

over a Past President. The installation instructions will be kept in the Convention Guidelines File Box. (Amended 2007)

19. A Memorial Service will be conducted at the annual convention to honor deceased members of the SDMP.

20. Each year at the convention the following plaques will be presented:

A. **President's Plaque** – Awarded to a member who has exhibited exemplary service and worked for the good of the Sons and Daughters of Montana Pioneers.

B. **Historical Award of Merit Plaque** – Presented to a member of the community who has made a significant contribution to the preservation of Montana history. The President will approve the information submitted describing the candidate's accomplishments. (Amended 2007)

C. **Immediate Past President's Plaque** – The Immediate Past President's plaque will be presented when there is an outgoing president. The First Vice-President will present the immediate outgoing President's plaque to them. (Amended 2007)

Pick and Shove:

21. Members whose dues are in arrears will no longer receive the *Pick and Shovel*.
22. Three issues of the *Pick and Shovel* will be published annually and will be available on the SDMP website. The June issue of the *Pick and Shovel* will contain the form for the annual convention. (Amended 2011)
23. The Editor of the *Pick and Shovel* will receive compensation at the rate of \$125 per issue.

**Articles of Incorporation and By-Laws
And
Policies and Procedures of the**

Sons and Daughters Of Montana Pioneers



2016

Sons and Daughters of Montana Pioneers

Bylaws

ARTICLE I Policy

Section 1. Incorporated as a non-profit corporation and in accordance with Montana Laws, Annotated 1995. The fiscal year shall run from September 1 through August 31 annually. (Adopted 2014)

ARTICLE II Members

Section 1. All Sons, Daughters, and direct lineal descendants only, of the men and women who resided in Montana on or prior to December 31, 1868, constituting the Pioneers of Montana, are eligible for membership in this organization. Election of applicants to membership shall be upon written application submitted to the Registrar. The application shall be researched and approved by the Registrar, President and Secretary/Treasurer before being passed at the next annual meeting. A majority vote of the membership present at the annual meeting is necessary for election to membership. Members shall subscribe to these Article of Incorporation and Bylaws, and agree to abide thereby.

Section 2. Members in good standing shall be entitled to hold office and vote in the conduct of the affairs of this corporation.

ARTICLE III Officers and Directors

Section 1. All officers and directors shall be elected by a majority vote of the members present at any Annual meeting.

Section 2. All officers, other than directors, shall be elected for two (2) years. The Secretary/Treasurer shall be elected for two (2) years and one (1) month so that an overlap will allow for a smooth transition of the paperwork for the newly elected officers. (Adopted 2005)

Section 3. Elected directors shall be seven (7) in number. Each shall be elected for one – three (3) year term at a time. New directors shall be elected as the terms of the current directors expire. Appointed director to serve until the next annual meeting of the corporation. At this time a director will be elected for a complete three (3) year term. If a director has three unexcused absences, the Board has the right to dismiss him/her from the Board. (Adopted 2005)

12. Lifetime Membership dues are \$200.00. The Lifetime plaque fee is \$50. (Amended 2011)

13. Applications for membership must be completed in full and postmarked by June 30th in order for the applicant to be considered for nomination into the SDMP at the annual convention. An application fee of \$20.00 and the yearly dues of \$25.00 for the upcoming year must be submitted along with the application.

CONVENTION

14. At the first general meeting of the annual convention, the Registrar will present the names of the current applicants for a vote by the current SDMP members in attendance. The President will present the membership certificates and welcome the new members into the SDMP. A list of the new members will be provided by the Registrar to the Secretary/Treasurer to be attached to the convention minutes.

15. The Secretary/Treasurer will receive and deposit all registration fees and issue checks for convention expenses. All bills for expenses shall be received by the Secretary/Treasurer for approval and payment.(Amended 2016)

16. The Secretary/Treasurer shall provide an itemized account of convention expenses and fees at the Fall Board meeting.

17. At the last session/meeting of the convention, a member's badge will be chosen from the convention registrants for the SDMP archives, except the outgoing president's badge will be chosen for the last year of his or her term of office. (Amended 2016)

18. The immediate outgoing President or any Past President will conduct the the installation of the incoming Officers and/or Directors at the annual convention. The immediate outgoing President will take precedence

6. The President will appoint a Legislative Liaison prior to each Legislative session, with the approval of the Board, to keep the Society informed of any legislative issues that would impact our organization.
7. A Standing Committee will be appointed to monitor our rights to the SDMP room in the Veteran's and Pioneers Memorial Building.

DONATIONS

8. The \$500 SDMP donation to the Montana History Teacher of the Year Award will be funded from the *Dreams Across the Divide* account. Any additional funds for the teacher to attend the convention shall be reviewed and determined on an annual basis by the Board of Directors. (Amended 2016)
9. At the discretion of the Secretary/Treasurer and another officer of the Board, a \$45 floral arrangement or a \$45 SDMP memorial may be sent in the event of the death of a Board Member or their immediate family. A floral arrangement may be sent to a Board Member in the event of a serious illness or surgery.
10. The SDMP will make a donation from the Memorial account to a museum in each convention city as funds are available. The amount will be determined by the Board on an individual basis. (Adopted 2010)

MEMBERSHIP/DUES

11. The dues for membership in the SDMP shall be \$25.00 per year and paid at the beginning of each fiscal year September 1. (Amended 2008) Dues for children under 18 years of age are \$5.00 per year. Dues must be current in order to vote at the annual convention. (Amended 2011)

Section 4. In the event of a vacancy of the office of any officer, the Executive Board will call a special meeting of the board, to fill that vacancy. Such appointee shall serve only until the next annual meeting. (Adopted 2014) In the event of a vacancy of any Director, the vacancy will remain unfilled until election at the next annual meeting.

Section 5. Nominations of officers and directors may be made from the floor at the annual meeting or in writing prior to the meeting. Written nominations must be received by the Secretary no later than two (2) weeks prior to the annual meeting. Notice of any vacancies or expired terms of all officers and directors must be given to the membership at the time of notification of the annual meeting. (Adopted 1999)

ARTICLE IV Building

The building for this corporation is provided by Montana Statute 22-3-301, MCA.

Section 1. **Veterans' and Pioneers' Memorial Building.** MCA 22-3-301. There is a Veterans' And Pioneers' Memorial building located at 225 N. Roberts in Helena, Montana.

HISTORY: En. 78-201-1 by Sec. 8, Chap. 3, L. 1997, R.C.M. 1947. 78-201.1

22-3-302 -- USE OF BUILDING: The Veterans' and Pioneers' Memorial Building shall constitute a perpetual memorial to the war veterans and pioneers of Montana, and said building shall be devoted to the use of the Spanish War veterans of Montana, the Veterans of Foreign Wars of Montana, American Legion of Montana, the World I Veterans of Montana, the Montana Historical Society, the Society of Montana Pioneers, the Society of the Sons and Daughters of Montana Pioneers, and for the housing of books, records, documents and other property of such veterans and organizations, there shall be provided in said building appropriate office for the state headquarters and officers and employees of such veteran's and organizations and for the librarian and other employees of the Montana Historical Society.

HISTORY: En. Sec. 2, Chap 204, L. 1945; Amd. Sec. 1, Ch54, L. 1961, Amd. Sec. 27, Ch 271, L. 1963; R.C.M. 1947, 78-209, Amd Vol. 20, Montana Laws Annotated 1995.

ARTICLE V Duties of Officers

Section 1. THE PRESIDENT shall preside at all meetings of the corporation, and shall be President of the Executive (Board of Directors). In the absence or disability of the president, the vice presidents shall perform duties of the president in their order of precedence, that is to say, first vice president and second vice president.

POLICIES AND PROCEDURES

These are the Policies and procedures of the Society of the Sons and Daughters of Montana Pioneers (SDMP). The Policies and Procedures may be updated by a majority of the Board of Directors and will be reviewed at the beginning of each new presidency.

Meetings:

1. The Board of Directors' spring meeting will not fall on the Mother's Day weekend and the fall board meeting will be at the call of the SDMP President. (Amended 2007)
2. The President will appoint a Chairman for the Nominating Committee from the Board of Directors at the spring Board meeting.
3. If a Director has two unexcused absences, the President will notify said Director in writing that another absence will result in their termination from the Board.
4. The Secretary/Treasurer shall be compensated \$500 per year. The Secretary/Treasurer will also be reimbursed for mileage (at the State of Montana rate) to meetings/conventions and for the three nights of lodging during the convention. (Amended 2016)
5. The First Vice President will be the Parliamentarian for all Convention and Board of Directors meetings.

- Section 2. VICE PRESIDENTS shall assist the president and perform such duties as shall be assigned them by the president, and in event of the death, resignation or absence of the president, they shall, in their order, assume the duties of the president.
- Section 3. The SECRETARY/TREASURER shall keep a faithful, true and correct written records of all the proceedings of the corporation, conduct all correspondence, and act as secretary of the Executive Board. (Adopted 2014)
- Section 4. The REGISTRAR shall file all applications for membership in the vault in facilities that are the official location of this organization. He/she shall endeavor to ascertain the correctness of All data given in applications for membership. After receiving and recording the applications and the approval of such applications by the Registrar, President and Secretary/Treasurer, he/she shall present the applications at the annual meeting for a vote by the members. He/she shall Provide applications blanks authorized by the organization to those eligible for membership and assist them in preparing their applications. (Adopted 2014)
- Section 5. The EXECUTIVE BOARD shall safely keep and preserve the records of this organization and other information and exhibits that such Historian may be able to gather and obtain relative to the Sons and Daughters of Montana Pioneers. Records shall be stored and maintained in the facilities at the official location of this organization.
- Section 6. The EXECUTIVE BOARD shall have control over and be responsible for the business management of all property of every nature of this organization, except such funds as the organization at the regular annual meeting may set aside for specific purposes, and such funds to be applied by the Executive Board. The Executive Board shall exercise the general corporate powers of The Sons and Daughters as defined herein, and in the Articles of Incorporation. Only the officers of the Executive Board shall have access to the vault and keys to the office and supply closet. (Adopted 2014) The Executive Board is authorized to solicit and receive funds, gifts, legacies, donations of money or other property from any and all persons for carrying out the purposes of this organization.
- Section 7. The Sons and Daughters of Montana Pioneers Memorial Fund is a fund to which contributions may be made in memory of deceased members. This fund will be in custody of the Secretary/Treasurer who will promptly acknowledge all gifts and report them to the association as required. Donors may specify (1) how their gifts are to be used or (2) make undesignated gifts that will be utilized from time to time for such memorials as the Executive Board may select to carry out the "purposes of this organization". (Adopted August 16, 1974)

**SONS AND DAUGHTERS
OF
MONTANA PIONEERS**



**POLICIES
AND
PROCEDURES**

MANUAL

UPDATED: May, 2016

**ARTICLE VI
Meetings**

- Section 1. All meetings of The Sons and Daughters of Montana Pioneers shall be opened with prayer And then the Pledge of Allegiance to our flag.
- Section 2. Business of any meeting shall be conducted in accordance with current Roberts Rules of Order.
- Section 3. Annual meetings are to be held at such time to be as near mid-August as possible. Written notice of the time and place of the annual meeting shall be sent to active and life members at their last known place of residence at least three (3) weeks prior to the date so fixed.
- Section 4. Executive Board meeting shall be held annually immediately prior to the annual meeting.
- Section 5. SPECIAL MEETINGS of the Executive Board may be called as herein provided by the President, or any three members of such Executive Board, on written notice to all the members of the board thereof. Such notices shall indicate the purpose of such special meetings. (Adopted 2014)
- SPECIAL MEETINGS of this organization may be called by the President or any fifteen (15) members on thirty (30) days written notice to all members.
- Section 6. A nominating committee shall be created for all elections at the annual meetings of the Sons and Daughters of Montana Pioneers by the following method: (Adopted 2003)

The President shall appoint a member of the Board of Directors, who is not up for re-election, as the head of the nominating committee before the first general membership meeting at the convention. The appointed head of the nominating committee shall then pick two (2) members in attendance at the general meeting to assist as the nominating committee. (Adopted 2003)

The appointed and chosen members of the nominating committee shall then present a slate of members to fill the elective offices at the second meeting of the general membership when Nominations are opened for the ensuing years elections. (Adopted 2003)

**ARTICLE VII
Quorum**

- Section 1. A Quorum for the transaction of business at any annual meeting or special meeting of this organization shall consist of the members present at the time and place stated in the notice of the meeting.
- Section 2. A QUORUM of the Executive Board shall be six (6) members plus the PRESIDENT.
- Section 3. A two-thirds (2/3) vote of the members present at any annual or special meeting of the organization shall be required to pass changes in the bylaws. All other transactions of the affairs of the organization at any annual or special meeting, shall be controlled by a

majority vote of the members present, and a majority vote of the executive board shall control its business transactions. Balloting may be in secret, by voice vote, or by a show of hands as the majority present shall direct. (Adopted 2002)

ARTICLE VIII Dues

- Section 1. APPLICATION FEE. Each applicant for membership in this organization shall pay an application fee in the amount set by vote of the membership at the annual convention. This set application fee amount is to accompany such person's application for membership. (Adopted 2002)
- Section 2. ANNUAL DUES. Each member shall pay to the Secretary/Treasurer dues (the amount to be stated in the S&DMP Policy & Procedure Manual at the beginning of each fiscal year on September 1st. (Adopted 2014)

ARTICLE IX Life Members

- Section 1. LIFE MEMBERS. Any members of the organization may become a Life Member for the remainder of their natural life by paying to the Secretary/Treasurer a sum to be approved by the general membership and published in the policies and procedures. Upon receipt of such payment, the member shall be released from all further annual payment of dues and shall receive a wallet card and a certificate certifying life membership in the organization. Plaques showing a logo, the Life Members name, ancestors name and place and date of entry into Montana are available for a fee. (Adopted 2005)

ARTICLE X Order of Business

- Section 1. ORGANIZATION. The order of business at regular annual meeting and special meetings shall be as follows unless otherwise ordered by the meeting notice.
1. Call to order.
 2. Opening prayer.
 3. Pledge of Allegiance to the Flag.
 4. Roll Call of officers.
 5. Reading and approval of minutes.
 6. Election of new members.
 7. Report of the Executive Board.
 8. Report of Officers.
 9. Report of Committees.
 10. Unfinished business.
 11. New Business.

12. Nomination of Officers.
13. Election of officers.
14. Good of the order.
15. Installation of officers.
16. Closing Prayer.
17. Adjournment.

- Section 2. EXECUTIVE BOARD. The order of business of the Executive Board at regular and special meetings shall be as follows:
1. Call to Order.
 2. Opening Prayer.
 3. Pledge of Allegiance to the Flag.
 4. Roll call of Members.
 5. Reading and approval of minutes of previous meeting.
 6. Report of Officers
 7. Report of committees
 8. Unfinished business.
 9. New business.
 10. Bills
 11. Closing prayer.
 12.]Adjournment.

ARTICLE XI Amendments

- Section 1. All proposed amendments or additions to these Bylaws must first be submitted in writing to the Secretary/Treasurer not later than March 1st prior to the annual meeting. Notice thereof shall be include in the annual notice of meeting sent to the members and may only be adopted at that annual meeting by a two-thirds majority of the members present. (Adopted 2002)

ARTICLE XII Resolutions

- Section 1. Any member proposing to submit a resolution involving finances for considering by the members attending the annual meeting must deliver five (5) copies of the proposed resolution to the Secretary/Treasurer by mail or otherwise, to be received by the Secretary/Treasurer seventy-two (72) hours prior to the commencement of the annual meeting.