



Thomas Tolman
Family Organization
By-Laws

Article 1: Name

The name shall be: “Thomas Tolman Family Organization.”

Article II: Purposes and Objectives

The purposes and objectives shall be as follows:

- A. To promote the welfare of all members
- B. To maintain and foster love, unity, friendship and healing among all members
- C. To acquaint our members with the heritage that has come to them and to encourage them to pass on an even richer heritage
- D. To complete an acceptable and true record of our progenitors and descendants
- E. To promote and encourage the completion of genealogical records, that through this activity the living, together with their dead, will be linked together.
- F. To prepare and preserve interesting and accurate histories of our ancestors and living members
- G. To organize and centralize our work so as to prevent duplication of all phases of our work

Article III: Executive Board

The Executive Board of this organization shall consist of a President, three or more Vice Presidents, one or more Secretaries, a Treasurer, a Family Genealogist, a Historian, a Public Relations Specialist, a System Administrator, Advisors, and such other officers as shall be necessary to accomplish the purposes and objectives as outlined in Article II, above.

The Executive Board’s primary duties shall include the following: convene a board meeting once per quarter, utilize technology to ensure effective communication and administration of the organization, maintain the organization’s strategic plan and by-laws, maintain the family organization website, maintain an annual financial report and publish it to the website, maintain the organization’s 501c3 non-profit status, encourage membership and participation in the organization, and maintain and approve the organization’s donation objectives and publish them to the website.

Article IV: Membership

This organization shall be composed of the descendants of Thomas Tolman (our first immigrant ancestor, who came to the United States in 1630s) as well as the spouse of each descendant and other Tolman relatives. Any eligible person is encouraged to become a member by subscribing to the website and/or family social media sites and by actively participating in the goals of the organization as outlined in the Thomas Tolman Family Organization Strategic Plan and the get-involved activities listed at ww.thomas.tolmanfamily.org.

Article V: Thomas Tolman Family Organization Website

The Thomas Tolman Family Organization website and social media sites are the primary tools for maintaining communication with members of the organization. The focus of the website shall be on ancestor stories and get-involved activities including creating family organizations, indexing, preserving personal and ancestor histories, genealogical research and temple ordinances, and donations of time and/or means.

The Executive Board and committee members shall post articles, news items, histories, photographs, documents, genealogy, etc. on the Thomas Tolman Family website throughout the year. The website at <http://thomas.tolmanfamily.org> is intended to work in harmony with FamilySearch.org. New features will be added as technology evolves.

Article VI: Amendments

These by-laws shall be amended by a majority vote of the Executive Board members.

Article VII: Duties of the President

The President shall maintain an active, functioning Executive Board as prescribed in Articles VII through XV. He shall be responsible to maintain the organization's strategic plan and by-laws and see they are approved by majority vote of the Executive Board and implemented. The President shall preside at all meetings of the Executive Board. He shall cause a meeting of the Board to be held at least quarterly or as needed. The President shall post a family report on the Tolman website in April and October and other articles as appropriate. He shall approve all committees and appoint members of the committees and be an ex-officio member of each. The President shall encourage and support the "Purposes and Objectives" of the Thomas Tolman Family Organization, as outlined under Article II of these By-laws, and the other officers of the Executive Board in carrying out their respective duties and responsibilities.

The order of First, Second, and Third Vice President shall be designated by the President for purposes of presiding and transacting family business in his absence. The President shall serve for five years unless extenuating circumstances dictate otherwise. The Executive Board shall designate the successor from among the Vice Presidents, whenever possible. The outgoing

president shall serve on the Executive Board as an advisor for at least one year. All other officers shall serve at the discretion of the Executive Board.

Article VIII: Duties of the Vice Presidents

It shall be the duty of the Vice Presidents to assist and counsel the President in all matters. They shall act in his behalf if the President is unable or unwilling to preside. Vice Presidents shall be chosen to represent a particular branch of the family, such as: Cyrus, Judson, and Benjamin lines and Tolmans at large and shall encourage the descendants of their respective branches to participate in the get-involved activities as listed on the family website including family organizations, indexing, writing and preserving personal and ancestor histories, genealogy research and temple work, and donations of time and/or means. Each Vice President shall write articles to be posted on the family organization website as needed.

The order of seniority of Vice Presidents (as prescribed in Article VII) shall be followed in assuming responsibilities. In the event that the President shall resign or die, the first Vice President shall call a special meeting of the Executive Board, and they shall fill the vacancy.

Article IX: Duties of the Secretary

The Secretary shall keep a complete and accurate record of the proceedings of this organization and of all meetings of the Executive Board, which shall be submitted annually (each January) to the historian for inclusion in the family history. When unable to attend he/she will appoint a family member to keep a record of the meetings. The Secretary, as directed by the President, shall prepare an agenda for each meeting, send out notices, tally votes of the Board, and keep an up-to-date list of Executive Board members with their contact information. Prior to each meeting the secretary shall remind other officers of assignments made in previous meetings. Minutes of meetings will be sent to Executive Board members and shall be considered approved with the concurrence of the President and at least two other members of the Executive Board. The Secretary shall maintain the organization's common operating picture and ensure all organizational documents of the Executive Board are maintained on web-based shared folders.

Article X: Duties of the Treasurer

The Treasurer shall receive and keep an accurate account of all donations, income, operating costs, and other receipts. All expenditures and disbursements shall be made by the Treasurer and only as directed by the President. Where the Treasurer shall receive any communication from the President, any such orders shall be duly recorded and ratified by the Executive Board.

The Treasurer shall make a financial report at each meeting of the Executive Board and post on the Thomas Tolman Family Website an annual report in January, which will summarize the financial transactions for the previous year. An external review of the financial records will be done annually by someone other than a member of the Executive Board, who is appointed by the

President. He/she shall submit that report to the President to be posted on the website by May of each year. All reports shall become a part of the permanent family history. The Treasurer will maintain the 501c3 non-profit status including submitting annual fees to the State of Utah and filing an annual Form 990 with the IRS by 15 May of each year.

Article XI: Duties of the Family Genealogist

The Family Genealogist shall coordinate with the Executive Board, should the need arise for the services of any additional genealogists, at which time he/she shall continue to plan and direct all the genealogical activities of this organization. The Family Genealogist shall direct the activities of any family members who agree to research family lines, and all other members of the Genealogical Committee. He/she shall nominate members of his/her committee as needed and such committee members shall be approved by the President, pending a meeting of the Executive Board, at which time ratification by the Executive Board should be obtained. He/she shall make a report to the Executive Board at each quarterly meeting and post regular reports on the Tolman website as appropriate. He/she shall maintain the Thomas Tolman Family Organization Tree, make it available for public view, and ensure all validated research is also contributed to FamilySearch. He/she shall be the custodian of all family records and ensure a copy of key records is preserved on FamilySearch. These records belong to the Thomas Tolman Family and not to any one individual. At the death or release of the Family Genealogist all Thomas Tolman Family records shall be turned over to the Executive Board until the appointment of a new Family Genealogist.

Article XII: Duties of the Historian

The Historian shall compile an accurate history of the family organization from its beginning in 1903, adding regular up-dates each year to keep the history current. It should include the officers who serve, their terms of service and biographical sketches, by-law changes, reunions held, temple sessions, genealogical progress, pictures, and histories. The Historian shall also encourage historians of any branch family organization to compile and record their family organization history, and encourage all family members to preserve their family history including copies of journals, life stories, pictures, and audio clips on FamilySearch.

Article XIII: Public Relations Specialist

The Public Relations Specialist shall be part of the Executive Board and supervise the organization's social media sites. Under the direction of the President, he/she shall be responsible for promoting the purposes and objectives of the Thomas Tolman Family Organization, encouraging donations and visits to the Thomas Tolman Family Website where more details are available. He/she shall design news releases and postings to increase awareness of the work of the organization and respond to information requests from social media contacts by forwarding those requests to appropriate Executive Board members for their response.

Article XIV: System Administrator

The System Administrator is responsible for managing the online presence and electronic assets of the family. Responsibilities include: managing the family organization's website, storing and backing up genealogy, family history, and Executive Board files, and training and helping all members to communicate and access the content. This person should take special care that access credentials can be retrieved by others in case they are incapacitated.

Article XV: Other Committees

Other committees may be authorized by the President and ratified by the Executive Board. It is the prerogative of the President, acting in concert with the leadership of the family organization, to organize and constitute such committees as may be necessary to carry out the Purposes and Objectives as described under Article II.

Article XVI: Donations

The Thomas Tolman Family Organization shall be funded by donations, endowments, and the sale of various family histories and publications. As the planned programs unfold and as research activities go forward on an enlarged scale, larger sums of money may be solicited from members to carry on these responsibilities. The Executive Board will establish and approve the donation objectives of the organization majority vote and publish them to the family organization website. Donations of any size are appreciated and the donor will be blessed for his/her generosity. The Thomas Tolman Family Organization is a non-profit organization with 501c3 status and no paid officers.

Article XVII: Voting

All matters brought before the Executive Board shall be decided by a majority vote of current members. In the case of a tie, the presiding officer shall cast the deciding vote.

Article XVIII: Dissolution Clause

In the event that the Thomas Tolman Family Organization is dissolved at some future date, all assets of the organization will go to other 501c3 public charities and not benefit any board members, officers or other members of the organization.

Article XIX: By-Laws

The foregoing by-laws were adopted by the Executive Board on the 13 day of November 2016.