

BYLAWS

ARTICLE I – ELECTION OF OFFICERS

The State Officers shall be elected every third year from 1951 by a majority of those members voting by written ballot at the time of the Annual Meeting. Each officer shall hold office for a term of three years or until his or her successor shall have been elected or appointed and qualified. Officers may be reelected for subsequent terms of office.

ARTICLE II – DUTIES OF OFFICERS

Section 1 – Governor

It shall be the duty of the Governor to preside at all meetings of the Society of Mayflower Descendants in the State of Ohio (SMDOH) and the Board of Assistants (BOA), and perform other duties as pertain to the chief officer of an organization. The Governor shall serve as an ex-officio member (without vote) on all committees, standing and special, except for the Nominating Committee.

Section 2 – Deputy Governor

It shall be the duty of the Deputy Governor to exercise all of the functions of the Governor during the Governor's absence, disability or refusal to act, and when so acting shall have all of the powers of and be subject to all the restrictions of the Governor.

Section 3 – Recording Secretary

- (A) General: The Recording Secretary shall keep an accurate record of the proceedings of the SMDOH and BOA meetings and perform such other duties as the office may require.
- (B) Seal: The Recording Secretary shall be the keeper of the Seal.

Section 4 – Corresponding Secretary

- (A) General: The Corresponding Secretary shall give due notice to the members of all meetings, shall notify the members of the BOA of their meetings, shall conduct the correspondence, shall mail a copy of the report of the Nominating Committee in ballot form and a copy of the proposed amendments, if any, to each member with notice of the Annual Meeting, and shall perform such other duties as the office may require.
- (B) Roster: The Corresponding Secretary shall maintain a roll of the members including the Colony of membership.
- (C) Reports: The Corresponding Secretary shall annually transmit to the Secretary General not later than February 1, a state report giving the number of Ohio members as of December 31 of the preceding year and including additional information requested by the GSMD. Copies of the report shall be submitted to the Governor and Treasurer.

Section 5 – Treasurer

- (A) Bond: The Treasurer shall give a bond for the faithful discharge of his or her duties in a surety company for an amount as shall be determined by the BOA. The expense of such bond shall be paid by the SMDOH.
- (B) General Duties: The Treasurer shall collect all entrance fees and dues, shall attend to all disbursements approved by the finance committee and shall have charge of all funds of the SMDOH under the direction of the BOA. The Treasurer shall keep the accounts of the SMDOH and shall make a report to date, including outstanding obligations at all meetings of the BOA and shall, at the Annual Meeting, report in full the receipts and disbursements of the previous fiscal year. The Treasurer shall disburse only such funds as the SMDOH, BOA or the Finance Committee shall direct.
- (C) Payments to Colonies: From the entrance fee received from each new member, the Treasurer shall pay a stipulated amount to the treasurer of the respective Colony that the successful applicant has joined. The Treasurer shall also pay to the Colony a stipulated amount from the annual dues of each member in good standing of said Colony as of December 31 each year.
- (D) Payment to GSMD: Prior to May 1 of each year, the Treasurer shall send to the Treasurer General a per capita assessment as required by the GSMD based on the membership as of the preceding December 31 and an amount for each lineage paper filed with the Historian General during the preceding calendar year. A copy of this report shall be sent to the Governor.
- (E) Audits: The Treasurer shall cooperate with the Finance Committee in the performance of its duties, providing all records as required.

Section 6 – Historian

- (A) Lineage Papers: It shall be the duty of the Historian to examine and report to the BOA regarding the lineage papers of all candidates for membership.
- (B) Application Forms: The Historian is responsible for the master copies of all application forms, for all completed initial and supplemental lineage papers, as well as all for other electronic and paper records and other items relating to membership.
- (C) Report: The Historian shall submit a report to the Treasurer not later than April 1 of each year giving the number of lineage papers filed with the Historian General during the previous calendar year.
- (D) Other: The Historian shall do other work as assigned by the BOA.

Section 7 – Assistant Historian

It shall be the duty of the Assistant Historian to assist with the duties of the Historian as assigned by the BOA.

Section 8 – Elder

It shall be the duty of the Elder to officiate when called upon at any meeting of the SMDOH. The Elder shall have been ordained as an elder, bishop, minister or deacon of a Christian Church, or shall be a member of a Christian Church.

Section 9 – Captain

- (A) General Duties: The Captain shall carry out all orders of the Governor or of the SMDOH and shall act as Marshal at parades and on occasions of ceremony.
- (B) Property: The Captain shall be the keeper of the flags and shall see that they are properly displayed when required. The Captain shall also be in charge of all other property not assigned to the custody of any other officer.

Section 10 – Surgeon

The surgeon shall be a physician or other health professional meeting requirements of the State of Ohio and shall be under the orders of the Governor and the BOA.

Section 11 – Counselor

The Counselor shall be an Attorney-at-Law and shall provide legal aid and opinions upon matters pertaining to the Society when requested by the Governor or the BOA. The Counselor shall serve as the Statutory Agent for the Corporation and shall take appropriate action to ensure that appropriate reports are made to the Ohio Secretary of State to maintain its active status.

ARTICLE III – BOARD OF ASSISTANTS

Section 1 – Management

- (A) General: The management and control of all affairs shall be vested in the BOA except as hereinafter provided.
- (B) Standing Rules: The BOA may determine and establish Standing Rules which shall encompass normal operating procedures, meeting times, order of business, amounts of dues and fees and the like, for which latitude is needed. They may be modified at any meeting of and at the option of the BOA. Standing Rules shall not be at variance to the Constitution and Bylaws. They shall be maintained as a document, kept current, and issued to all members of the BOA.
- (C) Seating of Colony Representatives on the BOA: Upon notification of the election of the Colony Lieutenant Governors and Colony Representatives to the BOA, the BOA will take appropriate action recognizing these individuals as members of the BOA.

Section 2 – GSMD Representatives

- (A) Deputy Governor General (DGG) and Assistant General (AG): The DGG and AG nominees to the GSMD Board of Assistants shall be the Governor and the immediate Past Governor respectively. In the event that either of these

individuals cannot attend a scheduled meeting, the Governor shall appoint a replacement for that particular meeting.

- (B) Delegates to the Triennial Congress of the GSMD: Such delegates shall be named by the Governor on the basis of request (first come, first served) of those planning to attend the meeting. The number of delegates shall be as authorized by the GSMD formula.

Section 3 - Meetings

- (A) Meeting Months: Regular meetings of the BOA shall be held at least four times per year, as determined by the BOA.
- (B) Special Meetings: Special meetings of the BOA may be held at the request of three of its members or at the call of the Governor.
- (C) Notification: The BOA shall be notified of all meetings by the Corresponding Secretary at least 14 days before each meeting.
- (D) Quorum: Seven members of the BOA shall constitute a quorum.
- (E) Order of Business: The order of business at all meetings of the BOA shall follow that as generally outlined in Roberts Rules of Order. A more detailed order of business may be outlined in the Standing Rules.
- (F) Conference Telephone/Electronic Meeting: Unless otherwise restricted by the Constitution or by these Bylaws, the members of the BOA or any committee designated by the BOA may participate in a meeting of the BOA or such committee, as the case may be, by means of a conference telephone call or similar communications equipment by means of which all persons participating in the meeting can communicate with each other, and such communication shall constitute presence in person at such meeting.
- (G) Voting Electronically: Unless otherwise restricted by the Constitution or these Bylaws, the members of the BOA or any committee designated by the BOA may vote for any action by either the BOA or such committee, as the case may be, by electronic transmission.
- (H) Reimbursement for Meetings: Officers and other members of the BOA shall be reimbursed by the Treasurer a stipulated amount per mile driven to attend a meeting of the BOA or of a BOA Committee.

Section 4 – Committees.

- (A) Standing Committees: The following Standing Committees shall report to and act with the approval of the BOA. Unless otherwise noted below, the Governor shall, after each Annual Meeting, appoint the Chairperson, who shall be a member of the BOA. Unless otherwise noted below, the additional members of committees, who may be selected from the Members at large, shall be selected by the Chairperson of each Committee.

- (1) Finance Committee (consisting of a minimum of three members). This committee shall act as a consultant to the Treasurer. The Chairperson of the Finance Committee or the Governor shall approve all disbursements where any one item costs in excess of \$250 if the expenditure is included in the respective budget; any item costing more than \$250 that is either not included in the budget or is greater than its budgeted amount will require the approval of both the Chairperson of the Finance Committee and the Governor. The committee shall appoint (a) a financial advisor to manage the investment of funds and (b) a Certified Public Accountant to review the financial books and records of SMDOH for each fiscal year and to prepare the required financial filings with the State of Ohio and the Internal Revenue Service. The committee shall prepare an annual budget for approval by the BOA. The committee shall review the SMDOH's files maintained by the Treasurer once every two years or more frequently upon request of the BOA.
- (2) Scholarship Committee (consisting of a minimum of three members). This committee shall be responsible for determining and making proposals to the BOA regarding an annual scholarship program, including the methods and implementation of same, the number and amounts of scholarships to be awarded, and other details. The committee will confer with the Treasurer to determine the amount of funds available each year. It may also enlist other members to serve in judging or other working capacities as needed.
- (3) Rules Committee (consisting of a minimum of three members, one of whom shall be the Counselor). This committee shall be responsible for the continuous review of the Constitution, Bylaws and Standing Rules and to recommend to the BOA potential modifications as required by changing activities and requirements. In the event that modifications are desirable, it shall prepare documentation as appropriate for consideration by the BOA and membership, including any necessary ballots for reproduction and dissemination by the Corresponding Secretary.
- (4) Membership Committee (consisting of a minimum of three members, including the Historian as the Chairperson, the Assistant Historian and the Junior Membership Coordinator, who shall be an elected officer or Colony Representative to the BOA, plus a representative from each Colony, usually the Colony Historian). This committee shall be responsible for receiving and processing applications for Junior Membership, presenting Junior Membership applications to the BOA for approval, maintaining an accurate roster of Junior Members (including birthdates), making reports at meetings of the SMDOH and BOA, and follow-up action with Junior Members upon their reaching majority. The committee shall also be responsible for encouraging prospective members and facilitating the application process from the time they make initial contact with either the

GSMD or SMDOH through the time of submission of worksheet and documentation to the Historian for review.

- (5) Communications Committee (consisting of a minimum of three members including the newsletter editor and the webmaster). This committee shall be responsible for the preparation of a regularly issued newsletter and the design and maintenance of the SMDOH website. It shall also be responsible for the assembly and dissemination of articles to appear in various news media.
- (B) Special Committees: The BOA may appoint such special or ad hoc committees as it may deem necessary or proper. The BOA shall name the Chairperson and outline the duties and responsibilities of any such committee at the time of its formation.
- (C) Nominating Committee: The BOA shall, at the appropriate time before or during each election year, appoint a Nominating Committee consisting of seven members, excluding the Governor. Such time shall be adequate to allow the committee to perform its duties and meet the required time constraints. Said committee must include two members of the BOA and not less than one member from each colony, whose duty it shall be to select one or more candidates for each office. The Chairperson of the Nominating Committee shall report to the Corresponding Secretary the names of the individuals being nominated at least six weeks before the Annual Meeting.
- (D) Committee Reports: The Chairperson of each Committee shall submit a written report at each meeting of the BOA.

Section 5 – Vacancies

The BOA shall fill any vacancy in the list of Officers by the appointment of a member to hold office until the next regular election of officers, except in the case of a vacancy caused by the death or resignation of a Lieutenant Governor or Colony Representative. In such case, the respective Colony shall elect a new Lieutenant Governor or Colony Representative and so advise the Governor and Corresponding Secretary. The established procedure for seating such individuals as members of the BOA shall then be followed. The Governor shall fill any vacancy of the chairperson of a Standing Committee pursuant to Article III Section 4 (A) of these Bylaws. In the event there is a vacancy on a Standing Committee for which the Chairperson selected the individual members, the Chairperson shall appoint a replacement.

Section 6 – Removal for Cause

The BOA shall have the power to remove any State Officer for cause, provided however, that such State Officer shall, upon reasonable notice, be allowed to appear before the BOA in his/her own defense.

ARTICLE IV - COLONIES

Section 1 – General

Colonies may be formed for the purposes of promoting the objectives of the SMDOH, for the education of its members and the general public, and for more personal relationships of the members through business and social meetings.

Section 2 – Colony Formation Procedure

- (A) Authorization: The BOA may authorize the formation of a colony whenever 10 or more members of the SMDOH, in good standing, shall sign a request for a charter for such and file it with the Recording Secretary. The name of a colony shall be in this form: “The _____ Colony of the Society of Mayflower Descendants in the State of Ohio.”
- (B) Failure to Act: If the applicants to whom a charter may be granted do not meet and organize the colony within three months after the granting of the charter, such grant shall become void.
- (C) Election: Such colony, after its formation has been authorized by the BOA, shall elect a Lieutenant Governor, a Secretary, a Treasurer, and a Historian, who shall constitute the Executive Committee. Other officers may be added at the discretion of the colony.
- (D) Representatives to the Board of Assistants: Each Colony may have two representatives to the BOA, as elected by the Colony. These individuals are designated as the Colony Lieutenant Governor and the Colony Representative.
- (E) Governing Documents:
 - 1) Preparation: Colonies shall adopt such articles of incorporation, bylaws and regulations as they may deem proper, provided that such documents do not conflict with the governing documents of the GSMD or the SMDOH.
 - 2) Review and Approval by the SMDOH: Each colony shall submit a copy of its articles of incorporation, bylaws and regulations to the BOA for review and approval, which shall not be unreasonably withheld. The initial charter documents are to be approved by the SMDOH prior to submission to the Secretary of State. Such documents shall be reviewed and modified as applicable at least triennially and/or when the SMDOH documents are modified and likewise submitted to the BOA for review and approval.

Section 3 – Legal Status

- (A) General: A colony may or may not choose to submit documentation to establish itself as a separate 501(c)(3) non-profit corporation.
- (B) Documentation: Documentation submitted to the Ohio Secretary of State to establish a colony as a corporation must meet requirements of the State as well as the SMDOH. There are requirements of the State for appropriate

submissions regarding tax returns, continuing existence or other reports that may be in effect.

Such a colony is also subject to requirements of the Federal government in regard to 501(c)(3) non-profit corporations, along with required tax returns or other reports that may be in effect.

- (C) Use of Tax Identification Number: A colony that is not a separate corporation may use the SMDOH Tax Identification Number for purchases. A colony which is a separate corporation must have its own Tax Identification Number for purchases.

Section 4 – Colony Membership

- (A) Individual Preference: There is no set geographic area of coverage for any particular colony; rather, membership in a particular colony is at the preference of the individual member.
- (B) Change of Colony: In the event that a member desires to change from one colony to another, that individual will notify the Historian, who will take appropriate action to advise each colony affected and the Treasurer. Such change will be effective immediately, but there will be no financial effect until January 1 of the following year.

Section 5 – Obligations

No Colony shall have power to involve the SMDOH in any monetary or other obligations.

Section 6 – Reports

Each Colony shall present a written report of the activities of the Colony at the Annual State Meeting and at each meeting of the BOA.

Section 7 – Continuing Existence of a Colony

- (A) Active Status. A colony shall maintain certain minimum activities in order to remain on Active Status.
- 1) It must have at least 10 members in good standing.
 - 2) It must have elected officers, with officers elected at least annually.
 - 3) It must have a set of governing documents in place that have been approved by the SMDOH.
 - 4) It must have at least one colony meeting per calendar year, with a minimum of 6 members in good standing in attendance or it must have at least 2 meetings of its Board or meetings of its Executive Committee, with a minimum of a quorum (more than 50%) in attendance.
 - 5) It must submit all required reports in a timely manner.
 - 6) A Colony may elect to merge with another Colony by mutual agreement.

- (B) Inactive Status. No designation of inactive status is used. A colony shall either be active or dissolved.
- (C) Dissolved Status.
- 1) A colony may voluntarily choose to dissolve at any time by the majority vote of its members. If a colony has not met the requirements to remain on Active Status for a period of two consecutive calendar years, it is subject to being dissolved by the BOA.
 - 2) Upon dissolution the colony will lose its representation to the BOA.
 - 3) The disposition of records, property and funds belonging to a dissolving colony are as described in Article X of the SMDOH Constitution.
 - 4) The name of the dissolved colony will be held in reserve to provide for potential establishment of a new colony, in which case all of the requirements to establish a new colony must be met.
 - 5) Members of a dissolving colony will have the choice of selecting another to join and effort will be made by the BOA to accomplish this in cooperation with the dissolving colony members. In the event that the members do not choose a colony, the BOA will take action to assign them to a colony for purposes of maintaining contact and proper allocation of state dues by the Treasurer. Those members will always have the option of transferring to another colony of the SMDOH should they desire to do so.

ARTICLE V– FINANCES

Section 1 – Permanent Accounts

- (A) General. There shall be three permanent accounts– the General Use Account, the Life Membership Account and the Scholarship Account. Other special accounts may be established as seen fit and necessary by the BOA. The principal and earnings therefrom shall be administered by the BOA.
- (B) Scholarship Account. The Scholarship account shall consist of donations and legacies unless otherwise specified by the donor. None of the principal in the Scholarship account shall be expended for any other purpose until a resolution authorizing such expenditure shall have been approved.
- (C) General Use Account. The General Use Account shall consist of all monies not designated to other special accounts. This account is to be used for the general operating expenses of the SMDOH.
- (D) Life Membership Account All funds in the Life Membership Account, including funds held as of the May 2009 Annual Meeting, plus any funds deposited subsequently and all earnings therefrom shall be held in trust by the BOA until such time as all Life Members have been removed by death or other action. When such members have been removed, any remainder of the Life

Membership Account shall be incorporated into the General Use Account. Until such time, monies from the fund are to be disbursed only for payment of the applicable per capita assessments.

Section 2 – Account Administration

The funds shall be invested according to the recommendations of the Finance Committee with the approval of the BOA and may consist of the following:

- Bonds of the United States of America
- Bonds of political subdivisions of the United States of America
- Shares in Mutual Funds
- Money Market Checking Account
- Certificates of Deposit

Section 3 – Special Assessments

Any special assessment, which may be voted on only at the Annual Meeting, shall be on a per capita basis.

Section 4 – Fiscal Year

The fiscal year of the SMDOH shall end on April 30 of each year.

Section 5 – Fees and Dues

- (A) Annual Dues: The dues year commences on November 1 of each year and ends on October 31 of the following year. Annual dues of each member shall be payable in advance on the first day of November of each year.
- (B) New Member Entrance Fees and Dues:
- 1) A stipulated entrance fee to the SMDOH shall be payable when completed lineage papers are returned to the Historian, except for Junior Members between the ages of 18 years and 25 years from whom no entrance fees shall be required.
 - 2) Dues paid by a new member at the time of election are prorated by month of election according to a stipulated formula.
- (C) Life Membership: Those who hold life membership shall be exempt from annual dues.

ARTICLE VI – MEMBERSHIP

Section 1 – Classes of Membership

- (A) Regular Member. A Regular Member is one who pays dues on an annual basis.

- (B) Life Member. A Life Member is one who held such status or whose life membership application was in process of consideration prior to May 16, 2009. Life Members are not liable for annual dues. Life memberships are no longer offered by the SMDOH.

Section 2 – Application Process

The application for membership is a four-step process: BOA approval of a preliminary application; approval of membership application by the Historian; approval of a membership application by the Historian General; and, election to membership by the BOA. Details of the procedures for membership applications, processing and voting appear in the Standing Rules and the GSMD and Ohio Historian's Manuals.

Section 3 – Line of Descent Approval

No person shall be a member of the SMDOH until the Historian General shall have approved that person's line of descent. If an irreconcilable difference of opinion shall exist between the Historian and the Historian General as to the eligibility of an applicant for membership, such an applicant may take an appeal to the General Board of Assistants, whose decision shall be final.

Section 4 – Dual Membership

Any member may hold membership in more than one State Society, and if so, shall be eligible to represent such State Societies as a delegate to the General Congress.

Section 5– Colony Membership

No person shall be a member of a Colony who is not a member in good standing of the SMDOH. Each member shall be a member of one of the colonies.

Section 6 – Membership Transfers

(A) Transfers into the SMDOH.

- 1) Applicability. Any member in good standing of any State Society may apply to transfer to the SMDOH.
- 2) Process. When the notification of good standing is received and accepted, the applicant must submit to the Historian a copy of the approved lineage papers and payment of the dues for the current year. Although the General Number remains the same, the Historian shall assign a new State Number and notify the Corresponding Secretary of the transfer, date of the election and the new State Number. The Corresponding Secretary will notify the GSMD of the transfer.

(B) Transfers out of the SMDOH.

- 1) Process. A member requesting transfer to another State Society shall be granted a letter of good standing. The Historian shall forward a copy of the member's lineage papers to the Historian of the State Society to which the transfer is requested.
- 2) Fee. A nominal charge may be made for copying lineage papers and documentary proofs.

- (C) Life Membership Transfers. Life memberships in the SMDOH held or in process before the May 2009 Annual Meeting are not transferable. Life memberships from other states are not transferable to the SMDOH, unless required by the GSMD or applicable law.

Section 7 – Membership Suspension or Expulsion

- (A) Non-Payment of Dues. Any Member whose dues remain unpaid for a stipulated period, but no longer than one year after they are payable, may, after appropriate notice to the member at the last known address, be suspended from the roll of membership at the discretion of the BOA.
- (B) Other Reasons. Any member, for cause or conduct prejudicial to the interests of the Society, may be suspended or expelled by a two-thirds vote of the BOA. No member shall be suspended or expelled unless written charges against such member shall have been presented to the BOA, which shall give the member reasonable opportunity to be heard and refute such charges.

Section 8 – Resignation of Membership

Resignations in writing received from any member shall be reported to the BOA at its next meeting.

Section 9 – Reinstatement of Membership

- (A) Non-payment of Dues. Any member who has been suspended for non-payment of dues may be reinstated by the BOA upon a request in writing from such member, accompanied by the dues for the year in which the member was suspended and for the current year.
- (B) Good Standing. Any member who has resigned in good standing may be reinstated by the BOA upon a request in writing from such member, accompanied by the dues for the current year.

Section 10 – Cessation of New Life Memberships

Applications for new Life Memberships and Junior Life Memberships ceased to be accepted immediately following adoption of this section at the May 2009 Annual Meeting. Existing Life and Junior Life Memberships in effect at the time of the May 2009 Annual Meeting shall continue until the removal of any such member from the membership rolls.

ARTICLE VII– JUNIOR MEMBERSHIP

Section 1 – General Requirements

Junior Membership has been established to which all persons under 18 of age and who are descended from a passenger aboard the Mayflower on the voyage that terminated at Plymouth, New England, in December 1620 shall be eligible; and provided further that such applicant shall have a blood relative of the same lineage holding membership in the GSMD.

Section 2 – Fees and Dues

- (A) Amounts. The fee for Junior Membership shall be a stipulated amount. There shall be no annual dues.
- (B) Disposition of Fees. All fees received for Junior Membership shall be paid into the General Fund of the SMDOH.

Section 3 – Application

A member in good standing in the GSMD may make application for Junior Membership on behalf of any person less than 18 years of age who has a proven lineage. Such application may be approved and accepted by the BOA subject to its rules as to dues, initiation fees and Junior Membership requirements. The term “proven lineage” shall mean that the Junior whose membership is offered is related to a present or past member of the Society by blood through the line through which such member was proved for the GSMD. Application blanks, after being filled out and signed by the recommending member shall be sent, with the stipulated fee attached, to the Junior Membership Coordinator who will make a proper record of the same and assign a Junior Membership number. The Coordinator shall issue a certificate of Junior Membership to the Junior Member and send the fee to the Treasurer.

Section 4 – Action Upon Reaching Majority

Upon attaining the age of 18 years, all Junior Members may become regular members of the SMDOH by complying with the applicable requirements of these Bylaws. Between the ages of 18 years and 25 years, the payment of the entrance fee shall be waived for such Junior Members.

Section 5 – Office and Voting Privileges

No Junior Member under the age of 18 years may vote or hold office in the SMDOH or in a Colony.

ARTICLE VIII – SOCIETY IDENTIFICATION AND PROPERTY

Section 1 – Seal

The Seal of the SMDOH shall contain a representation of a sailing vessel of the seventeenth century and around it the words and figures following: “Society of Mayflower Descendants, Plymouth, 1620; Ohio 1898.”

Section 2 – Insignia

- (A) Certificate. There shall be a certificate of membership, insignia, rosette and flag as selected and approved by the GSMD.
- (B) Consistency. These shall be the same for all Colonies, the certificates of membership being issued by the officers of the GSMD and countersigned by the officers of the SMDOH.

Section 3 – Society Flag

The flag of the SMDOH shall be the British Jack of the Seventeenth Century, that is to say, a blue field with a white saltire, known as the cross of St. Andrew on which is superimposed a red cross, fimbriated white, known as the cross of St. George, the

whole charged with the Seal of the SMDOH. The flag is to be edged with golden fringe. The pike is to be surmounted by a spear-head. A golden cord and tassels may be suspended from the summit of the pike. The flag will be made of silk-like material. The flag will be displayed only when accompanied by the flag of the United States of America of approximately the same dimensions, the pike to be surmounted by an eagle.

Section 4 – Stationery

Stationery of the SMDOH shall be used only by officers, BOA members or duly appointed committees of the SMDOH, and only for the transaction of official business; the names of neither the GSMD nor that of the SMDOH, or any part of their official die, or device, shall be used other than for official business. No advertising other than that relating to activities of the GSMD or the SMDOH shall appear on the stationery.

Section 5 – Officer Insignia

Officer insignia purchased by the SMDOH for use by officers will remain the property of the SMDOH and will be returned to the Captain when an individual no longer remains an officer.

ARTICLE IX – BOOKS AND RECORDS

The SMDOH shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, BOA and committees having any of the authority of the BOA and shall keep at its registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the SDMOH may be inspected by any member, his or her agent or attorney, for any proper purpose at any reasonable time.

ARTICLE X – AMENDMENTS

Section 1 – General

These Bylaws may be amended at any regular or special meeting of the SMDOH by a two-thirds vote of those members whose written ballots are received by the date designated on such written ballot, or handed to the Recording Secretary before counting commences. However, all time limitations concerning submission of same must be met. Any such amendment shall be effective immediately following the meeting during which it passed.

Section 2 – Submission to Recording Secretary

The BOA may approve and submit any proposed amendment in writing to the Recording Secretary. Ten or more members may also sign and submit a proposed amendment to the Recording Secretary in writing. If the amendment is to be considered at the Annual Meeting, it must be submitted to the Recording Secretary by March 1 preceding the Annual Meeting of that year. If the amendment is to be considered at any other meeting, it must be submitted a minimum of 12 weeks prior to such meeting. Thus the notice requirement for a special meeting would be greatly extended.

Section 3 – Submission to Membership

The Corresponding Secretary shall cause any such proposed amendment to be printed and mailed to each member at least four weeks before the meeting at which the ballots are to be counted.

Section 4 – Costs for Amendments

When an amendment is proposed by individuals other than the BOA for consideration at a time other than at the Annual Meeting, such individuals must be prepared to underwrite the costs of reproduction and mailing the proposal, as determined by the Treasurer.

Bylaws revised and restated 15 May 2010, Amended 30 April 2011

_____	_____	_____	_____
Governor	Date	Recording Secretary	Date