized by the Court of Lord Lyon and The Standing Council of Scottish Chiefs is the Supreme Commander of Clan Hope. To assist in the operation of the Organization, provision for a number of elected officers has been established.

Section 2: The Elected Officers of the Association shall be: President, Vice-President, Treasurer, General Secretary and Membership Secretary. The Officers shall perform the duties as outlined in these Bylaws and any such duties customarily incident to their offices.

Section 3: Officers duties:

A: The President shall be the Chief Executive Officer of the Association and shall preside at all meetings, when present. The President shall have the additional authority to appoint committees, which would act to better accommodate the business of the Association and its objectives. The President shall appoint all non-elected positions.

B: The Vice-President shall preside at all meetings where the President is absent. The Vice-President shall perform all other such duties as may be assigned by the President.

C: The General Secretary will be responsible for keeping records of all business of the organization, maintaining minutes of all meetings of the Association or of the Board of Directors, handling all formal correspondence of the Association and such duties as usually fall to this office not made the responsibility of other officers and appointees.

D: The Treasurer is the Chief Financial Officer of this Association and shall maintain accurate financial records for the Association. The Treasurer shall be responsible to complete and maintain all records required to maintain non-profit status for the Association. The Treasurer shall under normal circumstances be a signatory of all checks,

notes or other financial documents of the Association. All checks or other payments over an amount to be determined by the Board of Directors shall be counter-signed by the President and/or General Secretary or other such officer as designated by the Board of Directors. The Treasurer shall provide the Officers of the Association, an annual financial report no later than February 1st of each new year.

E: The Membership Secretary shall be responsible to process all applications for membership in accordance with these bylaws. The Membership Secretary shall maintain an accurate record of all members.

Section 4: A Board of Directors is hereby established and shall consist of all elected officers and Regional/State Commissioners. Elected officers of the previous Board of Directors will serve for one year to provide continuity. The Board of Directors may in some documents be called the Executive Board or Executive Committee.

Section 5: Commissioners: National, Regional or State/Province Commissioners shall be appointed by the President with the approval of the Board of Directors and these commissioners shall become members of the Board of Directors by virtue of their office. National, Regional, State/Province Commissioner is responsible to further the purposes of the organization within their geographical area by securing new membership and making information about the Clan and the Society accessible at Scottish Festivals and/or Highland Games, within the appropriate area, and other appropriate events to those of the Hope lineage.

The titles of Chief Commissioner and High Commissioner are currently reserved for use by the Chief of Clan Hope. Normally the President of the Clan Hope of Craighall Society shall be designated as Chief Commissioner of Clan Hope, and the National Commissioners shall normally be designated High Commissioner of their respective country.

Section 6: Convener: Reserved for future use.

Section 7: Nominations for any office shall be submitted to a nominating committee, appointed by the President, on a date not less than ninety (90) days prior to notification of the members of the nominees. The nominating committee shall then prepare a ballot, which shall be mailed, or transmitted digitally, to every active (dues paid up to date) member, in good standing, of the Association. The ballot may also be included in the Association Newsletter. Ballots must include a date by which they must be returned to the Nominating committee. All ballots shall be opened and tabulated by the nominating committee and reported to the membership by mail or digital transmission. The person receiving the highest number of votes for each office shall be declared elected. Officers shall serve a term of three years beginning upon the date of their election and until the installation of their successor

Section 8: Newly Elected Officers shall be installed as soon as possible following their election. The installation shall consist of the affirmation of the following question, proposed by the Installing Officer: "Do you agree to discharge the duties of your respective office(s) faithfully, impartially, and to the best of your ability?"

Section 9: Any vacancy which may occur in any office, excluding President, shall be filled by election by the remaining members of the Board of Directors, which Officer shall then serve until the expiration of the term of the previously vacated office, when the office shall then be filled by election by the members of the Association.

ARTICLE IV

## VOTING:

Section 1: Only dues paying members may vote, members who are not current on their membership dues are not eligible to vote during any election.

A: Each individual member gets one vote

B: Each family membership gets two votes, one for the primary member and the second for their spouse/partner. Children are not eligible to vote, unless they have their own paid-up membership

Section 2: Prior to the start of ballot counting, the membership secretary shall provide the election committee with an up-to-date list of all members who are current on their dues and are eligible to vote.

Section 3: The election committee will tabulate all ballots and provide a written copy to the President, the chairperson of the election committee shall read the election results to those present at that meeting.

Section 4: Results of all election will be posted in the minutes of the meeting and in the next regularly scheduled clan newspaper.

## ARTICLE V

### MEETINGS

Section 1: The annual meeting of this Association shall be held at such location and time as determined by the Board of Directors.

Section 2: The Board of Directors may meet at such times or places as necessary, and called by the President or by a majority of the Board of Directors. The Board of Directors may also meet through the use of telephones, digital media or other communication devices to consider a necessary action, which may be adopted by concurrence of a majority of the Board of Directors members.

## ARTICLE VI

### DUES

Section 1: The fiscal year for the Association shall be from January 1st through December 31st.

Section 2: The amount of the annual dues for a Regular and Family Memberships shall be established by the Board of Directors. The one time fee for Life Membership or an equivalent installment plan shall be established by the Board of Directors.

Section 3: There will be no refunds of dues. For members joining during the year, dues may be prorated at a schedule as determined by the Board of Directors.

## ARTICLE VII

### APPOINTED OFFICERS

Section 1: The President, at his/her discretion, shall appoint from the membership a Chaplain, Genealogist, Parliamentarian, Clan Hope Newsletter Editor, Regional/State Commissioners, and any other such position as would reasonably benefit the Association.

## ARTICLE VIII

### COMMITTEES

Section 1: The President, with the approval of the Board of Directors, shall establish such committees, as he shall deem necessary and helpful to the functioning of this Association.

## ARTICLE IX

### QUORUM

Section 1: The quorum at the annual meeting shall be those members, in good standing,

in attendance at the annual meeting.

Section 2: The quorum of the Board of Directors shall consist of one-half (1/2) of the Officers of the Association.

#### ARTICLE X

##### PARLIAMENTARY PROCEDURE

Section 1: Robert's Rules of Order, most recent edition, shall be followed by this Association for normal Clan business.

Section 2: If the President, who is the Chief Executive Officer for the clan, receives a report that an Officer is performing in a substandard manner, has a lack of cooperation or unsuitability for their position, the following procedure would be followed. The President would review the situation with the Board of Directors and upon their recommendation exonerate, discipline or remove from office, the Officer in question.

#### ARTICLE XI

##### AMENDMENTS

Section 1: These Bylaws may be amended at the Annual Meeting, or at other times, as required, by a two-thirds (2/3) vote of those responding to a ballot, provided one month written notice of the proposed change has been given to the members. Amendments may be proposed by the Board of Directors or by written request of Five (5) members in good standing of the Association.

#### ARTICLE XII

##### RECOGNITION

Section 1: PRESIDENT EMERITUS. This organization resolves to acknowledge past Presidents for their leadership and dedication to the Clan. This status will be bestowed on each President as he or she steps down. This would be retroactive to previous Presidents.

Section 2: HONOR ROLL. This organization resolves to establish an Honor Roll to acknowledge the dedication and contributions to the Clan of individual members and Officers. Presentations will be announced at the Annual General Meeting and recorded in Clan Hope Newsletter.

I declare under penalty of perjury that the foregoing is a true and correct copy of the Bylaws for the CLAN HOPE of CRAIGHALL SOCIETY -Worldwide.

Dated: \_\_\_\_\_

Secretary