

Life Member (must be 50 years or older)

One-time fee\* \$500.00

- \* \$400.00 goes to National Society to be invested. \$100.00 goes to the Branch Society to be invested. Only the interest arising from may be used as needed by the Branch.

#### NEW MEMBER FEES

Application Fee (Junior or Adult)	\$40.00
National Dues	\$25.00
Branch Dues	Branch-specific
Chapter Dues	Chapter-specific (for Tennessee only)

Of the above amounts:

- \$65.00 to be paid to the National Treasurer, HSFMCV
- Branch – specific dues will be made out to the (Name of State) Branch Treasurer, unless joining a Tennessee Chapter.
- Tennessee Chapter-specific and Branch-specific fees are sent to the (Name of Chapter) Treasurer, HSFMCV. The Tennessee Chapter Treasurer sends the Branch-specific amount to the Tennessee Branch Treasurer, HSFMCV.

#### ADDITIONAL FEES

Reinstatement Fee	\$ 5.00
Supplemental Application	\$40.00
Certificate Correction Fee	\$10.00

**NOTE: All dues and fees assessed by the National Society may only be amended by the National Society and automatically apply to all Branches.**



The Huguenot Society of the Founders of  
Manakin in the Colony of Virginia

## BYLAWS

2025 Edition

Rules for Old Church and Headquarters

and

National Standing Rules & Dues & Fees

2. Donations of smaller amounts should also be acknowledged, with a letter or certificate, as a minimum.

1. An *Award of Excellence* is given to Branches, chapters, and/or individuals who exceed the standard in promoting our Society.

## ANNUAL MEMBERSHIP DUES

Active Member dues paid yearly to the Branch/Chapter\*  
Treasurer

Branch Dues to be established by each branch

Member-at-Large – Paid yearly to the National Treasurer	
National Dues	\$30.00

2. ASSOCIATE membership was previously open to persons of proven Huguenot descent, other than a Founder of Manakin or Virginia resident prior to 1786 as specified in Section 2, provided the person is acceptable to this Society. An ASSOCIATE member was entitled to all social privileges but was not entitled to vote nor hold an elective office. Our Society will no longer accept ASSOCIATE Members or dues from ASSOCIATE Members.

(Directed June 2016)

3. JUNIOR members shall have the same qualifications as ACTIVE members except that they shall be under eighteen (18) years of age. When they become eighteen (18) years of age, they may elect ACTIVE status. Our Society will not charge dues until age 18. (Directed June 2016)

4. The land owned by The Huguenot Society of the Founders of Manakin in the Colony of Virginia cannot be used for recreational purposes such as bicycle trail riding, hiking, bird watching, camping or any other recreation by anyone. (Directed June 2016)

## 5. Recognitions and Awards

Section 1. The purpose of this section is to recognize and honor monetary donations made by estates, branches, and/or individuals.

1. Generous donations made to the Society of \$10,000 and up shall be deposited in the HQ/Library Fund or the Old Church Fund accounts, unless designated for General Operations by the donor. By doing this, the funds will remain earmarked for current or future improvements to the two facilities until the improvements are implemented. The donor or honoree, the amount donated, and year the donation is



# BYLAWS

## ARTICLE I

### Name

The name of this organization shall be  
The Huguenot Society of the Founders of Manakin  
in the Colony of Virginia

## ARTICLE II

### Objects

The Objects of this Society shall be:

1. To promote interest in and the study of the Huguenots who settled Manakin and the lines descended therefrom.
2. To publish history concerning them and their descendant.
3. To erect a lasting memorial at Manakintowne in memory of its valiant settlers.
4. To collect all existing documents relating to Manakin and all Virginia Huguenots prior to 1786 to be placed in the library for the use of the Society. The library shall be composed of all

obtainable books, pamphlets, manuscripts, pictures, etc. relating to the Huguenots of Virginia which would be helpful as references in proving Huguenot ancestry. The Library shall make this collection available to Society members, prospective members, and historical and educational researchers, under the direction of the National Librarian.

5. To encourage the preparation of papers and essays on the Virginia Huguenots and their ancestry for deposit in the Society Library and for publication in **The Huguenot**, when space permits, such papers to be fully documented.

6. To engage in charitable, educational, and benevolent activities.

7. To sponsor Huguenot Memorials for the training of young people in intellectual and spiritual growth and development.

### **ARTICLE III**

#### **Membership**

**Section 1.** The Society shall be composed of ACTIVE, HONORARY AND HONORARY INACTIVE MEMBERS.

**Section 2.** (a) ACTIVE membership is open to any person, at least 18 years of age, male or female, who is a descendant of a Manakin Huguenot Founder, male or female, or descended from a Huguenot resident of Virginia prior to 1786, provided the applicant is personally acceptable to this Society and meets all requirements as prescribed in the bylaws of this organization. A Huguenot shall be adjudged as such by documentation. (b) ACTIVE members shall carry on the work of the Society and

12. Members who use the building are responsible for the conduct of all their guests.

13. Members using the 1895 Old Church or Headquarters Building will be responsible for damages to the building or furnishings. Damages to be paid within 15 days.

14. The Huguenot Manakin Society is not responsible for anything unusual, automobile accidents, bodily injuries or incidentals during any function held at the 1895 Old Church or Headquarters Building.

15. The Huguenot Manakin Society will keep the storeroom at the Episcopal Church next door for extra Library Storage including extra copies of **The Huguenot** publications.

16. The door to the Library will always be locked unless the Library Assistant is present and on duty. A key to the 1895 Old Church shall be kept locked in the Library.

17. A key to the Headquarters Building will only be given to the elected National Officers as designated by the National President, for their term of office. Each officer will sign for the key. Keys are not to be kept – they are to be returned to the Headquarters Superintendent at the end of their term of office.

18. Number of people allowed in the 1895 Old Church is established by the local Fire Marshall.

19. Number of people allowed in the Headquarters Building is established by the local Fire Marshall.

#### **NATIONAL STANDING RULES**

1. No record is to be disclosed without a written request, by the individual to whom the record pertains. “Disclosure” is defined to be any means of communication, including, but not limited to, written, oral, electronic, or mechanical. Application papers of living persons, and proof are to be closed to the public. (Directed July 2003)

National President. Either the Old Church Director or a member of the Old Church Committee, to be appointed by the Director, must be present for the duration of all functions, not to assist, but to be sure everything is in working order. The Old Church Director and Committee Members must be Active Members of the Society.

**3.** No other Society, Church Class, Scout Groups, Youth Groups, Family Reunions or any Group can have a meeting in the 1895 Old Church or the Headquarters Building. All Branches of the Huguenot Manakin Society may use the Headquarters Building for meetings.

**4.** The 1895 Old Church and Headquarters Building will be used by the National Huguenot Society during the Annual Assembly, with no fee.

**5.** No reception or rehearsal celebrations may be held on the Society property; however, the bride may use the Headquarters Building for dressing for a refundable deposit of \$200 to be paid upon approval when granted for use. The person making the reservation will be responsible for cleanup of both the dressing room and bathroom.

**6.** No children allowed on the balcony of the 1895 Old Church, only adults that can be seated in the balcony and no one standing in the balcony.

**7.** No alcoholic beverages will be permitted at any time on the Huguenot Manakin Society property.

**8.** No smoking is allowed on the Huguenot Manakin Society property.

**9.** No lighted candles or flame-lit objects of any kind are permitted on the Huguenot Manakin Society property.

**10.** The land owned by The Huguenot of the Founders of Manakin in the Colony of Virginia cannot be used for recreational purposes such as: bicycle trail riding, hiking, bird watching, camping or any other kind of recreation by anyone except hunters listed on the Hunting Lease.

**11.** All trash and recycling items must be removed from the Huguenot Manakin property by those using the building or 1895 Old Church.

shall be entitled to all benefits and privileges. **(c)** Only ACTIVE members are eligible to LIFE membership in this Society.

**Section 3.** When long time and valuable members of the Society can no longer pay dues or be active through some reason of infirmity or financial reverses, they can be placed on the HONORARY INACTIVE list and not be dropped for nonpayment of dues, provided they have been approved by a committee of three members of their Branch and recommended to the National Board of Management. Past service rendered to the Society by the members must be submitted with the recommendations. This Board will give final judgment as to their eligibility for HONORARY INACTIVE membership. HONORARY INACTIVE members shall not vote, hold office or receive free any of the publications from this National Society. They shall be carried on the National Roster as HONORARY INACTIVE members.

**Section 4. (a)** The privilege of HONORARY membership may be extended by a two-thirds vote, at any annual meeting, to a person whose qualifications, distinction or accomplishments, or whose keen interest in the work of the Society shall warrant this honor. HONORARY members shall not be entitled to vote or to hold office. They shall not be required to pay dues and shall not receive free any of the publications from this National Society. **(b)** Suggested names for HONORARY membership shall be presented to the National Board of Management for its approval and recommendation to the next annual meeting and must be accompanied by a written statement of the qualifications which warrant this honor and by the necessary endorsements. The National President shall extend the invitation to HONORARY membership. **Section 5.** An applicant may be accepted by the National Board of Management as a MEMBER-AT-LARGE for good and sufficient reason.

**Section 6.** PROCEDURE FOR MEMBERSHIP (a)

Applications for membership shall be on the forms and in the manner prescribed as follows: Applicants must be proposed with the signature of a member in good standing of this Society, with the endorsement of one (1) ACTIVE member who has information as to his or her acceptability and who is a member of the same Branch or Chapter to which the applicant has been invited to join. (b) The Branch Membership Committee reviews the applicant's recommendation and, upon approval, notifies the Branch Registrar to issue two copies of the National Application papers to the applicant to be filled out and returned to the Branch Registrar, with proofs, fees, and dues. Upon approval by the National Registrar, one copy is retained by the National Registrar and one copy is sent to the Branch Registrar. If the membership involves a Chapter within a Branch, a copy of the application may also be submitted for approval and returned for the Chapter's files. (c) The National Registrar shall report on the eligibility of the applicant to the Branch Registrar. (d) All applicants for membership, irrespective of classification, shall submit within six months their applications and the required proof thereof, together with all fees and dues, to the Branch Registrar for transmission to National. For good reason, upon request of the applicant or the sponsor, an additional six months' time may be allowed. Membership begins the date on which the application is signed by the National President.

**Section 7.** RESIGNATIONS. A member desiring to resign may present the resignation in writing to the Branch or Chapter President, who shall immediately confer with the Treasurer, and finding the member in good standing shall immediately report same to the National Membership Director. The resignation of a member in arrears for dues shall not be accepted.

Intervention in Haiti 1994-1995

Kosovo War 1998-1999

**2000s**

Invasion of Afghanistan 2001-2021

US Intervention in Yemen 2002-

Invasion of Iraq 2003-2011

US Intervention in the War in NW Pakistan 2004-2018

Second US Intervention in the Somali CW 2007-

Operation Ocen Shield 2009-2016

International Intervention in Libya 2011

Operation Observant Compass 2011-2017

US Military Intervention in Niger 2013-2024

US Led Intervention in Iraq 2014-2017

US Intervention in the Syrian Civil War 2014-

US Intervention in Libya 2015-2019

Operation Prosperity Guardian 2023-

**Rules for the use of 1895 Old Church and Headquarters  
Building**

Amended-June 2016

1. The use of the 1895 Old Church will be limited to Weddings Only. For a Wedding, either the Bride or Groom must be an Active Member of the Huguenot Manakin Society. To use the 1895 Old Church for a Wedding, a donation of \$1,000.00 must be given to the Old Church Fund. The donation must be made at the time approval is granted for the use of the Old Church. The list of rules must be agreed to and a copy signed by the Active Member (bride or groom) responsible for the booking.
2. All scheduling, including rehearsals, etc., will be handled through the Old Church Director, and appointed by the

Philippine American War 1899-1902  
 Moro Rebellion 1899-1913  
 Boxer Rebellion 1899-1901  
**1900s**  
 Crazy Snake's War 1909  
 Mexican Border War 1910-1919  
 Little Race War 1912  
 US Occupation of Nicaragua 1912-1933  
 Bluff War 1914-1915  
 US Occupation of Veracruz 1914  
 US Occupation of Haiti 1915-1934  
 US Occupation of Dominican Republic 1916-1924  
 World War I 1917-1918  
 Russian Civil War 1918-1920  
 Posey War 1923  
 World War II 1941-1945  
 Korean War 1950-1953  
 Lebanon Crisis 1958  
 Permesta Rebellion 1958-1961  
 Laotian Civil War 1959-1975  
 Vietnam War 1960-1975  
 Bay of Pigs Invasion 1961  
 Dominican Civil War 1965-1966  
 Korean DMZ Conflict 1966-1969  
 Cambodian Civil War 1967-1975  
 Multinational Intervention in Lebanon 1982-1984  
 US Invasion of Grenada 1983  
 Bombing of Libya 1986  
 Tanker War 1987-1988  
 US Invasion of Panama 1989-1990  
 Persian Gulf War 1990-1991  
 Iraqi No-Fly Zone Enforcement Operations 1991-2003  
 First US Intervention in the Somali Civil War 1992-1995  
 Bosnian War and Croatian War 1992-1995

**Section 8.** TRANSFERS. A member desiring to transfer from one Branch to another, or one Chapter to another, or from MEMBER-AT-LARGE shall be proposed and elected in the same manner as a new member. Upon election, the Branch or Chapter Secretary accepting the transfer shall contact the other Branch or Chapter Treasurer as to the current status of membership and provided the member is in good standing, shall request a transfer. The National and Branch officers concerned shall then be so notified of the transfer.

**Section 9.** REINSTATEMENTS. **(a)** All resigned members, regardless of membership classification, after re-election to membership may be reinstated in the Branch or Chapter upon payment of the dues for the current year. **(b)** All members, regardless of membership classification, dropped for nonpayment of dues may be reinstated by the National Membership Director upon receipt (through the Branch or Chapter) of \$5.00 plus the current dues, provided the Branch or Chapter approves the reinstatement.

## ARTICLE IV

### Dues and Fees

**Section 1.** **(a)** The funds of the Society shall be applied only for the furtherance of the aims of the Society. **(b)** The application fee for ACTIVE membership shall be set by the National Assembly, as part of the annual budget process. **(c)** The annual national dues for ACTIVE members shall be set by the National Assembly, as part of the annual budget process. Branches and/or Chapters may also levy dues. **(d)** LIFE Membership may be conferred upon an ACTIVE member after attaining age 50 and by payment of \$500.00 at one time, \$400.00 of which shall go to the National Society and shall be invested by the National Board of Management in the name of the Society, in an account

accruing interest, and an amount set by the National Board of Management can be withdrawn per life member from the LIFE Membership Account on 1 December each year, to be used for the purpose of the National Society. The other \$100.00 of the LIFE Membership fee shall be retained by the Branch and placed in an account accruing interest and an amount set by the Branch Board of Management can be withdrawn per life member from the Branch LIFE Membership Account on 1 December each year to be used for Branch purposes. When transferring a LIFE member, the portion of the fee invested by the Branch shall be transferred to the receiving Branch. (e) A fee set by the National Assembly must accompany each Supplemental application to establish right of membership through additional ancestors.

**Section 2.** (a) The application fee for MEMBERS-AT-LARGE SHALL BE SET BY THE National Assembly, as part of the annual budget process. (b) The annual National dues for MEMBERS-AT-LARGE, payable to the National Treasurer, shall be set by the National Assembly, as part of the annual budget process.

(c) A MEMBER-AT-LARGE, in good standing, desiring to become a member of a Branch may do so upon invitation and acceptance by the Branch. \$12.00 of the members' annual dues for the current year shall be paid to said Branch by the National Treasurer upon notification of acceptance.

**Section 3.** A fee shall be charged to members for a Certificate of Membership, which is lettered incorrectly due to the fault of the member's having given incomplete or incorrect information.

**Section 4.** (a) National dues are due and payable to the National Treasurer by the 1st day of December, and if not paid by the due date, the member shall be considered delinquent. Delinquent

Utah War 1857-1858  
 Reform War with Mexico 1858-1866  
 Pig War 1859  
 John Brown's Raid on Harper's Ferry 1859  
 First and Second Cortina War 1859-1861  
 Palute War 1860  
 Civil War 1861-1865  
 Yavapai Wars 1861-1875  
 Dakota War of 1862 1862  
 Colorado War 1863-1865  
 Snake War 1864-1868  
 Powder River War 1865  
 Red Cloud's War 1866-1868  
 Formosa Expedition 1867  
 Comanche Campaign 1867-1875  
 US Expedition to Korea 1871  
 Modoc War 1872-1873  
 Red River War 1874-1875  
 Las Cuevas War 1875  
 Great Sioux War of 1876 1876-1877  
 Buffalo Hunter's War 1876-1877  
 Nez Perce War 1877  
 Bannock War 1878  
 Cheyenne War 1878-1879  
 Sheepeater Indian War 1879  
 Victorio's War 1879-1880  
 White River War 1879  
 Egyptian Expedition 1882  
 Crow War 1887  
 Ghost Dance War 1890-1891  
 Garza War 1891-1893  
 Yaqui Wars 1896-1918  
 Second Samoan Civil War 1898-1899  
 Spanish American War 1898



**EXHIBIT A**  
**ROSTER OF AMERICAN WARS, CONFLICTS,**  
**INVASIONS, INTERVENTIONS, RAIDS, AND**  
**REBELLIONS**

**1700s**

French and Indian War 1756-1763  
Revolutionary War 1775-1783  
Cherokee American Wars 1776-1795  
Northwest Indian War 1785-1793  
American Algerian War 1785-1795  
Quasi War 1798-1800

**1800s**

First Barbary War 1801-1805  
Tecumseh's War 1810-1813  
Creek War 1813-1814  
War of 1812 1812-1815  
Second Barbary War 1815  
First Seminole War 1817-1818  
Arikara War 1823  
Winnebago War 1827  
Black Hawk War 1832  
Second Seminole War 1835-1842  
Texas Comanche Wars 1836-1875  
Mexican American War 1846-1848  
Cayuse War 1847-1855  
Apache Wars 1849-1924  
Navajo Wars 1849-1866  
Bleeding Kansas 1854-1861  
Puget Sound War 1855-1866  
Rogue River Wars 1855-1856  
Third Seminole War 1855-1858  
Yakima War 1855-1858  
Second Opium War 1856-1859

members shall not be entitled to hold office, or to privileges at the National or Branch meetings of the Society, or to resign from membership in good standing. **(b)** Branch Treasurers shall notify their Branch members who are delinquent in paying their annual dues by the first day of July. All Branch members who remain delinquent by the following first day of December shall be dropped from membership by the National Treasurer and the following officers notified: National President, National Registrar and National Corresponding Secretary and the Branch President and Treasurer.

**Section 5.** A member admitted or reinstated by the National Society on or after the first day of July of any year shall not be required to pay dues the next succeeding calendar year.

**Section 6.** All fees and dues sent to the National Treasurer by the State Treasurers must be accompanied by an alphabetical list of the members to whom the dues shall be accredited, showing also their national numbers and full addresses.

**ARTICLE V**

**Officers**

**Section 1.** **(a)** The officers of the HUGUENOT SOCIETY OF THE FOUNDERS OF MANAKIN IN THE COLONY OF VIRGINIA shall be: a National President, a National First Vice President, a National Second Vice President, a National Third Vice President, a National Chaplain, National Recording Secretary, a National Registrar, a National Treasurer, a National Historian, a National Librarian, two National Advisors, one of whom shall be the retiring National President, a National Flag Custodian, a National Corresponding Secretary, a National Parliamentarian and a National Headquarters Superintendent. **(b)** In recognition of valuable service to the

Society, a member who has served as National President, upon retirement from office, may be elected Honorary President for life. Election may be by voice vote.

**Section 2.** (a) The officers of the National Society (except for the President's appointed officers) shall be elected biennially at the National Assembly of the Society for a term of two years or until their successors have been elected. (b) No member shall hold more than one National office at a time. (c) No member shall be eligible to the same office for more than two successive terms, except the National Librarian, but shall be eligible to the same office after two years have intervened from the time that person held the office. The National Librarian may hold additional consecutive terms as the membership sees fit to grant. (d) The Corresponding Secretary and the Parliamentarian shall be appointed by the president and shall serve during his/her administration.

**Section 3.** A Nominating Committee of three members shall be elected by the membership at the annual meeting before the annual meeting at which an election of officers is to take place. It shall present a proposed slate of officers to the entire membership at least 30 days before the election is to be held and shall be included in the notice of the meeting. It shall present this slate of nominees to the next annual meeting. Other nominations may be made from the floor.

**Section 4.** (a) Elections shall be by ballot, unless there is only one nominee for an office, in which case a via voice vote may be taken if there is no dissenting voice. (b) A majority of votes cast shall be necessary to elect. (c) The term of office for newly elected officers shall begin at the close of the National Assembly at which the officers were elected.

is the retiring National President, to serve during their elected terms of office in the Society. The other four shall be chosen by the Board from the Active members of the Society, to serve for a term of four years, the term of two of these to expire at each biennial meeting of the Society.

**Section 2.** The officers of the Board shall be President, Vice President, Secretary and Treasurer, who shall be the corresponding national officers of the Society.

**Section 3.** The annual meeting of the Board shall be at the date of the National Assembly of the Society. Five members shall constitute a quorum. Vacancies in the Board of Directors, until the next election of officers, shall be filled by the remaining directors, of who the maximum number shall be ten. The period of duration of the said corporation is unlimited. The amount of real estate to which its holdings may be, at any time is limited to 1,000 acres.

Given under our hand this twenty-second day of May 1935.

Eliza Boone Gladstone (President)

Edith M. Sweet (Secretary)

David E. French

**Bylaws Amended:** 1979, 1980, 1981, 1982, 1984, 1986, 1987, 1988, 1989, 1990, 2001, 2002, 2003, 2004, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2016, 2018, 2020, 2023,2024.

Last printed Bylaws after amendments: 2024

Registered Agent of this Society shall be:  
Mr. Collins Denny, III.  
Registered office of this Society shall be:  
1200 Ross Building, Richmond, VA 23219

## **The Purposes**

The purposes for which the Society is formed are as follows:

To promote the interest and the study of the Huguenots of Manakin and the lines descended therefrom.

To publish a history of them and their descendants.

To erect a lasting monument at Manakintown in memory of its settlers.

To collect all existing documents relating to Manakin and the Manakin Huguenots.

To gather a library for the use of the Society, composed of all obtainable books, pamphlets, manuscripts, pictures, etc. relating to the Manakin Huguenots.

And to encourage the preparation and gift to the Society of papers and essays on the Manakin Huguenot ancestry.

## **Board of Directors of the Corporation-1935**

**Section 1.** The corporation of THE HUGUENOT SOCIETY OF THE FOUNDERS OF MANAKIN IN THE COLONY OF VIRGINIA, as provided in the articles of incorporation filed with the Department of the Virginia Corporation Commission, June 6, 1935, shall have a board of directors of ten members. Six of these shall be the following national officers of the Society: The National President, the National First Vice President, the National Recording Secretary, the National Treasurer, the National Historian and the National Advisor who

**Section 5.** If a vacancy occurs during a term of office, the National Board of Management shall have the power to appoint a member to the vacancy for the un-expired term.

**Section 6.** In the event a National Officer fails to perform his/her duties as directed by the National Society Bylaws, said officer may be removed by a two-thirds vote of the Board of Management.

## **ARTICLE VI**

### **Duties of Officers**

**Section 1.** (a) The **NATIONAL PRESIDENT** shall be the chief executive officer of the Society and shall have the general welfare and promotion of the Society in charge. The President shall preside at all meetings of the National Society and the National Board of Management when possible and perform such other duties as are required by the Bylaws of the Society, or as may be required of him/her at any time by the National Society, shall be ex-officio member of all committees, except the Nominating Committee, and shall approve all bills for the expenditure of money. (b) The **NATIONAL PRESIDENT** shall appoint all committees, standing and special, which may be necessary for the advancement of the Society, except the Nominating Committee.

**Section 2.** (a) The **NATIONAL FIRST VICE PRESIDENT** shall, in the absence of the President, or upon request, perform the duties of the President. (b) The **NATIONAL FIRST VICE PRESIDENT** shall assist in the organization of Chapters and of State Branches in the states yet unorganized. (c) The National First Vice President shall be the ex-officio chairman of the Membership committee.

**Section 3.** The **NATIONAL SECOND VICE PRESIDENT** shall be responsible for the National Huguenot Scholarship

Award and shall work with this committee, ascertaining that the recipient is duly qualified.

**Section 4.** Section a. The **NATIONAL THIRD VICE PRESIDENT** shall consult and advise with the State Branches and Chapters in collecting military records with the name, regiment, and company Ancestors who were soldiers and officers from the Roster of American Wars, Conflicts, Invasions, Interventions, Raids, and Rebellions listed in Article VI, Section 4b.

Section b. The Roster of American Wars, Conflicts, Invasions, Interventions, Raids, and Rebellions are included as 'Exhibit A' at the end of the NATIONAL BYLAWS.

Section c. The Roll of Honor will recognize those men and women who have honorably served their country during periods of active service. The Official Roll of Honor Nomination Form, as revised from time to time by unanimous agreement of a Committee comprised of the National President, National Third Vice President, and National Librarian, shall be posted on the official Society website.

o The nominator shall complete an Official Nomination Form for each nominee and submit it to the Society's headquarters.

o Monthly, all nomination forms received by headquarters shall be scanned and emailed to the Third National Vice President for review.

o For approved nominations, a Certificate will be prepared and mailed to the nominator and a copy of the Certificate and Nomination Form shall be kept in the Official Records of the Society at headquarters. The Certificate shall bear the Society Insignia, the name of the Soldier and verified service, the nominator, the signatures of the National President and National

shall lie over until the next Annual Assembly for final disposition.

Amendments to these bylaws shall take effect at the close of the National Assembly at which they are adopted.

## **ARTICLE XIX**

### **Dissolution**

Upon the dissolution of the Society, the National Board of Management shall, after paying or making provision for the payment of all the liabilities of the Society, dispose of all of the assets of the Society exclusively for the purpose of the Society in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)3 of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue law) as the National Board of Management shall determine.

## **ORIGINAL**

### **CERTIFICATION OF INCORPORATION**

This is to certify that we do hereby associate ourselves to establish a corporation, not organized for profit, in which no capital stock is required or to be issued, under and by virtue of Chapter 151, Code of Virginia, 1919, and acts amendatory thereof, for the purpose, and under the corporate name, hereinafter mentioned, and to that end we do, by this our certificate, set forth as follows: The name of this corporation shall be **THE HUGUENOT SOCIETY OF THE FOUNDERS OF MANAKIN IN THE COLONY OF VIRGINIA.**

## ARTICLE XVI

### Honor Days

Recognized Honor Days are:

**April 17:** To commemorate the organization of our Society

**April 30:** The anniversary of the inauguration of the first President of the United States of America

**June 14:** United States Flag Day

**July 4:** American Independence Day

**September 17:** United States Constitution Day

**October 23:** Edict of Nantes Commemoration

**November 11:** Veterans Day (Armistice Day)

## ARTICLE XVII

### Parliamentary Authority

The rules contained in **Robert's Rules of Order**, latest revision, shall govern the Society in all cases in which they are not inconsistent with the Certificate of Incorporation or the bylaws of this Society.

## ARTICLE XVIII

### Amendments

These Bylaws may be amended at any regular National Assembly by a two-thirds vote of the members present, provided that the proposed amendments have been endorsed by a State Branch, by the National Board of Management or by a committee appointed by the President, and that a copy of the proposed bylaw amendments, signed by at least three members, shall have been mailed to the entire membership thirty (30) days or more before the meeting at which action is to be taken; or a written amendment may be submitted to the Annual Assembly for consideration (one copy being filed with the Recording Secretary at the time it is offered) but the same

Third Vice President, and date.

**Section 5.** The **NATIONAL CHAPLAIN** shall open the meetings of the Society with prayer and shall conduct memorials and other religious services as required.

**Section 6.** The **NATIONAL RECORDING SECRETARY** shall keep a record of all meetings of the National Society and of the National Board of Management. Minutes shall be available for approval within 60 days of the meeting at which the minutes were taken.

**Section 7.** The **NATIONAL CORRESPONDING SECRETARY** shall give due notice of all meetings of the National Society and of the Board of Management; shall attend to the correspondence of the National Society as directed by the President and the National Board of Management; shall distribute all pamphlets, circulars and supplies issued by the Society, at the direction of the President and the National Board of Management; shall keep a complete catalogue of the membership of the Society; and shall keep a list of all Branch officers. A copy of all Branch officers shall be mailed to all National officers.

**Section 8. (a)** The **NATIONAL TREASURER** shall have charge of the funds and securities of the National Society; shall deposit same in such bank or banks, or financial institutions which are covered by appropriate insurance, as may be designated by the Finance Committee. The Treasurer shall have access to draw upon funds by check or electronic Funds Transfer for the payment of bills duly authorized by the National President. The signature of the National President and National Treasurer of the Society are required on the bank signature cards of all the banks or financial institutions. **(b)** The Finance Committee shall be composed of the National President, National Treasurer, immediate past National Treasurer and other Active members as appointed by the National President

and shall be responsible for the investment of the excess capital of the Society in the highest yielding income and most secure investment which is available. The interest income percentages of these investments shall be reported to the membership in the Treasurer's Annual Report. (c) The National Treasurer shall have a CPA prepare all 990 Tax Forms for the Society, to be filed with the IRS each year. The National Treasurer shall sign the 990 tax Form and a copy presented at the annual Board of Management meeting. The National Treasurer shall make payment by check or Electronic Funds Transfer through the bank, of bills duly authorized and shall be bonded. The National Treasurer shall keep on a computer program, such as Quicken, all the money spent and received by the Society for audit purposes. (d) The fiscal year of the Society begins the first day of May and ends last day of April. All transactions of money spent and the accounts in all banks shall be audited by three (3) members appointed by the National President. Their report shall be prepared and presented to the Board of Management at the Assembly and if approved by the Board of Management, shall be presented to the General Assembly for final approval. (e) The National Treasurer shall maintain an up to date membership file with member number, name and address in an Excel file on a computer. The National Treasurer shall collect and record the National Branch dues.

**Section 9.** (a) The **NATIONAL REGISTRAR** shall keep the names and dates of election of all members and shall have the care and custody of all applications for members, duplicate(s) shall be returned to the Branch and one for Chapter files. The applications remaining with the **NATIONAL REGISTRAR** shall be bound and placed in the file record room in the Manakin Huguenot Headquarters Building at Midlothian, Virginia. The bound application papers shall be scanned to a disk or Thumb-drive/Stick and the **NATIONAL REGISTRAR** shall send a disk

## **ARTICLE XIV**

### **The Huguenot**

The official publication of this Society is called **The Huguenot** and it is to be published at the close of each administration by a Board of Editors whose duty it shall be to compile it. The Board of Editors shall be composed of the following outgoing officers: President, Recording Secretary, Corresponding Secretary and Historian. **The Huguenot** shall contain the proceedings of the administration as well as genealogical and historical information of interest and value to the members.

A copy of **The Huguenot** shall be Offered to each Active member on the rolls during the administration covered in the publication and who is presently a member in good standing at the date the publication is completed. The printed publication shall be 5 1/2 inches by 8 1/2 inches or conform as closely as is possible in a printed version. If a digital or electronic version is offered, it should go only to members declaring a preference for that format instead of a printed book, or to those paying the extra price to receive it in addition to their printed book. The Library gift shop may offer whatever versions are needed.

## **ARTICLE XV**

### **Property - The Huguenot Tract**

The corporate body may own up to 1,000 acres of land. The present holdings consist of about 400 acres, a part of the original tract granted to our Huguenot ancestors by the King of England in 1701, which became the site of the Manakintowne Huguenot settlement. This tract is to be used as a worthy memorial to our ancestors.

## ARTICLE XII

### Colors and Flag

The colors of the Society shall be Cadet Blue and Gold. The flag shall depict a central field of blue bordered by a gold stripe on either side. Each gold stripe is one half the width of the central blue field. The Huguenot insignia is in gold in the center of the blue field and is of appropriate size for the size of the flag. Written across the top of the flag is "The Huguenot Society of the Founders of Manakin" and across the bottom of the flag is written "In the Colony of Virginia."

## ARTICLE XIII

### Insignia, Ribbons and Memorial Markers

**Section 1.** (a) The official insignia shall be The Huguenot Cross with fleur de lis within a circle inscribed "The Huguenot Society Founders of Manakin Virginia 1699."

(b) A member in good standing may order from the official jeweler, after a permit is secured from the Branch Treasurer. (c) The official jeweler of the Society shall be determined by the National Board of Management.

**Section 2.** The official ribbons shall be Cadet Blue and Gold. See The Huguenot #10, page 21, for exact description of the ribbons for use with member pins and sashes for State and National officers.

**Section 3.** A bronze memorial marker in the shape of the insignia may be placed on the grave of any deceased member of this organization as a beautiful tribute to his/her memory.

or Thumb-drive/stick file to Headquarters along with the bound application papers at the end of the term. Information used by the National Registrar may not be sold or copied for personal gain. (b) The NATIONAL REGISTRAR shall examine all applications for approval and verification. If the papers cannot be approved, the NATIONAL REGISTRAR shall return them for correction, pointing out defects and shall carry on all correspondence connected with them, as well as with other genealogical matters pertaining to the duties of this office. Should the NATIONAL REGISTRAR feel an ancestor is no longer an eligible Huguenot for descendants to join the Society, supporting proofs and documents should be submitted to a committee of three, to be appointed by the President. Said committee shall decide if the ancestor in question is a Huguenot in Virginia and if a person descended from him/her is eligible for membership in the Society. Their decision shall be reported to the Registrar, the President and to the membership at the next National Assembly. (c) Members may obtain a copy of their application papers from the Branch Registrar for a reasonable fee, or a member may give written permission for his application to be copied by the Branch Registrar for someone else. The same fee is to apply. (d) The NATIONAL REGISTRAR shall have charge of the Seal of the Society.

**Section 10.** The NATIONAL HISTORIAN shall collect and compile all possible historical and biographical data for publication in The Huguenot and for preservation in the library of the Society and shall keep a record pertaining to the activities of the Society and its members.

**Section 11.** The NATIONAL LIBRARIAN shall collect, receive and catalogue all books, magazines and pamphlets of which the National Society may become possessed, lending to the Registrar such books as will assist in proving lineages; and The Huguenot Board of Editors, such material as may be

needed for publication. This material shall be returned in a reasonable length of time. The NATIONAL LIBRARIAN shall have the power, subject to approval of the National Board of Management, to contract for the services of a Staff Librarian; of rejecting any volume offered to the Library; shall carry on all correspondence of the Library; and shall prepare annually a list of all books and pamphlets acquired by the Society for the Recording Secretary and the President for publication in The Huguenot.

**Section 12.** The NATIONAL ADVISORS, or either of them, shall upon request, advise the National Board of Management in matters pertaining to the advancement of the Society and the wise administration of funds.

**Section 13.** It shall be the duty of the NATIONAL FLAG CUSTODIAN to have the care and custody of the flags of the National Society and to have said flags at the National Assembly of the Society.

**Section 14.** NATIONAL PARLIAMENTARIAN shall serve as a consultant who advises the President and other officers, committees and members on matters of parliamentary procedure.

**Section 15.** The NATIONAL HEADQUARTERS SUPERINTENDENT shall oversee the administration, maintenance, and general wellbeing of the Society's National Headquarters and adjoining real property and appurtenances thereon.

**Section 16.** Former National Presidents have been elected by the National Assembly to the Position of Honorary National President to provide continuity to the Executive Board of National Officers. They are voting members of the Executive Board and hold all the rights and privileges as the other

laws and bylaws of the National Society and the Branch under which it is organized, as then existing or as thereafter amended, and be subject to the supervision and control of the National Society and of the Branch.

**Section 8.** No State Branch may disband without the approval and authority of the National Board of Management. All lineage papers and historical materials of a disbanded State Branch shall be sent to the National Society Registrar for proper disposition. Members in good standing shall automatically become Members-At-Large.

**Section 9.** All files and papers of the Huguenot Manakin Society are the property of the National Huguenot Manakin Society and not the officers and must be given to the succeeding National or Branch officers.

**Section 10.** An Active Member may have Dual Membership in two Branches. Membership will continue in the original Branch and National and Branch dues shall be payable through that Branch. The Branch, where Dual Membership is to exist, will collect only Branch dues plus fees for meetings at which food or dinner is served. The Registrar at the Branch having members with Dual Membership will notify the National Registrar, the National First Vice President, and the National Corresponding Secretary of those members.

## ARTICLE XI

### Motto

The Motto of the Society shall be:  
**"THEIR NOBILITY, OUR HERITAGE."**



## ARTICLE X

### State Branches

**Section 1.** All persons duly qualified, who have been regularly admitted by the National Board of Management, shall be members of the National Society, but for purposes of convenience may be organized into State Societies, known as Branches, and bearing the name of the state organized.

**Section 2.** Eight or more Active members shall be required to organize a State Branch.

**Section 3.** The President, with the approval of the National Board of Management, shall appoint, at discretion, the Organizing Branch Presidents.

**Section 4.** When the state is organized, each Organizing State President shall become Branch President, and the newly organized Branch shall elect such other officers as are deemed advisable, following as closely as possible the list of officers of the National Society.

**Section 5.** The bylaws of the State Branches shall follow closely those of the National Society, and anything in conflict therewith shall be void. Any amendments to the National bylaws shall be binding on the State Branches.

**Section 6.** Each State Branch shall hold at least one State Meeting during the year. The Branch work shall be reported by the Branch President in writing (three copies typed) to the National President before the National Assembly each year. Reports will be published in **The Huguenot** at the close of each regime.

**Section 7.** Each Branch may approve the organization of one or more subsidiary organizations allied to it, to be known as Chapters, each of which shall abide by and be subject to all the

members of the Executive Board of National Officers. They serve as long-time advisors to the Board. They may be assigned as committee members or chairs of Standing Committees or Special Committees and shall perform such other duties and responsibilities as assigned by the National President and the Executive Board. Their office terms do not expire.

## ARTICLE VII

### Meetings

**Section 1.** The Annual Assembly of the Society shall be held each year, at a time and place decided upon by the National Board of Management in close coordination with the National President and the Assembly Host Committee. Notice of the meeting shall be sent to the entire membership at least sixty days prior to the date of the meeting and shall include the Nominating Committee's slate of candidates in those years in which an election is to take place.

**Section 2.** This meeting shall be known as the National Assembly of The Huguenot Society of the Founders of Manakin in the Colony of Virginia., and shall be for the purpose of receiving reports of the officers, the National Board of Management and of committees, and for the election of officers, and for any other business of the Society that may arise, and to present a program which advances the objects of the Society.

**Section 3.** Special meetings of the National Society shall be called by the President when requested in writing by ten members of the Society representing at least three Branches. No business shall be transacted at a special meeting except that clearly set out in the call or allowed in the bylaws.

**Section 4.** All Active members in good standing who are present may vote.

**Section 5.** A quorum at all meetings of the National Society shall be 15 Active members from at least three Branches.

**Section 6.** All members and non-members attending the National Assembly shall pay a registration fee to be retained by the National Society to help defray expenses of the Assembly.

**Section 7.** At the discretion of the National President an electronic vote by members of the National officers or the Executive Board may be called. The Votes shall be maintained by the National Recording Secretary and the results will be ratified at the next Assembly and become part of the official minutes. An official meeting of the members of the Executive Board may also be called to meet by videoconference or teleconference so long as all persons participating can hear each other at the same time and participate.

## **ARTICLE VIII**

### **National Board of Management**

**Section 1.** The officers of the National Society, the Honorary National Presidents, and all Presidents of all organized Branches shall constitute the National Board of Management.

**Section 2.** The National Board of Management shall have all power and authority over the affairs of the National Society during the interim between the Assemblies of the National Society, excepting that of modifying any action taken by the National Society at the Annual Assembly or other meetings of the National Society, provided that no debt or liability, except for ordinary current expenses, shall be incurred by the National Board of Management.

**Section 3.** The National Board of Management is authorized to adopt rules for the transaction of business provided they do not

conflict with the Act of Incorporation or the bylaws of the Society.

**Section 4.** Five members shall constitute a quorum of the board.

**Section 5.** The Society shall use its best, good faith to obtain and keep in force at all times one or more policies of insurance providing for the defense and indemnification of all Officers of the Society for the conduct of said Officers within the course and scope of their duties and activities as Officers of the Society. The National Treasurer shall purchase and maintain insurance in such amounts as the National Board of Management deems appropriate.

## **ARTICLE IX**

### **Committees**

**Section 1.** At the beginning of each regime, the President shall appoint such standing committees as will advance the objects of the Society.

**Section 2.** (a) Special Committees may be appointed by the President to serve only for the length of time necessary to complete the work for which they are created.

(b) The President may appoint special committees for the Annual Assembly. (c) The President and the Board of Management shall see that a Nominating Committee is elected at the Assembly prior to the National Assembly at which it shall report.

**Section 3.** The President is ex officio a member of all committees except the Nominating Committee.