

Ezra T. Clark Family Organization

Roles and Responsibilities, Bylaws, Standards of Practice

General Information:

Purpose of the Organization:

The Ezra T. Clark Family Organization was established by Ezra T. Clark and given instructions in his parting instructions to serve the “purpose of maintaining the interest of the family and for keeping a family register and for mutual aid and encouragement”

Nonprofit Purpose and Recognition:

- The Ezra T. Clark Family Organization is currently recognized as an official non-profit organization
- Proper use of Organizational funds is outlined in Section 8 of this document

Organizational Leadership and Family Representative Responsibilities and Qualifications:

Role	Qualifications and Responsibilities	Suggested Term of Service
President	<ul style="list-style-type: none">• Organize semi-annual meetings and agendas• Attend and preside over semi-annual meetings• Maintains a close, collaborative relationship with others in Family Leadership and Family Representatives to be aware of issues, outstanding needs, and ways to move the Organization forward into the future• May propose, second, and vote on motions• Lead delegation efforts for assignments, projects, and initiatives• Follow up on open action items as needed• President should be committed to attending and engaging in meetings and all other affairs of the Organization• President should not concurrently serve as a Family Representative• Monitor/financial compliance• When possible, a new president should be nominated and approved by majority board vote about a year prior to the current president’s end of tenure so that an overlap year may be held to ensure a smooth transition	5 years
Vice President	<ul style="list-style-type: none">• Supports and collaborates with the President to organize meetings and agendas.• Presides in the absence or inability of the President as needed• May propose, second, and vote on motions• Lead delegation efforts for assignments, projects, and initiatives• Follow up on open action items as needed• Vice President should be committed to attending and engaging in meetings and Organizational affairs• Vice President should not concurrently serve as a Family Representative• Monitor financial compliance	3 years
Secretary	<ul style="list-style-type: none">• Supports and collaborates with President and Vice President to organize meetings and agendas• Presides in the absence of the President and Vice President• Maintains minutes of meetings and leads distribution and posting of minutes through website• Reviews minutes as needed in meetings• May propose, second, and vote on motions	5 years

	<ul style="list-style-type: none"> Follow up on open action items as needed Secretary should be committed to attending and engaging in meetings and Organizational Affairs Secretary MAY concurrently serve as a Family Representative. 	
Treasurer	<ul style="list-style-type: none"> Maintain and monitor financial accounts and transactions Reimburse expenses as approved by Organizational Leadership Prepare and present semi-annual financial reports Maintains documentation and deadlines for state tax exemption and laws Recommended background or experience in finance, non-profits, but not required Honest, ethics, transparency, May propose, second, and vote on motions Treasurer MAY concurrently serve as a Family Representative 	7 years
Genealogical Representative	<ul style="list-style-type: none"> Maintains the genealogical records and lists of family members Seeks to move genealogical efforts forward in the organization Serves as a subject matter expert on historical efforts, technologies, opportunities, etc. for the Organizational Leadership and family members Promotes temple proxy efforts Genealogical Representative MAY concurrently serve as a Family Representative May propose, second, and vote on motions Replacement Genealogical Representative should be found at least a year prior before being replaced in service to ensure a smooth transition 	10 years
Family Representatives	<ul style="list-style-type: none"> Each family line of Ezra T. Clark should have an active and capable Family Representative to attend meetings (in person or virtually) and may propose, second and vote on motions. If a Family Representative is unable to attend the semi-annual meeting, they may delegate a proxy to attend in his/her absence Support Organizational Leadership and engage in meetings, subcommittees, and other initiatives Identify and propose replacement Representatives upon their retiring as Representative Drive efforts for the off-year reunions for their own family lines Monitor and report back to full group about relevant events or issues in their own line that may impact or interest the full Organizational Leadership Disseminate information from the Organizational Leadership to their family lines While 10 years is set at the suggested time of service, Family Representatives should always be actively looking for family members to help support the organization or replace themselves as Family Representatives to allow as many family members to participate and engage in the Organization as possible 10 years is recommended as the maximum amount of time to serve unless no other family member can be found to take over service May propose, second, and vote on motions Family Representatives are encouraged to find other family members to shadow them prior to being replaced in their service 	10 years
Sub-committee members	<p>Subgroups are formed for special, and ongoing needs of the Organization. Subgroups may be proposed, seconded and formed by a majority vote by Organizational Leadership. Subgroups may be formed and dissolved as needed.</p> <p>Organizational Leadership, Family Representatives, Family Members, and allies of the Ezra T. Clark Family are all eligible to join and lead subgroups. Current Subgroups are:</p> <ul style="list-style-type: none"> Reunion Genealogy Historical Technology 	N/A

Section 1: Semi-annual Meeting. A semi-annual meeting shall be held twice each calendar year for the purpose of electing directors, financial reporting, organizational updates, and decisioning on organizational matters. The semi-annual meetings shall be held on the Friday prior to each General Conference of the Church of Jesus Christ of Latter-day Saints at a time and location designated by Family Leadership and Representatives. A virtual meeting link shall also be provided for attendance by those who cannot attend in person. Meeting dates and times can be adjusted as needed and agreed upon by the Family Representatives and Organizational Leadership.

Section 2: Special Meetings. Special meetings for reunion planning, subcommittee work, and others as needed may be requested by members of the Board and held as needed and agreed upon by Family Representatives.

Section 3: Communications. Organization President will send out time and location communications to Family Representatives and family members and shall include an agenda. Communications should launch at least 7 days prior to the meeting. Organization Treasurer will provide a financial report at least 2 days prior to the meeting. Communications will also be provided in advance to Family Representatives and family members prior to special sessions.

Section 4: Attendance Expectations. All Family Representatives and family members are invited to attend semi-annual meetings. Family Representatives and family members are invited to attend special meetings as dictated by purpose and need of each meeting. Meeting must be attended by a minimum of 50% +1 (9 members) of all Family Representatives in order to vote and approve motions. Expectations of attendance vary depending on role of each individual and are listed below:

- Organization President: Organizes meeting, sets agenda, attends and presides over semi-annual meetings, votes on motions. If the President is unable to attend, he/she will advise the Vice President in advance and the Vice President assumes responsibilities.
- Organization Vice President: Vice President attends semi-annual meetings, and votes on motions. If the Vice President cannot attend, he/she will advise the President in advance. If neither the President nor the Vice President can attend the meeting, the Secretary will preside and assume responsibilities, or the meeting date, time, and location may be changed to accommodate attendance.
- Organization Treasurer: Prepares semi-annual financial report, distributes report prior to meeting, attends meetings and presents report, and votes on motions. If the Treasurer is unable to attend the meeting, he/she can delegate the review of the report during the meeting to a Leadership or Representative.
- Organization Secretary: Attends meetings, reviews prior session minutes, takes current meeting minutes, maintains a record/archive of motions and voting, and follows up on outstanding action items as needed, and votes on motions. If Secretary is unable to attend the meeting, he/she designates another member of Leadership or Representative to assume responsibilities.
- Family Representative: Attend meetings, votes on motions. If a Family Representative cannot attend the meeting, he/she should designate a proxy from the same family line to attend the meeting and vote on motions
- Family Members: Any member of the Ezra T. Clark family, family friend/ally are welcome to attend semi-annual meetings and may share opinions and insights. Family members do not vote on motions.

Section 5: Voting Procedures. Decisions affecting the purpose, focus, finances, or formations of sub-committees for the organization must be proposed, seconded, and approved by a majority vote of Family Representatives to pass. Meetings must hit minimum percentage of representation attendance (60%) for motions to be proposed and voted upon. Motions are documented by Secretary and maintained as a record in meeting minutes.

If 60% minimum attendance threshold is not met during the meeting, and pressing motions are needed for voting, Family Leadership can call special sessions, or solicit voting via surveys or email responses. Passing votes must have 60% participation in the vote, and a majority vote in favor to pass.

Proxy Voting: Family Representatives may designate a proxy from their family line to attend meetings and vote in their place.

Section 8: Financial Funding and Practices. TBD