

***SOCIETY of
MAYFLOWER DESCENDANTS
in the
STATE of WASHINGTON***



Plymouth 1620

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WASHINGTON MAYFLOWER SOCIETY

BYLAWS

*Adopted November 14, 2004,
Revisions on November 7, 2010 and October 30, 2016*

ARTICLE I - NAME

The name of this organization shall be *Society of Mayflower Descendants in the State of Washington aka Washington Mayflower Society* (hereinafter referred to as the *Society*).

ARTICLE II - OBJECTIVE

The objective of this *Society* shall be to perpetuate the Memory of the Pilgrims: to honor their unflinching strength, undying courage and abiding faith; and to maintain and defend their principles of civil and religious liberty to which they committed their lives.

ARTICLE III - MEMBERSHIP

Section 1. Qualifications for membership: Every descendant by blood lineage of any designated passenger on the Mayflower voyage ended at Plymouth on December 26, 1620, shall be eligible for membership in this *Society*.

Section 2. Membership Classes: There shall be three classes of membership in this *Society*:

- a. **Regular Member:** Any person who has attained the age of 18 and who is in good standing in accordance with these Bylaws.
- b. **Junior Member:** A person under the age of 18 who has been sponsored by a Regular or Life Member, and who otherwise meets the qualifications of ARTICLE III Section 1.
- c. **Life Member:** A Regular Member over the age of 35 who has paid the Life Member Fee listed in the Standing Rules or who has attained 40 consecutive years in good standing with the Washington State *Society*.

Section 3: Application Procedures

- a. **Regular Member:** A prospective member over the age of 18 obtains an application from the Historian. When completed and signed by the applicant, it shall be returned to the Historian, accompanied by the entrance fee and first year's dues as listed in the Standing Rules. After the application has been examined and approved by the Historian, it will be sent to the Historian General. The name of applicant may then be submitted to the *Board* for election to the *Society* contingent upon receipt of final approval from the Historian General.

Upon notification by the Historian General that the application has been approved, the Historian shall assign a state number and notify the Governor who shall take appropriate action to welcome the new member to the *Society*. If the application is rejected by the Historian General, the contingent election is nullified. The Historian shall so notify the applicant, and the dues portion of the application fee shall be refunded. The application shall be completed within one year; if it cannot be completed within one year, the documents submitted by the applicant shall be returned with the unused first year's dues. However, if a delay in excess of the one year limit should occur because of question(s) raised by the Historian General, an additional year to complete the application process shall be granted in which to resolve the Historian General's question(s). At the end of the extension the application will be returned.

To remain a member in good standing in the *Society*, annual dues must be current. Any member, for cause of conduct prejudicial to the interests of the *Society*, may be suspended or expelled by a two-thirds vote of the *Board*.

- b. **Junior Member:** A member in good standing may make application for membership on behalf of any person under 18 years of age who is related to a past or present member by blood through the proven line. The application shall be made to the Assistant Historian on the form provided by the

Society. The completed application should be signed by the recommending member and sent with the fee attached to the Assistant Historian. Proof of direct blood line relationship and the birth certificate are required. The fee is listed in the Standing Rules.

Upon attaining 18 years of age, a Junior member may become a Regular member by complying with the requirements of Article III Section 3a.

- c. **Life Member:** Life Membership may be obtained by a Regular Member over 35 years of age who has paid annual dues for at least one year and has paid the Life Member fee listed in the Standing Rules, or by continuous membership in good standing for 40 years. To remain a Life Member the *Society* must be informed annually of the member's current contact information.

Life Members shall be exempt from paying further dues.

Section 4. Supplementals: A member may apply for a supplemental line of descent by completing the necessary proof of lineage documentation with the Historian and the payment as listed in the Standing Rules.

Section 5. Transfers & Dual Memberships: An applicant for a transfer from or to another state society, or for a dual membership, shall follow procedures in the Article for Regular membership, except that neither entrance fee nor worksheet is required. A copy of the applicant's lineage papers and a statement that the applicant is in good standing are required of the *Society* from which the applicant is a member. Transfer members who have paid annual dues to the state from which they have transferred shall pay dues to the *Society* for the year in which the transfer is made. Applicants for dual membership shall pay dues to the *Society* for the year during which membership is accepted.

The Transfer fee is listed in the Standing Rules.

Section 6. Resignations & Reinstatements

- a. **Resignations:** A member in good standing may resign by notifying the Corresponding Secretary in writing prior to May 1 immediately following the most recent year for which dues were paid.
- b. **Reinstatements:** A member in good standing who resigns may be re-instated if application, together with annual dues for the current year, is made in writing to the Corresponding Secretary.

Delinquent members who were dropped for non-payment of dues may be reinstated with payment of dues for the current and previous year's dues.

Life Members who become dormant by not notifying the *Society* annually of current contact information may be reinstated when the *Society* receives a letter stating current contact information, General Society number and Washington State *Society* number.

ARTICLE IV - OFFICERS

Section 1. Officers: The elected Officers of this *Society* shall be Governor, Deputy Governor, Recording Secretary, Corresponding Secretary, Treasurer, Historian, Assistant Historian, Elder and Captain.

Section 2. Term of Office: Officers shall be elected by a majority vote in election years at the Annual meeting and shall serve a term of two years, or until their successors are elected; however, neither governor nor deputy governor shall be eligible for more than two successive terms. No member shall be qualified to hold office who has not been a member for one year.

Section 3. Vacancy in Office: The *Board* shall fill any vacancy occurring in the list of officers, assistants, or committees by a Majority vote of the *Board*, except that of the Governor, which shall be filled by the Deputy Governor.

Section 4. Responsibilities of Elected Officers with other duties listed in the Standing Rules:

- a. **The Governor shall**

- 1. Be the chief executive officer and official representative of the *Society*.

2. Preside at all meetings of the *Society* and the *Board*.
 3. Perform such duties as pertain to the chief officer of the *Society*.
- b. The Deputy Governor shall**
1. Preside when the Governor is unable to be at a meeting.
 2. Succeed to the office of Governor for the un-expired term in the event of a vacancy in that office.
 3. Chair the Program committee.
 4. Perform other duties the *Society* may reasonably require.
- c. The Recording Secretary shall**
1. Keep an accurate record of all proceedings of the meetings of the *Society* and the *Board*.
 2. Perform other duties as the *Society* may require.
- d. The Corresponding Secretary shall**
1. Be responsible for providing membership information to the General Society.
 2. Conduct the general correspondence of the *Society*.
 3. Perform other duties the *Society* may reasonably require.
- e. The Treasurer shall**
1. Maintain the financial records of the *Society*.
 2. Be the official representative to the IRS.
 3. Chair the Finance Committee.
 4. Perform other duties the *Society* may reasonably require.
- f. The Historian shall**
1. Process all new applications, supplementals, and transfers reporting to the Board their status and those approved for administrative action.
 2. Be custodian of all lineage proofs and files of the *Society* membership.
 3. Perform other duties the *Society* may reasonably require.
- g. The Assistant Historian shall**
1. Administer and maintain the Junior Member records.
 2. Assist the Historian when needed.
 3. Perform other duties the *Society* may reasonably require.
- h. The Elder shall**
1. Be a member of a Christian faith.
 2. Be responsible for the spiritual well-being of the *Society*.
 3. Perform other duties the *Society* may reasonably require.
- i. The Captain shall**
1. Act as Marshal on all occasions of ceremony.
 2. Carry out all orders of the Governor.
 3. Perform other duties the *Society* may reasonably require.

ARTICLE V - BOARD OF ASSISTANTS

Section 1. Control: Control of the affairs of the *Society* shall be in the hands of the Board of Assistants, herein called the *Board*.

Section 2. Term of Office: *Board* members shall be elected by a majority vote in election years at the Annual meeting and shall serve a term of two years, or until their successors are elected.

Section 3. Composition: The members of the *Board* shall be:

- a. Elected Members**
 1. All officers
 2. Nine other members
- b. Ex-officio Members**
 1. The Immediate Past Governor

2. Parliamentarian
3. General Society Officers
 - a. The Deputy Governor General.
 - b. The Assistant General

Section 4. Regular Meetings:

- a. Four regular meetings shall be held: before and after the Annual Meeting, before the Summer Picnic and before the Compact Meeting.
- b. All regular meetings shall be held within eight weeks of the *Society's* three scheduled meetings.

Section 5. Standing Rules: The *Board* shall have the authority to adopt and revise the Standing Rules.

Section 6. Attendance: A member of the *Board* who is absent without excuse at three successive meetings of this *Board* vacates his membership on the *Board*.

Section 7. Quorum: At all meetings of the *Board*, a minimum of five members of the *Board* shall constitute a quorum.

Section 8. Special Meetings: Special meetings of the *Board* shall be held at the written request of three of its members or at the call of the Governor. Special meetings shall be scheduled in a timely manner by the Governor who shall notify the Recording Secretary thereof.

Section 9. Emergency Vote: Should a vote of the *Board* be required when time does not permit, or when assembling the entire board is impractical, a proposal may be circulated and a vote taken by e-mail and/or telephone survey. Results of the vote shall be made available immediately to the *Board* via the same process.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1. Composition: The Governor, Deputy Governor, Recording Secretary, Corresponding Secretary, Treasurer, Historian and Assistant Historian.

Section 2. Duties and Powers: The Committee shall be responsible for general supervision and management of the *Society* between Board meetings.

The Committee shall be subject to the policies and decisions of the Board. None of its acts shall conflict with these Bylaws or action taken by the Board.

Section 3. Committee Meetings: The Committee shall meet at the call of the Governor or at the request to the Governor of three of its members.

Section 4. Quorum: At all meetings of the Committee three members shall constitute a quorum.

ARTICLE VII - NOMINATIONS & ELECTIONS

Section 1. Nominating Committee: The Chair and Nominating Committee shall consist of five members including the Chair and a minimum of two current *Board* Members. It shall be selected by the *Board* at the Board meeting before the Compact meeting in the year prior to the election. If sufficient membership cannot be derived from the *Board*, members may be selected from the *Society* at large.

The Committee shall consider the qualifications of all candidates and submit at least one name for each position to be filled, arrived at by a majority vote of the Committee.

The report of the nominating committee shall be presented to the *Board* at the meeting before the Annual meeting in the year of the election. A copy of the Report shall be provided to the editor of the Evergreen Log for publication with the notice of the Annual Meeting.

Section 2. Election of Officers and Board Members: Washington State *Society* Officers and Board Members shall be elected biennially by ballot at the Annual meeting in the year of the election. If there is but one nominee for office, the vote may be *viva voce*.

- a. General Society Officers are nominated by each state Board, and elected by the General Society in

Congress. They shall represent the *Society* on the General Board of Assistants until the next regular meeting of the General Congress, or until replaced by death, resignation or removal in which case the *Society* shall notify the Secretary General of such death, resignation or removal and shall within three months certify to the Secretary General its nomination to fill the vacancy.

Section 3. Assumption of duties: Officers assume their duties at the close of the Annual meeting. All outgoing officers shall pass on to their successors all materials, supplies, equipment and records within 30 days.

Section 4. Installation: An installation ceremony may be conducted following the election of officers.

ARTICLE VIII - COMMITTEES

Section 1. Standing Committees: There shall be the following committees: Publication, Finance, Library, Program, Education, Archives and Sunshine.

Section 2. Special Committees: Special committees shall be appointed by the Governor, when needed, with the approval of the *Board*.

Section 3. Duties of Standing Committees:

- a. **The Publication Committee** shall be responsible for the Evergreen Log, *Society* Meeting Notices, and other publication projects.
- b. **The Finance Committee**, with the Treasurer as chair, shall have general supervision of the finances of the *Society* and shall report the financial condition of the *Society* to the *Board* and membership.
- c. **The Library Committee** will suggest materials for donations and act as liaison to the Seattle Public Library and other genealogical venues.
- d. **The Program Committee**, with the Deputy Governor as chair, shall have community contacts providing suggestions for programs, entertainment, menus and facilities. The Committee shall be responsible for the special details of the programs.
- e. **The Education Committee** shall develop and present programs in Washington State schools highlighting Pilgrim and US History, and distribute GSMD material for use in the schools.
- f. **The Archives Committee** shall maintain and edit the scrapbook by recording events and history of the *Society*.
- g. **The Sunshine Committee** shall encourage and maintain positive relations with membership by greeting and hosting at meetings and with remembrances at times of special needs.

ARTICLE IX - MEETINGS OF THE SOCIETY

Section 1. Annual Meeting: The Annual Meeting shall be held in Tacoma as near as possible to the Charter date of March 28.

Section 2. Compact Meeting: The Compact Meeting shall be held in Seattle as near as possible to the Compact date of November 21.

Section 3. Summer Picnic: The Summer Picnic shall be held during July or August at a location convenient for most members.

Section 4. Quorum: At all *Society* meetings twenty members shall constitute a quorum.

Section 5. Special Meetings: Special *Society* meetings shall be held at the written request of seven members or by a vote of the *Board*.

Written requests for special meetings shall be submitted to the Governor, who shall assign the place, date and time in a timely manner.

Section 6. Notices:

- a. Notices of the regular *Society* meetings shall be distributed at least three weeks prior to such meetings and shall include the program and proposed amendments to the Bylaws.
- b. Notice of the annual meeting shall include the program, proposed amendments to the Bylaws if any, and in election years, the nominating committee report.
- c. The preferred method of distributing general notices to the members of the *Society* shall be by inclusion in the *Evergreen Log*.

ARTICLE X – COLONIES

- Section 1. Purpose:** Colonies may be established in a distinct geographical area to meet needs of *Society* members or for geographic convenience.
- Section 2. Procedure:** To form a colony, a formal petition signed by ten current *Society* members for a colony shall be submitted to the Governor and approved by the *Board* in accordance with the procedures for establishing colonies recited in the Standing Rules. The dues/fees involved and the guidelines for establishing and maintaining a Colony are listed in the Standing Rules.
- Section 3. Membership:** At least ten current *Society* members must choose to be members of the Colony.
- Section 4. Meetings and elections:** A least one meeting shall be held each year. Elections should be held at least biennially and reported to the *Society*.
- Section 5. Compliance:** The Colony's officers, meetings, bylaws and purposes shall comply with the Constitution of the General Society, and the Bylaws of the *Society*.
- Section 6. Dissolution:** A Colony shall be considered inactive when not meeting the foregoing requirements for two successive calendar years. Upon determination of inactivity, all records, materials and funds shall be returned to the *Society* within 30 days of the *Society's* Annual Meeting. An inactive Colony may be reorganized with the assistance of the Governor or an Appointee, when the members begin to fulfill these requirements.

ARTICLE XI - DUES & FINANCE

- Section 1. Annual dues:** The amount of annual dues is listed in the Standing Rules and is payable to the *Society* by January 15 after which date they are considered in arrears. Dues not received by May 1 shall result in forfeiture of membership on that date.
- Section 2. Life Membership Fund:** The Life Membership funds are to be separately maintained, the income from which may be transferred to the General Account to help defray the expenses of those members.
- Section 3. Budget:** The Finance Committee shall submit a preliminary budget to the *Board* at the pre-annual meeting. The final budget shall be adopted by the *Board* at the post-annual meeting.
- Section 4. General Society Congress/Meetings:** The *Society* shall pay the registration fee for two official delegates to the General Congress and the General Meetings of the General Society of Mayflower Descendants.
- The Board may authorize reimbursement of some expenses of attendance to General Society Congress/Meetings provided there are sufficient funds available in the current year's budget to cover the expenses approved.
- Section 5. Fiscal Year** of the *Society* shall end on the last day of December each year.
- Section 6. Audit:** The financial records of the *Society* shall be audited biennially, or as special circumstances require, by two members of the *Society*.

ARTICLE XII - GENERAL

- Section 1. Robert's Rules of Order:** All meetings of the *Board* and of the *Society* shall be conducted according to Robert's Rules of Order, Newly Revised.
- Section 2. The Seal of the Society** shall contain a representation of a sailing vessel of the 17th Century encircled by the name of the *Society* and the inscription "Plymouth 1620" and "Washington 1912."

ARTICLE XIII - AMENDMENTS

Section 1. Method: These bylaws may be altered or amended, after approval by the *Board*, at any regular or special *Society* meeting at which a quorum is present.

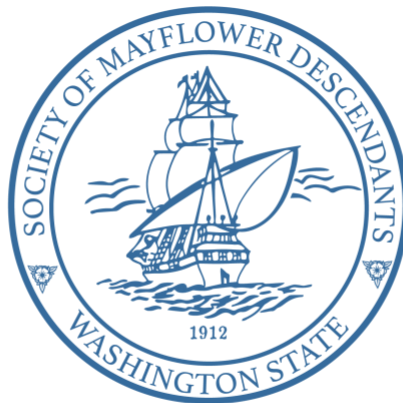
Any such proposed amendment(s) shall have been stated in full in the call to the meeting.

Ratification is by a two-thirds vote of those present and voting.

Section 2. General Society: The Bylaws shall be furnished to the Secretary General and Counselor General of the General Society.

ARTICLE XIV - DISSOLUTION

Upon dissolution of the *Society*, the remaining assets shall be distributed to the General Society of Mayflower Descendants. Should that organization be inactive, the distribution shall be for charitable, educational or scientific purposes as described in Section 501(c)3 of the Internal Revenue Code of 1954. Such decision shall rest with the *Board*.



Plymouth 1620

STANDING RULES

Section 1. Fees

1. The Entrance fee for applicants wishing to join the *Society* is \$100.00.
Adopted October 04, 2008. (**Article III, Section 2a**)
2. The yearly dues paid by each member of the *Society* is \$29.00.
Adopted October 4, 2014 (**Article III, Section 2a**)
3. The fee for Junior Membership is \$15.00. There shall be no annual dues.
Adopted October 17, 2015. (**Article III, Section 2b**)
4. The fee for Life Membership is on a graduated scale as follows:

35 years to 45	\$880.
46 years to 55	\$680.
56 years to 65	\$500.
Over 65 years	\$320.

Adopted June 10, 2017 (**Article III, Section 2c**).
All Life Members pay the Entrance (Application) Fee. Adopted February 11, 2012
5. The fee for supplemental lines of descent is \$100.00.
Adopted October 04, 2008. (**Article III, Section 4**)

General Society certificates are supplied at no cost for supplemental applications approved after May, 2011. The fee for certificates approved prior to May, 2011 is \$3.00. This fee will be waived if delivered at one of our meetings. Adopted June 4, 2011

6. The fee for transfers into the state society is \$5.00 plus the current year's dues.
Adopted February 11, 2012 (**Article III, Section 5**)
7. The dues of New Members having been approved by GSMD in the last fiscal quarter shall be applied for dues of the next year.
Adopted April 24, 2010
8. Any *Society* member who is in active military service will be excused from paying Annual Dues while serving.
Adopted October 16, 2004

Section 2. Duties of Officers - Administrative

Adopted November 14, 2004 (**Article IV**)

1. Governor

- a. Appoint the chairs of all committees except as otherwise provided, subject to the approval of the *Board*.
- b. Appoint special committees, when needed, with the approval of the *Board*.
- c. Serve as ex-officio member of all committees except the Nominating Committee and as a member of the *Board* during the term of his successor.
- d. Appoint a Parliamentarian.
- e. Appoint two members of the *Society* to perform a biennial audit of the financial records of the *Society*.
- f. Schedule special meetings in accordance with Article IX, Section 4.
- g. Welcome new members upon receipt of General and State Society numbers.

2. **Deputy Governor**
 - a. Chair the Program Committee.
 - b. Assume other duties assigned that the *Society* may reasonably require.

3. **Recording Secretary**
 - a. Distribute to the *Board* members minutes of the *Board* meetings with notification of the next *Board* meeting.
 - b. Provide *Society* meeting minutes and meeting notices to the *Evergreen Log* Editor for publication.
 - c. Provide the Nominating Committee Report to the *Evergreen Log* Editor in election years.
 - d. Have charge of the Seal.

4. **Corresponding Secretary**
 - a. Notify the Historian General Office of deaths, name changes, resignations, dropped members, reinstated members and transfers.
 - b. Notify the *Society* Treasurer, Historian, Recording Secretary, Governor and Elder of deaths.
 - c. Compile the Directory and assist with the mailing and publication of it.
 - d. Prepare and present New Member packets.
 - e. Maintain a complete list of *Society* members with current addresses and contact information, furnishing the Treasurer and Governor a copy of the list periodically.

5. **Treasurer**
 - a. Be custodian of all funds belonging to the *Society* and keep suitable and accurate books.
 - b. Collect all dues and other funds payable to the *Society*.
 - c. Publish a financial report at all meetings or upon request of the *Board*. Maintain a complete list of *Society* members with current addresses and contact information.
 - d. Give approval on all contracts for meetings.
 - e. Pay all bills and reimbursements for documented charges.
 - f. Pay the annual General Society per capita fees and other charges.
 - g. Prepare a proposed budget for the coming year in collaboration with the finance committee.
 - h. Furnish all books and records requested by the Audit Committee for required audits.
 - i. Send receipts for donations in accordance with IRS rules.
 - j. Be the official contact for all communications from the IRS.

6. **Historian**
 - a. Approve each applicant's papers before sending to the Historian General or reject them if inaccurate or incomplete.
 - b. Submit to the Board for contingent election upon GSMD approval the applicant's name with contact and ancestor's information when application is pending at Plymouth.
 - c. Collect and forward all fees including application, supplemental, transfer, and dues to the Treasurer within 30 days of receipt.
 - d. Upon GSMD approval, assign a state number.
 - e. Upon receipt of the GSMD number inform the Governor, Treasurer and Corresponding Secretary of the new member's approval with numbers, giving the correct name, address, phone, email, ancestor, and date of approval.
 - f. Notify each new member of his/her approval and election.
 - g. At each Board meeting report the names of new members, supplemental applications in progress and approved applicants for election.
 - h. At *Society* meetings welcome new members and provide a summary of activity.
 - i. Maintain complete records of all members and their respective lines of descent.

7. **Assistant Historian**
 - a. Confirm lineage papers for all Junior and Junior Life members.
 - b. Issue Certificates for new Junior Members and Junior Life Members.
 - c. Maintain a complete and accurate file of all Junior and Junior Life members.

- d. Send annual birthday cards to Junior and Junior Life members until their 18th birthdays.
- e. Send to the Historian the records of all Junior and Junior Life members who have attained the age of 25.
- f. Learn the duties of the Historian and give assistance to the Historian when needed.

8. Elder

- a. Officiate at all meetings when called upon, and recognize recently deceased members.
- b. Send cards of encouragement when appropriate.
- c. Give the Necrology at *Society* and Board meetings.

9. Captain

- a. At all *Society* meetings, lead the Pledge of Allegiance to the Flag of the United States of America.
- b. Be responsible for the safe storage of the flags and the Mayflower Ship model, and see that they are properly displayed at each meeting.

Section 3. Guidelines & Procedures for Establishing & Maintaining Colonies

Adopted June 05, 2004, July 31, 2004, April 24, 2010 (Article X)

- a. **Membership** - Membership in a colony shall be by choice of the members. The roster of colony membership shall be reported to the *Board*, with additional members reported as they join.
- b. **Officers**
 - 1. All officer titles shall be preceded by the word "Colony."
 - 2. At a minimum, each colony shall have three officers: Colony Governor, Colony Secretary and Colony Treasurer.
 - 3. Additional officers may be elected at the colony's option.
- c. **Bylaws**
 - 1. Each colony shall establish its own bylaws, a copy of which shall be provided to the *Board*.
 - 2. Colony Bylaws shall conform to those of the *Society* and of the *General Society*.
- d. **Funding**
 - 1. Any colony dues shall be billed and remitted to the State Treasurer concurrently with Annual Dues of the *Society*.
 - 2. Upon receipt of any colony member's dues for the year, the State Treasurer will remit a check in the amount of the aggregate colony dues received, together with any additional funds directed by the member(s) to the Colony.
- e. **Reports**
 - 1. The Colony shall submit at least one report annually summarizing its activities for publication in the *Evergreen Log*.
 - 2. A financial report consisting of an annual reconciliation of the Colony's bank account and a brief summary of expenditures for the year shall be submitted to the *Board* each year prior to the Annual Meeting.
- f. **Application Process**
 - 1. A prospective Colony shall submit the following items to the *Board*:
 - i. signatures of at least 10 active *Society* members who desire to establish a colony;
 - ii. name of the proposed Colony;
 - iii. purpose of the Colony;
 - iv. location of the Colony;
 - v. titles of proposed officers; and
 - vi. annual colony dues to be assessed each member.

2. The petition shall be provided to the *Board* with the meeting notice for the next *Board* meeting after receipt of the petition, and voted on at the meeting. Provided that the petition meets all requirements set forth in the *Society* bylaws, and is approved by a majority vote of the *Board*, approval will be granted to the applicant colony.
3. Upon approval by the *Board*, written notice shall be provided to the Colony.
4. Upon receipt of the *Board's* approval, the colony shall formally elect its officers and submit its bylaws to the *Board* within one year.