

**WILLIAMS FAMILY CLUB
CONSTITUTION AND BY-LAWS
(Revised July 2025)**

Article I

Name

The name of this organization shall be the Williams Family Club.

Article II

Objective

The objective of this Club shall be to develop and promote togetherness among family members and friends. Our motto is: "Our uttermost concern: a spiritual uplift together". Our symbol is "The Praying Hands".

Article III

Membership

Section I. Any person is eligible for membership in this Club who

- A. Is a direct or indirect descendant of John Williams, Patsy Murray Williams, Jenny Patton Williams, Alex Farmer, and/or Liza Baker.
- B. Has married a descendant of one of the ancestors named in (Section I A) above, and/or
- C. Is adopted by a descendant of one of the ancestors named in (Section I A) above.

Section II. Any person is eligible for Associate membership who is a friend of a member of the Club, as defined in Section I A above, and who will abide by the governing documents, rules, and traditional activities of the Club.

Article IV

Officers

Section I. The officers of the Club shall be the President, Vice-President, Secretary, Treasurer, Chaplain and Historian.

Section II. Duties of the officers: The duties of the officers shall be those which usually rest upon such officers according to Robert's Rules of Order, and the Club.

Section III. The Parliamentary Authority shall be Robert's Rules of Order and The Williams Family Club Constitution and By-Laws. The Williams Family Club Constitution and By-Laws shall supersede Robert's Rules of Order.

Section IV. The Executive Committee consists of the elected National Officers and the Branch Presidents.

Section V. The duties of the Executive Board shall be to:

- A. Plan, with the assistance of the host chapter, the Family Reunion activities during the month of March of each year for the July gathering.
- B. Select the Family or Person of the Year (Use the attached WFC Family or Person of the Year Nominating Form) based on submitted nominations. Nomination forms must be submitted to each of the Chapter Branch Presidents no later than February 28th of each year.
- C. Meet at least once a year.
- D. Award scholarships to eligible Club members, as designated by the appointed Scholarship Committee.
- E. Present a complete report of Reunion activities, including all funds collected and disbursed by the local host Branch.

Article V

Standing Committees

Section I. The standing committees shall be: Bereavement, Finance, Media, Nominating, The Chestina W Delaney Academy of Scholars Scholarship, and National Reunion Support. The chairpersons shall be appointed by the President.

Section II. The duties of the Standing Committees shall be:

- A. Bereavement – to contact the National President and Treasurer of events and provide condolences to the bereaving party on behalf of the family.
- B. Finance – to plan and implement all fundraising activities concerning the Club.
- C. Media – to receive and compile all historical materials, pictures and pertinent information and update the scrapbook, website, social media outlets and family book.
- D. Nominating – to receive all nominations and compile the slate of names for the election of officers.
- E. The Chestina W Delaney Academy of Scholars Scholarship – to establish criteria for scholarship recipients; to maintain standards of policies.
- F. National Reunion Support (NRSC) - to host the Reunion in the regular rotation; to provide support to local Branches as needed; to encourage participation of young adult members in planning and hosting the Reunion.
- G. Historian - to safeguard family documents, interview family elders and preserve their stories, and update family oral and written history based on research and data.

All Standing Committees are to make a report at all business sessions. All Standing Committees shall have at least three (3) members on its committee.

All standing committee decisions, including the establishment of selection criteria, are subject to review and final approval by the National Executive Committee.

Article VI

Reunion Meetings

Section I. The Reunion shall begin the Friday before the 2nd Sunday in July of each year, at 6:00 pm. This may be changed by majority vote of the adult membership of the Williams Family Club no later than the immediately preceding Reunion.

Section II. The Reunion shall be held in the city of the host chapter at a designated meeting place. The host chapter may present an alternate city, or destination, to host the Reunion. Such change must be approved by majority vote of the adult membership of the Williams Family Club no later than the immediately preceding Reunion.

Section III. A "Quorum" shall consist of at least 51% of the adult membership of the Williams Family Club who are in attendance at the Reunion. Adult membership is defined as those who have paid their Reunion dues by the beginning of the Friday night business meeting.

Section IV. The order of business shall be:

- A. Devotion
- B. Reading of the Minutes
 - 1. Regular Minutes from the Previous Meeting
 - 2. Executive Committee Meeting
- C. Report from the National Treasurer
- D. Reports from the Branches (Use attached WFC Branch Report Form)
- E. Host Branch Financial Report
- F. Unfinished Business
- G. New Business
- H. Election of Officers with Installation (in the even year)
- I. Announcements
- J. Adjournment

Section V. The standard Reunion activities shall be as follows:

- A. Friday night business meeting and dinner immediately following.
- B. Saturday midday gathering.
- C. Saturday evening banquet.
- D. Sunday morning worship and dinner immediately following.

These activities may be modified by the host Branch upon simple majority vote of the adult members of the Club or the Executive Committee, no later than March preceding the Reunion.

Article VII

Dues and Other Amounts Raised

Section 1. The National Reunion Dues (also referred to as Club Dues or Fees or Registration Fees) shall be \$150.00 per adult per year (age 18 years and older). Teenaged persons ages 13 -17 shall pay \$50.00 per person. Children (ages 4 - 12) shall be the equivalent cost of the banquet dinner, and no dues for babies and toddlers (up to age 3).

Section 2. All funds raised in the name of the Williams Family Club, the Club, the Williams Family Reunion, the WFC, or any derivation of the family name are deemed to be raised for the benefit of the Reunion and the members of the Club.

- A. Revenue earned through fundraisers led by the individual Branches will be shared thirty-seventy (30%-70%), with thirty percent (30%) going to the National Treasury and seventy percent (70%) remaining with the local Branch.

The term “fundraisers”, include sales of branded materials (such as tee-shirts), advertisements (ads in the printed booklet/program), or any paraphernalia or “swag”.

The term “funds” in this section **does not** include individual donations or advances to provide seed money for the costs of the reunion.

- B. If there are any funds remaining (i.e., a surplus*) at the conclusion of the Reunion, the local Branch (including the NRSC) shall remit those funds to the National Treasurer within 60 days of the close of the Reunion based on a detailed budget to actual comparison report of fees collected and expenditures paid to the National Treasurer. [*Note: money earned from fundraisers **are not** considered surplus funds.]

Article VIII

Election

Section I. Election of officers shall be held in July during the Family Reunion Business Session, followed immediately with the installation. The election shall be held every two (2) years, in the even number year. The installation shall be conducted as follows:

The installing officer shall call all incoming officers by name. They shall stand as their names are called.

Installing Officer:

(Elected President's name), the Office of President, to which you have been elected, is a very high office which requires dignity, courage and best interests of the organization at all times. Your duty of office is to preside at all meetings of the organization and to have general supervision over its various officers and all of its affairs. In the event of death, resignation or removal from office of any officer of the organization, or should any officer for any reason become incapacitated, you shall have the power to appoint a successor with approval of the executive committee, whose tenure of office shall be until biannual election, and his successor is elected.

(Elected Vice-President's name), the office of (Vice-President to which you have been elected, is equally as important as that of President, for it requires that you shall preside over all meetings of the organization in the absence of the President and assist the President in all matters pertaining to that office, when so requested by him/her. Should the office become vacant, you shall automatically become President and shall hold that office until regular election of officers.

(Elected Secretary's name), the office of secretary to which you have been elected is one of the most important offices in the organization. It requires that you be reliable, dependable and trustworthy at all times. Upon you rest the duty of keeping and preserving correct records of all minutes and proceedings of all sessions of the organization and the executive committee, in or out of regular meetings. You shall hold all records subject to the inspection of the organization at all times. *Additionally, you shall compile and maintain the Williams Family Club Membership Directory and send it to the host branch for inclusion in the souvenir program.*

(Elected Treasurer's name), the office of Treasurer, to which you have been elected, is a trustworthy office. You shall receive all monies collected by the Secretary, giving written acknowledgment of the same. You shall deposit all money received, in some reliable banking institution, selected by the organization to the credit of the Williams Family Club, Incorporated. On request, you shall make reports to the organization, which reports must show all monies collected and deposited, as well as withdrawn from the bank and balance on hand. No money is to be paid to anyone at any time without being authorized by the organization.

(Elected Chaplain's name), the office of Chaplain is an important one. You shall be in charge of the devotional period preceding all regular and executive meetings. You may assign someone to conduct the devotion, if you desire. You shall serve as our 'spiritual lifter'; you shall be responsible for sponsoring Special Prayer projects; keeping your local club informed about special days, such as Lenten, Easter, Christmas, Thanksgiving, World Day of Prayer, and

others. You shall be responsible for planning the Memorial Services. The Memorial services should include a short Candlelight service for the deceased family members who have died since the previous family reunion.

*(Elected Historian's name), the office of Historian is an important one. You shall be in charge of the preparation and maintenance of a narrative account of the family's history and family tree. You may assign someone to assist you in this endeavor, if you desire. *You will serve on the Media committee.*

Article IX

Williams Family Club Symbols

Section I. The colors of the Williams Family Club shall be royal blue and white.

Section II. The flower of the Williams Family Club shall be the white carnation.

Section III. The Family Coat of Arms, also referred to as the Logo, of the Williams Family Club consists of a large royal blue "W" surrounded by an an inverted open-ended wreath made of thirteen (13) solid green leaves representing the biological children of John Williams and six (6) white leaves representing the stepchildren (nieces and nephews) of John Williams; at the top of the open end are brown Praying Hands; underneath the praying hands is the word "WILLIAMS" in all capital letters, and underneath that is the letter "J"; below the large blue "W" are the years "1844-1929" representing the lifespan of John Williams.

Section IV. The motto of the Williams Family Club is, "Our uttermost concern: a spiritual uplift together."

Section V. The symbol of the Williams Family Club is the Praying Hands.

Section VI. The shield of the Williams Family Club is 13 light bulbs surrounding the Praying Hands.

Section VII. Use of the Williams Family Club Symbols and Other Intellectual Property (Name, Shield, Crest, Motto, and Logo).

- A. The name "Williams Family", "Williams Family Reunion", "WFC", "the Reunion", and "the Club" may be used interchangeably to refer to the body that gathers to bring the lineage of John Williams together annually to bond and celebrate family ties.
- B. The name and all WFC symbols belong to the National body.
- C. Use of the name and all WFC symbols by the local Branches (including the NRSC) to promote the Reunion, facilitate activities during the Reunion, and to raise funds to host the Reunion is by explicit consent of the National governing body. Unauthorized and/or inappropriate use of the name and symbols is strictly prohibited.

- D. The remittance of any proceeds earned on sales of items that include the WFC name and/or symbols shall be prorated according to the provisions specified in Article VII within sixty (60) days of the conclusion of the Reunion.

Williams Family Club Reunion
Branch Report

Name of Branch _____

Branch Officers:

President _____

Vice-President _____

Secretary _____

Treasurer _____

Chaplain _____

Meeting Dates: _____

Number of Financial Members: _____
 Adults _____ Children _____

Births since last reunion: Name _____
 Date: _____
 Name of Parents: _____

Births since last reunion: Name _____
 Date: _____
 Name of Parents: _____

Deaths since last reunion Name _____
 Date _____
 Name _____
 Date _____

Graduations since last reunion:
 Name _____ Date _____

School _____ Future Plans _____

 Name _____ Date _____
School _____ Future Plans _____

**Williams Family Club
Family of the Year Nomination Form**

Family Member(s): _____

Lineage (trace back to John Williams): _____

Background (where you were born and raised, married, and education: _____

Participation in the Williams Family Club (offices held, etc.): _____

Employment: _____

Church Activities:

Community Involvement: _____

Other:

Aspirations: _____

Attach additional pages if necessary