



**The Society of Mayflower Descendants
In the State of South Carolina**

Operating Policies

Approved by Board of Assistants, (date)

Committees

The Governor shall appoint standing and special committees at the January BOA meeting, unless specified otherwise. Committee members shall be confirmed at that meeting. Committees will serve for a term of three (3) years unless terminated earlier by action of the Governor or BOA. The Governor shall be *ex-officio* member of all committees except the Nominating Committee.

The committees are:

1. The Nominating Committee is responsible for selecting candidates for the BOA positions to be filled at the annual meeting of the Society.
2. The Finance Committee is responsible for formulating and adjusting the annual budget of SMD-SC, recommending investment strategies and plans to the BOA, and other duties as determined by the Governor.
3. The Store Committee is responsible for the administration of the SMD-SC 'Store'. They will recommend a budget, stock and ship products, maintain the online website for the store and make items available for sale at the Luncheon meetings, and other duties as determined by the Governor.
4. The Recognition Committee is responsible for recognizing members of SMD-SC who have made outstanding contributions of their time and talents and gone above and beyond the call of duty to serve SMD-SC.
5. The Education Committee is responsible for determining the winners of all contests and scholarships. The Governor appoints the Assistant for Education who shall be designated as the Chair of the Education Committee. The Education Chair shall appoint committee members who may be non-member volunteers. The Governor receives the same information as all committee members and votes only to break a tie.
6. The Resource Committee is responsible for maintaining the Resource List provided on the website. The Resource List provides recommendations of well researched books, videos, and other resources for parents, teachers, and children to explore.

Policy: Dues and Fees

Dues and fees will be established by the BOA and updated yearly on the Dues and Fees Schedule, Appendix 4.

Dues

The SMD-SC BOA will set yearly dues amounts for:

- Regular membership;
- Life membership, including payment schedules/amounts;
- Early bird discount;
- Emeritus membership, including those for service and age. Members granted emeritus membership for service prior to July 25, 2005 are not required to pay dues.

The process for paying dues:

- Dues amounts are determined by SMD-SC BOA;
- Dates are determined for the beginning date for dues collection;
- Early bird deadline is determined;
- Deadline for dues to be paid is determined
- On August 1, the Corresponding Secretary creates the Dues Tracker which is used to keep track of members that have paid. The tracker will include Member Name, SC ID, GSMD ID, contact information, Amount Paid, Date Paid and Notes
- The Treasurer or Store Manager sets up online payment and sends invoices from the online payment site. The invoice email will explain how a member may choose to set up Auto Pay for the following year. The invoice will be set to automatically remind members to pay their dues at two-week increments.
- Specific letters are created and sent to members:
 - Appendix 1 is a template to be used for regular members
 - Appendix 2 is a template to be used for life members
 - Appendix 3 is a template to be used for emeritus members. One letter should be created for those emeritus members who pay no dues, one letter created for those emeritus members who pay only SMD-SC dues, and one letter created for those who pay only GSMD dues.
- As dues are received, the Treasurer updates the Dues Tracker and deposits checks. The Corresponding Secretary emails or mails reminders every two to three weeks. The online payment system may automatically remind members that have not paid.
- On October 15, the Corresponding Secretary creates a list of members who have not paid and four to six volunteers call those that have not yet paid.
- The late fee is added to dues of any member who pays after October 31.
- On December 20, GSMD will be notified of the members who will be dropped.

- On December 31, those members who have not paid will be dropped from membership. Members who subsequently pay dues after December 31 will be charged the reinstatement fee.

Fees

Various fees are payable to the SMD-SC including for:

- processing an initial application and supplemental applications;
- processing Junior membership;
- late fees when dues are paid after specified dates;
- reinstating a member into membership

Application Fees

- When the SMD-SC Historian receives an application fee from an applicant, the Historian collects the designated application fee
- After the SMD-SC Historian is informed an applicant has been successful and receives the GSMD number, the SMD-SC Historian collects the balance of the application fee and the current annual SMD-SC dues.

Supplemental Fees

- When the SMD-SC Historian receives a supplemental application from a member, the SMD-SC Historian collects the designated supplemental fee.

Junior Membership

- When the SMD-SC Junior Chair receives an application for a Junior member, the SMD-SC Junior Chair collects the Junior Membership fee.

Late fees are collected

- Members are notified and must pay the late fee. After October 1, the fee is added to the online payment.

Reinstatement Fee

- When the SMD-SC Historian receives notice a member wishes to reinstate membership, the SMD-SC Historian or Treasurer collects the reinstatement fee and the current dues.

Policy: Education Committee

1. The Governor appoints the Assistant for Education who shall be designated as the Chair of the Education Committee. The Governor may also appoint other committee members as necessary, including competent persons who are not members of SMD-SC. This committee is responsible for determining the winners of all contests and scholarships and will recruit judges to rank the submissions. The Governor serves as an ex officio member of the committee, receives the same information as all committee members and votes only to break a tie.
2. Gilman Montgomery French (GMF) Scholarship. SMD-SC will award annual scholarships in the number and amounts determined by the BOA. The Education Chair and committee will determine and publicize the topic/theme, rules, deadlines and scholarship information through various sources including on the SMD-SC website and publication in the Palmetto Log.
3. Submission requirements:
 - a. Middle School through College/Continuing Education students are eligible and applications are available at <http://www.scmayflowersociety.org/scholarships.php>
 - b. The applicant will submit one copy of the submission electronically to the designated committee member(s) prior to the deadline and will be acknowledged.
 - c. Submissions must abide by the rules, published annually, in order to be considered.
4. Procedures:
 - a. The member responsible for the collection of the entries will delete names, make copies and distribute to all judges recruited by the Chair/committee.- Committee members will also review and use the judges' ranking and feedback to make the final decision on awards.
 - b. Entrant and his or her parents agree to be bound by all the SMD SC policies governing the essay contest and also that all decisions with regard to winners and disqualifications made by SMD-SC shall be final and binding. SMD-SC reserves the right to reject any submissions.
 - c. Information regarding winners, non-winners and disqualifications will be sent by the Chair to the applicants. The Chairman is responsible to obtain information required by the Treasurer from the winners.

5. The winning essays may be published in the *Palmetto Log* at the discretion of the Committee. It is the responsibility of the entrant to ensure that their work is not encumbered by exclusive rights from another scholarship program or contest.
6. Scholarships are ideally awarded at the Compact Day Luncheon. The SMD-SC may also send the check directly to the scholarship winner.

Policy: Meetings

1. The BOA shall set the time, date and place for all meetings. Insofar as possible, the Spring Meeting will be scheduled in the first six months of the calendar year. The meeting to commemorate *Compact Day* will be scheduled in the last six months of the calendar year.
2. The Governor will issue a Call to Meeting at least two (2) weeks in advance in normal communications methods, including in the *Palmetto Log*.
3. The Deputy Governor is responsible for all arrangements for the venue and luncheon for the Spring and *Compact Day* meetings. The Deputy Governor will:
 - a. At the appropriate time, submit yearly budget requests for each meeting and make choices so as to stay within that budget;
 - b. Make arrangements for venues in a variety of places within the State, rotating so that the same members do not always travel the farthest distances;
 - c. Choose and contract for all arrangements for luncheons including menu and form (plated vs buffet), decorations/table arrangements, room arrangements, beverage service, audio-visual equipment and registration and display space;
 - d. Choose and contract for speakers or presentations for each luncheon. Every effort should be made to secure speakers focused on the missions of SMD-SC and willing to accept a stated honorarium in lieu of commercial speaking fees;
 - e. In consultation with the Governor, set dates for meeting announcements, details/deadlines for meeting reservations and payment and meal choices, if necessary;
 - f. Prepare various SMD-SC publications information including the Palmetto Log. These include reservation and speaker information about upcoming events and pictures and recaps of the immediate prior event;
 - g. Arrange with the Treasurer for payment to the venue, caterer and speaker plus any member expenses;
 - h. Make arrangements for members to help with set-up, take-down, decorating, registration and pictures and any other necessary items, except those in the responsibility of other officers.
 - i. The Deputy Governor should make every effort to ensure the cost of the luncheon for members is a reasonable amount. This includes requesting that SMD-SC cover some of the costs if necessary. The SMD-SC BOA may budget for underwriting portions of the meetings.

4. Special Meetings.

- a. Special meetings may be called by the Governor, may be directed by the BOA, or any group of twenty (20) members may request the Governor call one.
- b. Such requests from the members must be in writing and must specify the object of the meeting and may be in any written/electronic format. The Governor is responsible to immediately call the meeting, with seven (7) days' notice, specifying the date, time, place and object of the meeting. No other business except that stated may be considered at the meeting.
- c. Special Meetings of the BOA may be called by the Governor or when requested in writing from four (4) members of the BOA. Such requests must specify the object of the meeting and may be in any written/electronic format. The Governor is responsible to immediately call the meeting, with seven (7) days' notice, specifying the date, time, place and object. No other business except that stated may be considered at the meeting.

Policy: Membership

1. **Regular Membership Procedure.** The procedure for obtaining membership shall be as follows:
 - Prospective members may choose to order a Mayflower Lineage Match through GSMD for a nonrefundable fee.
 - A Preliminary Application form is completed by the applicant and submitted to the SMD-SC Historian.
 - SMD-SC Historian reviews and indicates if further documentation needed.
 - Once all satisfactory documentation is received, the SMD-SC Historian sends a Final Application to applicant for signature. Applicant returns the final application, along with a non-refundable portion of the application fee, to the SMD-SC Historian. If these are not received in a reasonable amount of time the SMD-SC Historian shall return all documentation to the applicant without action.
 - SMD-SC Historian forwards the application to the GSMD Historian General in Plymouth for final review and approval. No person shall be elected to membership in the Society until their line of descent has been approved by the SMD-SC Historian and the GSMD Historian General.
 - GSMD approves Final Application, notifies SMD-SC Historian of the date of approval and requests a South Carolina member number for the applicant.
 - GSMD then assigns a General Society number and emails SMD-SC Historian a copy of approved application.
 - SMD-SC Historian collects the balance of application fees and annual SMD-SC dues. Dues may be pro-rated.
 - SMD-SC Historian prepares and mails a Certificate of Approval to applicant plus a copy of approved application.

2. **Junior Membership Procedure.** The procedure for obtaining Junior Membership shall be as follows:
 - Any member in good standing may make application for a person under age 18 as a Junior Member, using the member's lineage as prima facie evidence of qualification.
 - The SMD-SC Junior Chairperson requests a copy of the Junior applicant's birth certificate and mails an application form to the Junior's sponsor.
 - The Junior's sponsor returns the application to the SMD-SC Junior Chair for approval with the one-time application fee.
 - The approved Junior Member is assigned a South Carolina membership number.
 - The SMD-SC Junior Chair prepares a certificate and mails it to the new Junior Member.

3. A Junior Member may retain that status until age 25, or, if age 18 or older they may apply for regular membership by submitting full documentation as described in Regular Membership Procedure.
4. A Junior Member may not vote, hold office or have any other privileges of regular membership.
5. A member in good standing is one whose dues, including those for the current year, have been paid and against whom no suspension or expulsion proceedings have been instituted.
6. A regular member whose annual dues remain unpaid by December 31 are dropped from the rolls. The SMD-SC Board of Assistants (BOA) may, by special resolution, extend the time for payment of dues. A member who has resigned or been dropped from the rolls for nonpayment of dues may be reinstated upon payment of current year's dues. The SMD-SC Corresponding Secretary shall be notified in writing of all resignations and cancelled memberships.
7. A GSMD member in good standing may transfer membership to SMD-SC without charge. The procedure to transfer membership shall be as follows:
 - Member notifies his or her current SMD-SC Historian of intent to transfer.
 - SMD-SC Historian emails GSMD Historian, notifying of intent to transfer and attaching a copy of the member's approved GSMD application.
 - SMD-SC Historian notifies GSMD of the date of transfer.
 - SMD-SC Historian assigns the member a SMD-SC membership number. The member's GSMD membership number does not change.
 - SMD-SC Historian collects SMD-SC dues.
 - SMD-SC Historian completes and forwards a GSMD transfer form.
8. A SMD-SC member in good standing may transfer to another state Society by notifying the SMD-SC Historian of intent to transfer. The SMD-SC Historian will collect any dues in arrears if the member is not in good standing. The SMD-SC Historian will then forward a copy of the member's approved GSMD application to the appropriate state Historian.
9. Any member of the Society whose conduct is reasonably believed by the BOA to be contrary to the purposes of GSMD or SMD-SC or prejudicial to its interest shall be subject to suspension or expulsion by the BOA. The BOA shall promptly appoint a special committee to hear evidence and report findings and recommendations to the BOA. The member against whom charges are made shall be given not less than fifteen (15) days written notice of the time and place of the meeting of the BOA wherein such charges shall be considered, along with a written copy of the basis for such charges. Such written notice shall be sent by

registered mail to the member's last known address. A member against whom such charges have been made shall have the right to appear at the hearing with or without counsel and present evidence in defense of the charges to the BOA. An affirmative vote of at least two-thirds of the BOA is required in order to suspend or expel a member.

Policy: Nominations and Elections

1. Elections for SMD-SC officers are held after the triennial September Congress of the GSMD. At the Compact Meeting of the preceding year, the Governor will appoint at least three members to serve on the Nominating Committee.
2. The Nominating Committee will meet before the following Spring Meeting for two tasks:
 - a. To name one candidate for each office to be filled; and
 - b. To name one candidate each for Deputy Governor General (DGG) and Assistant General (AG).
3. The Nominating Committee will give its report at the following Spring Meeting. The members will confirm the nominations of the DGG and AG by majority vote at that meeting. These two officers will be elected by the following GSMD Congress in September and will represent SMD-SC at annual GSMD meetings and at the GSMD Congress consistent with a Governor General's term of service.
4. Nominations for SMD-SC officers may also be made from the floor at that Spring Meeting. No member may be nominated without his or her consent.
5. The slate of SMD-SC officers will be communicated to the SMD-SC members in normal means of communications after the nominations are closed and before the following Compact Meeting.
6. At the Compact Meeting after the triennial September Congress of the GSMD, the Governor will conduct the election. Any office for which there is only one candidate may be declared elected by acclamation. If there is more than one candidate for an office, voting will be by written ballot. It is the Recording Secretary's responsibility to have ballots available if necessary. A plurality vote of the members present determines the winner. Officers will assume office immediately after the election.



Dear _____,

The Society of Mayflower Descendants in the State of South Carolina (SMD-SC) is kicking off our **Annual Dues Drive for _____**. Thank you for your continued support.

You are a Regular/Annual Member; therefore **your dues are \$70**. However, if postmarked or paid on-line by 9/30 we offer an **Early Bird Special of \$63**.

Please verify that all your contact information on the following page is correct, including an alternate contact person and if you wish to receive our texts concerning events and programs.

Please consider making a tax-deductible donation to the SMD-SC which will help support our various programs. Any donation is much appreciated.

Finally, please let us know of any family members who are interested in joining by giving me their contact information. This includes our Junior Members, age 18 and under. Junior membership is only a one time only \$50 fee.

Feel free to direct any questions or concerns to me.

Warm regards,

Corresponding Secretary

Phone

Email

CONTACT INFORMATION

Name: First _____ Last _____

SMD-SC Member #: _____ GSMD Member # _____

Mailing Address:

Cell Phone: _____ Land Line _____

Texts OK? (Circle one) YES NO

Email: _____

Alternate Contact:

Name: First _____ Last _____

Mailing Address:

Cell Phone: _____ Land Line _____

Email: _____

Relationship to you: _____

Annual Membership Amount **\$70 (or \$63 if paid by 9/30)**

Tax Deductible Donation to SMD-SC: _____

TOTAL: _____

Mail payment made out to SMD-SC to:

Jane Doe, Treasurer Mailing Address

SMD-SC is a 501(c)3 nonprofit organization, Federal Tax ID# 20-4809677. No goods or services were exchanged for this donation other than services consisting solely of intangible benefits which have no ascertainable fair market value.

BEQUESTS

Your attorney can help you design an estate plan that protects your family, preserves your property, and benefits the Society of Mayflower Descendants in the State of South Carolina. You can bequest a percentage of your estate or dollar amount to SMD-SC. After signing a new will that names SMD-SC as a beneficiary, be sure to inform us.



Dear _____,

The Society of Mayflower Descendants in the State of South Carolina (SMD-SC) is kicking off our Annual Dues Drive for _____. Thank you for your continued support.

As a Life Member, while you do not have to pay annual dues, we still need to keep your contact information current and give you the opportunity to make a donation to our Society.

Please verify that your contact information on the following page is correct including an alternate contact person and if you would like to receive our texts concerning events and programs.

Please consider making a tax-deductible donation to the SMD SC which will help support our various programs. Any donation is much appreciated.

Finally, please let me know of any family members who are interested in joining by giving me their contact information. This includes our Junior members, age 18 and under. Junior membership is only a one time \$50 fee.

Feel free to direct any questions or concerns to me.

Warm regards,

Corresponding Secretary

Phone

Email

CONTACT INFORMATION

Name: First _____ Last _____

SMD-SC Member #: _____ GSMD Member # _____

Mailing Address:

Cell Phone: _____ Land Line _____

Texts OK? (Circle one) YES NO

Email: _____

Alternate Contact:

Name: First _____ Last _____

Mailing Address:

Cell Phone: _____ Land Line _____

Email: _____

Relationship to you: _____

Annual Membership Amount: \$0

Tax Deductible Donation to SMD-SC: _____

TOTAL: _____

Mail payment made out to SMD-SC to:

Jane Doe, Treasurer Mailing Address

SMD-SC is a 501(c)3 nonprofit organization, Federal Tax ID# 20-4809677. No goods or services were exchanged for this donation other than services consisting solely of intangible benefits which have no ascertainable fair market value.

BEQUESTS

Your attorney can help you design an estate plan that protects your family, preserves your property, and benefits the Society of Mayflower Descendants in the State of South Carolina. You can bequest a percentage of your estate or dollar amount to SMD-SC. After signing a new will that names SMD-SC as a beneficiary, be sure to inform us.



Dear _____,

The Society of Mayflower Descendants in the State of South Carolina (SMD-SC) is kicking off our Annual Dues Drive for _____. Thank you for your continued support.

As an Emeritus Member, your annual dues are reduced to \$35 and are forwarded directly by us to the General Society in Plymouth.

Please verify that your contact information on the following page is correct including an alternate contact person and your cell phone number if you would like to receive our texts concerning events and programs.

Please consider making a tax-deductible donation to the SMD SC which will help support our various programs. Any donation is much appreciated.

Finally, please let me know of any family members who are interested in joining by giving me their contact information. This includes our Junior members, age 18 and under. Junior membership is only a one time \$50 fee.

Feel free to direct any questions or concerns to me.

Warm regards,

Corresponding Secretary

Phone

Email

CONTACT INFORMATION

Name: First _____ Last _____

SMD-SC Member #: _____ GSMD Member # _____

Mailing Address:

Cell Phone: _____ Land Line _____

Texts OK? (Circle one) YES NO

Email: _____

Alternate Contact:

Name: First _____ Last _____

Mailing Address:

Cell Phone: _____ Land Line _____

Email: _____

Relationship to you: _____

Annual Membership Amount : **\$35**

Tax Deductible Donation to SMD-SC: _____

TOTAL: _____

Mail payment made out to SMD-SC to:

Jane Doe, Treasurer Mailing Address

SMD-SC is a 501(c)3 nonprofit organization, Federal Tax ID# 20-4809677. No goods or services were exchanged for this donation other than services consisting solely of intangible benefits which have no ascertainable fair market value.

BEQUESTS

Your attorney can help you design an estate plan that protects your family, preserves your property, and benefits the Society of Mayflower Descendants in the State of South Carolina. You can bequest a percentage of your estate or dollar amount to SMD-SC. After signing a new will that names SMD-SC as a beneficiary, be sure to inform us.

Dues and Fees
January 1 – December 31, 2022

Dues

| | |
|--|---|
| Regular Membership | \$70 |
| Pro-Rated Dues for new members <ul style="list-style-type: none"> • September • October • November | <ul style="list-style-type: none"> \$20 \$15 \$10 |
| Life Members <ul style="list-style-type: none"> • Age 18-40 • Age 41-60 • Age 61-70 • Age 71-80 • 80+ | One-time fee <ul style="list-style-type: none"> • \$2,100 (3 payments of \$700) • \$1,350 (3 payments of \$450) • \$1,000 (3 payments of \$333.33) • \$750 (3 payments of \$250) • \$250 (3 payments of \$83.33) |
| Early Bird (Dues paid by 9/30) | \$63 |
| Emeritus Membership <ul style="list-style-type: none"> • Service • Age | <ul style="list-style-type: none"> • \$0 Prior to 7/25/05 • \$35 After 7/25/2005 • \$35 |

Fees

| | |
|---|---|
| Application Fee <ul style="list-style-type: none"> • With application • Upon approval | \$230 <ul style="list-style-type: none"> • \$175 • \$55 + applicable dues |
| Supplementals | \$230 |
| Junior Membership | \$50 |
| Dues Late Fee | \$20 |
| Reinstatement Fee | \$35 + current dues |