

NATIONAL ODOM ASSEMBLY BY-LAWS

(Adopted at the fourth Annual Meeting of the NOA in Austin, TX 23 July 1983)

Clean copy with all revisions.

prepared by Dorothy Odom Bruce, NOA President 2002-4

June 17, 2009

Page 1 of 2

I. **NAME** - The name of this organization shall be THE NATIONAL ODOM ASSEMBLY (NOA)

II. **PURPOSE** - The purpose and objectives of the organization shall be:

- A. To encourage genealogical research on all branches of the greater ODOM family, and the sharing of that research; and
- B. To promote fun and fellowship among its members.

III. **MEMBERSHIP** - Membership in the NOA shall be on a yearly basis and shall be effective upon the payment of annual dues. The NOA membership year shall begin 1 August and end 31 July.

Membership in the NOA shall be composed of ODOM descendants and other interested ODOM researchers. Annual membership shall include all immediate family members. ALL members present at business meetings shall have voting privileges, are eligible to hold office in the NOA, and shall receive the quarterly newsletter. The Executive Board shall set membership dues.

IV. **OFFICERS** - The officers of the NOA shall consist of a President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, Treasurer and Editor.

A. The duties of the President shall be to preside at the annual meeting, to coordinate all business meetings associated with the annual meeting and to be responsible for the general affairs of the NOA during the term of office. The President shall promote genealogy and membership. He/She shall be responsible for coordinating and assisting State Representative efforts and maintaining a working relationship with all NOA officers and State Representatives .

B.1. The duties of the 1st Vice President shall be to preside in the absence of the President and to serve in the capacity as President when called upon to do so. The 1st Vice President shall promote membership and coordinate genealogical research amongst the membership. He/She shall appoint committee chairs for the Finance Committee and the Nominating Committee; and coordinate with the Web Master to communicate organizational efforts.

B.2. The duties of the 2nd Vice President shall be to coordinate the activities and programs of the current year annual meeting at the site chosen by the membership at a previous annual business meeting and to perform such duties as the President shall designate.

B.3. The duties of the 3rd Vice President shall be to coordinate the activities and programs of the annual meeting two years hence at the site chosen by the membership at a previous annual business meeting and to perform such duties as the President shall designate.

C. The duties of the Secretary shall be to record the minutes and to be responsible for caring for general correspondence of the NOA.

D. The duties of the Treasurer shall be to receive and disburse the funds of the NOA pursuant to the general direction of the Executive Board. The Treasurer shall be a standing member of the Finance Committee.

E. The duties of the Editor shall be to prepare and mail to members a quarterly newsletter.

All officers are elected, except the 2nd Vice President and 3rd Vice President, by the members in attendance during the business session of the annual meeting and shall serve for a term of one year or until a successor is elected. All officers are eligible for re-election. The 3rd Vice President is automatically elected when the members vote on the site/location of the annual meeting two years hence, being the volunteer host. The 3rd Vice President automatically assumes the position of 2nd Vice President upon transition into the next year's term of office.

NATIONAL ODOM ASSEMBLY BY-LAWS

(Adopted at the fourth Annual Meeting of the NOA in Austin, TX 23 July 1983)

Clean copy with all revisions.

prepared by Dorothy Odom Bruce, NOA President 2002-4

June 17, 2009

Page 2 of 2

- V. **EXECUTIVE BOARD** - The officers of the NOA and the immediate Past President shall constitute the Executive Board. The officers of the NOA shall be the officers of the Executive Board. The Executive Board shall have general supervision of the affairs of the organization between general membership meetings. It is subject to the orders of the NOA, and none of its action shall conflict with the action taken by the organization at any membership meeting.

The Executive Board shall have the power to replace officers who resign, become inactive, or die during their term of office.

- VI. **COMMITTEES** – Annual Committees of the NOA shall consist of the following:

A. **A FINANCE COMMITTEE**, composed of the Treasurer along with no less than two, no more than four other members in good standing (current paid member) who may be appointed by the 1st Vice President, shall approve the Annual Treasurer's Report; shall plan/approve organizational fund raising activities; and shall by simple majority approve organizational expenditures of no more than \$100.

B. **A SITE COMMITTEE** composed of no less than three, no more than five members in good standing who may be appointed by the President, shall secure a suitable location for the upcoming annual meeting, and notify members no later than January 1 of the year in which the annual meeting shall be held.

C. **A NOMINATING COMMITTEE** composed of no less than three, no more than five members in good standing who may be appointed by the 1st Vice President, shall present a slate of officers after ascertaining the willingness of each person to serve. Additional nominations may also be made from the floor, provided the same condition of a candidate's willingness to serve has been met.

D. **A MEMBERSHIP COMMITTEE** composed of the President, 1st Vice President, Treasurer, and Newsletter Editor along with no less than one, no more than three other members in good standing, who may be appointed by the President, shall promote and monitor membership within the organization.

E. The President of the NOA, as needed, shall appoint such other committees or chairmen of committees.

- VII. **PUBLICATION** - The organization shall authorize a newsletter to be known as NOA NEWS. It shall be published quarterly.

- VIII. **PARLIAMENTARY AUTHORITY** - The rules contained in the most current issue of Roberts Rules of Order, newly revised, shall govern the organization in all cases to which they are applicable.

- IX. **AMENDMENTS** - These by-laws may be amended at any regular business meeting of the organization by a two-thirds vote, provided that the proposed amendment has been submitted in writing at the previous business session of a general meeting. Unless otherwise provided prior to its adoption or in the motion to adopt, an amendment shall become effective upon adjournment of the annual meeting at which it is adopted.