



LOVE-COOK FAMILY

CONSTITUTION AND BY-LAWS

Love-Cook Association

Amended and Updated 2021 - 2025

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Constitution and By-Laws Love-Cook Family Reunion

ARTICLE I - NAME

The name of this organization shall be the Love-Cook Association (hereinafter referred to as the "Association").

These are the by-laws of the National Executive Committee which governs the Love-Cook Family Reunions. The by-laws shall contain the following and shall be binding as regulatory procedures of the organization.

The principal office of this organization will be located in the City of Soperton, County of Treutlen, State of Georgia.

ARTICLE II - PURPOSE

The purpose of the Constitution and By-Laws are:

- A. to encourage the Christian heritage of the Love-Cook founding parents.
- B. to learn more about the roots of the Love-Cook family through historical research.
- C. to encourage fellowship among the Family members.
- D. to establish guidelines for site selection and orderly procedure of the Love-Cook Family Reunion.
- E. to encourage leadership among younger family members for the continuance of the Reunions.
- F. to encourage networking among family members for mutual benefit.
- G. to encourage high academic ideals through the administration of the Love-Cook Scholarship Fund.
- H. to publish and distribute periodic newsletters or other material of interest of the Love-Cook Family.
- I. to foster continuing research and publish research papers documenting the history of the Love-Cook Families from early origin to the present generations.

ARTICLE III - OFFICERS AND ELECTIONS

SECTION 1: OFFICERS AND ELECTIONS

- J. The officers and members of the National Executive Committee: Chairperson, Vice Chairperson, Recording /Corresponding Secretary, Treasurer, Financial Secretary, and six (6) members.
- K. The Chairperson will hold office for no more than two consecutive terms. The Chairperson may be eligible for re-election and serve more than two consecutive terms if elected by the National Executive Committee through a Special Election. The Special Election Chairperson may run for one (1) additional term of office.
- L. The Chairpersons may appoint to office, with the advice and consent of the Executive Committee, any active member to fill a vacancy among the officers until such a successor is elected.
- M. The terms of office for officers shall be from Family Reunion to Family Reunion.
- N. Elections will be held at the business meeting during the Family Reunion.
- O. The Executive Committee shall have the power to appoint five (5) Members-At-Large.

SECTION 2: TERMS

Election of officers will be held every four years (term limits) during the month of July. Any vacancies between the term limit will be filled either by appointment of the National Executive Committee or at the next biennial Family Reunion Business Meeting. All changes in dates must be approved by the National Executive Committee (NEC).

- P. Candidates for any of the above-mentioned offices shall be members of the Association and must have attained an age of 21 (twenty-one years old).
- Q. Candidates for the offices of Chairperson and Vice Chairperson must prove a direct lineage to the Love-Cook family.
- R. Services provided as officers of the Association or as members of committees of the Association shall be on a voluntary basis and shall carry out all of the duties and responsibilities of their offices.
- S. A printed ballot of nominations of a National Executive Committee Board member shall be used to fill vacancies fairly.

SECTION 2.1 INTERIM OFFICES

Interim offices are those offices elected, appointed or otherwise assumed office during the business meeting held every odd year. These offices shall serve and administer the affairs of the Association until a newly elected officer is appointed or nominated. **Only family members who are financial (pay Dues) and attend the family reunion.**

SECTION 2.2 RESIGNATIONS

An officer may resign from his or her position by submitting a formal letter (or e-mail) to the Association's Chairperson. The Chairperson will notify the other Officers and/or Family Members. Either an interim person can be appointed by the Chairperson to the position, or a replacement can be voted upon at the next biennial Family Reunion.

SECTION 2.3 TERMS OF OFFICE

Officers shall serve for four years and may be eligible for re-election for two (2) additional years.

ARTICLE IV - MEETING

SECTION 1:

The regular meeting of the Love-Cook Family Reunion Executive Committee will be held in the year that a Family Reunion is not being held, and at the regularly scheduled family reunion.

SECTION 2:

Unless a member of the Executive Committee has a personal emergency (ie., sick, death) all members are expected to attend. The Executive Committee member must notify the Chairperson beforehand if there is a personal emergency preventing attendance.

- A. National Executive Committee members are required to attend the Meeting at the family reunion site held in the year that a Family Reunion is not being held
- B. The Love-Cook Executive Committee will pay for one (1) night of the hotel or 50% of the airfare for younger family members (ages 21-25) who are eligible.

ARTICLE V - BY- LAWS

SECTION 1 - DUTIES OF THE OFFICERS

Duties of the Officers shall be as follows

A. CHAIRPERSON shall:

1. Preside at all business meetings held during the Family Reunion, and of the Executive Committee, and will have no vote at the meetings of the organization except where votes are equally divided.
2. Execute the policies adopted.
3. Appoint a Nominating Committee to present a slate of new officers.
4. Preside at all meetings of the Love-Cook National Association
5. Make sure "family reports" are given at the reunion meetings
6. Appoint a chairperson and members of all committees with the support of the NEC
7. Be the ex-officio member of all Committees.
8. Have the power to call a meeting of the Executive Committee.

B. VICE CHAIRPERSON shall:

1. Perform the duties of the Chairperson in his/her absence or inability to act.
2. Assist the Chairperson in the performance of duties when requested.
3. Oversee the activities of the Scholarship Committee.
4. Work with the Chairperson to ensure that meetings and other activities proceed; take on special duties, such as chairing ad hoc committees
5. Ensures the Chairperson's directions are implemented and followed through

C. RECORDING/CORRESPONDING SECRETARY shall:

1. Send out all the notices, minutes and records of the Executive Committee.
2. Record the business transpired during meetings as a part of the Minutes of the organization.
3. Maintain a list of active and associate members.

D. RECORDING SECRETARY shall:

1. Keep accurate records of all meetings.
2. Perform all other duties common to that office.
3. Make available copies of the minutes from the Love-Cook Reunion Meetings.

E. CORRESPONDING SECRETARY shall:

1. Conduct all correspondence at the request of the Chairperson.
2. Maintain the email/contact list.
3. Promote payment of family dues - follow-up with payments.

4. Assist in any duties the Recording Secretary deems necessary.
5. In the absence of the Recording Secretary, assume the duties of the Recording Secretary.
6. Make available copies of the minutes from the Reunion Meetings in the absence of the Recording Secretary.

F. FINANCIAL SECRETARY shall:

1. Receive and keep a written account of all monies paid into the organization and **notify members of their delinquent status.**
2. Co-sign checks with the Treasurer and/or Chairperson.
3. Submit a written report to the Executive Committee.
4. **Maintain a current roster of members who have not met their financial obligation.**
5. Maintain a current roster of members who have met their financial obligation.
6. Receive and keep a written account of all financial transactions paid into the Association and compare records with the Treasurer to ensure accuracy.
7. Provide financial reports at Family Business meetings
8. Perform all other duties incident to the office of Financial Secretary and such other duties as may be assigned by the Chairperson
9. Be informed of financial decisions made by the Treasurer and maintain close control with the Treasurer.
10. Render to the National Executive Committee an account of the final transactions (income and expenditures) of the previous Family Reunion (funds collected prior to and after the start of the Family Reunion).

Collaboration of duties:

11. The Financial Secretary will send a financial report either bi-annual or quarterly to the Active family members who are up-to-date with their Dues.
12. The Fundraising/Outreach Committee shall follow up and collect the funds Pledged in honor/memory of ancestors SHORTLY after every Family Reunion. All PLEDGES should be fulfilled BEFORE the next upcoming Family Reunion.
13. Pledges are earmarked for the Love-Cook Scholarship Fund. The amount awarded to each Scholarship recipient(s) will vary from reunion to reunion. The amount is decided by the NEC at the Executive Committee Business Meeting during the Family Reunion.
14. The Fundraising/Outreach Committee should have Pledge cards for those who intend to donate toward the Scholarship Fund.
15. Monies in the form of donations, pledges, and family sponsorships shall be accounted for by the Director for Fundraising and Outreach. She/he is responsible for informing the Treasurer of the funds collected, and for ensuring monies are accurately deposited in specific accounts for the various donations and outreach causes.

G. TREASURER shall:

1. Receive all monies from the Financial Secretary
2. Deposit all monies in a bank in the name of the organization
3. Place all receipts into one fund from which all expenses and disbursements authorized by the Executive Committee will be paid.
4. Initiate all checks.
5. Be responsible for the maintenance of all funds for the Association.
6. Produce records of all deposits made in the Association's accounts established on behalf of the Association.
7. Consult with the Chairperson and Financial Secretary before making final decisions that affect the Association.
8. Open a bank account for the Love-Cook Family Association and all receipts shall be therein deposited.
9. Receive, all receipts and deposit all monies and assessments from the Love-Cook Association, make and keep track of all financial transactions and satisfy reimbursements and sign checks. Recommendation: Assistant Treasurer

H. PARLIAMENTARIAN shall:

1. Maintain order during the Business Meetings by following the Roberts Rules of Order (newly revised edition) at all meetings.
2. She/He shall work closely with the Constitution and By-Laws Committee of the Association.
3. Ensure that all members of the Executive Committee are provided with a copy of the adopted By-Laws. The Rules contained in Robert's Rules of Order shall govern all business and affairs of the Association. (ie. Members At Large)

SECTION 1.2 - APPOINTED POSITIONS**I. MEMBERS AT LARGE shall:**

1. Attend all meetings of the Executive Committee and receive all information sent to others.
2. Members at Large *shall have voting rights in the National Executive Committee Meetings.*
3. Selection of Members-at-Large

Vacancies:

If an officer or member fails to attend the regularly scheduled meetings as outlined under Article IV, his/her office shall be deemed vacant. The Chairperson shall have the authority to appoint someone to fill in the vacancy.

Note:

Vacancies should be filled by a member at large, unless a member at large declines. At which point the Chairperson can appoint a family member outside of the National Executive Committee.

4. **Chaplain shall:** Serve the Association when called upon by providing appropriate Devotional Services. The Chairperson will appoint a family member to assist the Chaplain in fulfilling his/her service to the Association.
5. **Webmaster shall:** Develop, operate and maintain the Association family website (www.lovecookfamily.org), Facebook (Love Cook Family) and other social media tools. She/he will post the Association's Newsletter and any other material requested on the website. She/he shall work with the Editor on the aesthetics of the family website.
6. **Editor shall:** Assist the Webmaster to collect, receive and assemble reports, articles and information to deliver to the Webmaster for posting on the Association's Website www.lovecookfamily.org. She/He shall be responsible in conjunction with the Webmaster with the aesthetics of the Family Reunion Association website.

SECTION 2 - The Executive Committee

The Executive Committee will be responsible for the following:

A. THE REUNION BUSINESS MEETING, which shall include:

1. Progress and financial reports from the host area.
2. Review of any profit or loss from the Host Reunion Committee
3. Present applications for the site and date for the next Family Reunion
4. Approval for Executive Committee proposals

B. EXECUTIVE COMMITTEE shall:

1. Consist of Association officers and shall administer the business affairs of the Association.
2. Have power in the interval between general meetings of the Association to act on all administrative matters on behalf of the Association.
3. Have the power to appoint all Committee positions and other committee members as needed. (The Chairperson of the Executive Committee)
4. Have the power to appoint five (5) Members-at-Large.
5. Ensure if a member doesn't attend three (3) meetings at any time, the member will be asked to step down from the Executive Committee.

6. Attend the Business Meeting held in the off year at the proposed Family Reunion site. The meeting is normally held during January of the off year.
7. Ensure any officer may be removed by the Association whenever in its judgment, or the best interests of the Association would be served. Also unexcused absence from three (3) consecutive meetings shall warrant removal.

C. EXECUTIVE BUSINESS MEETINGS

1. The Executive Committee will establish when and frequency of business meetings during the pending family reunion.
2. Final decisions on issues brought to the business meeting shall be passed by a simple majority of members present at the business meeting. The proceedings and deliberations of this Association shall be governed by the Love-Cook Family Reunion By-Laws.
3. The Association Officers shall meet either in-person, Zoom or via conference call to discuss the business of the organization.
4. Regular Meetings shall be scheduled in preparation for the Love-Cook Family Reunion by the Host Committee.
5. Special Meetings may be called by the Chairperson of the NEC or by any three (3) members of the Association or the Host City. At least 72 hours in advance notice of the meeting should be given to the Membership via telephone or email.

D. PURCHASED ON BEHALF OF THE NATIONAL EXECUTIVE COMMITTEE:

Contracts - The Chairperson of the National Executive Committee may enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association. With the authorization of the Chairperson, the Treasurer may enter into a contract or execute and deliver any instrument in the name of and on behalf of the Association.

E. THE LOVE-COOK SCHOLARSHIP COMMITTEE - shall:

1. Approve guidelines for administration of the Love-Cook Scholarship Fund.
2. Announce scholarship winners.
3. Be established for the direct descendants of John Love, Sr. & Augusta Cook Love and shall be funded by dues, donations and fundraising events. Any direct descendant who is attending college is eligible to apply. The Fund is to provide financial assistance and educational opportunities to promising family members. Based on the requirements set forth by the Scholarship Committee and the availability of scholarship funds, a

scholarship will be awarded to a Love-Cook Family Member(s) at each Family Reunion. The NEC will determine the amount of scholarship awards at every Family Reunion.

4. Set scholarship requirements and the application process for members. The Scholarship Committee shall be composed of a Coordinating Director and two (2) additional family members. This three-person committee is responsible for selecting recipients for the Love-Cook Scholarship in accordance with scholarship requirements and informing the President of any decisions made.

SECTION 3 - THE HOST COMMITTEE

- A. Submit to the National Executive Committee a Financial Statement reflecting all profits and losses within 90 days.
- B. Remit all profits to the National Executive Committee within 90 days following the reunion.

3.1 THE HOST REUNION COMMITTEE

- A. Consist of at least five (5) people or more members (Chairperson, Vice Chairperson, Treasurer, Assistant Treasurer, Secretary etc.)
- B. Be responsible for planning, coordinating and administering the biennial family reunion.
- C. Create a separate checking account which shall be established and maintained by the Host City Committee to purchase the required items and pay deposits as needed to prepare for the upcoming biennial family reunion.
- D. Deposit all funds received to the credit of the Association.
- E. Process all checks, drafts or other orders for payment of money or other evidence of indebtedness issued in the name of the Association. The checks shall be signed by two (2) members of the Host Committee who will handle the maintenance and disbursement of funds.
- F. Subject to be audited at the discretion of the Love-Cook National Executive Committee elected officers.

3.2 HOST COMMITTEE PLANNING

The Host Committee shall request and receive the information needed to begin making plans for the upcoming Reunion from the NEC.

- A. Schedule planning meetings as expeditiously as possible after the Family Reunion to prepare for the next Reunion. (The Host Committee in the designated City)
- B. Seek and receive advice from previous Reunion Committee Members.

- C. Ensure a suitable location for the Family Business meeting
- D. Notify Family Members on the mailing and email address lists in writing, the plans for the next Love-Cook Family Reunion, naming the proposed Hotel site, and future date of the next Family Reunion.
- E. Open and close the Business Meeting with a prayer.

3.3 GENERAL GUIDELINES FOR THE HOST COMMITTEE

- A. Before the Hotel contract is finalized the National Executive Committee must approve the contract.
- B. The trend of family reunion attendees should be considered before signing any Hotel contracts.
- C. The host committee should request the last date the contract can be amended to modify the number of attendees. This should be discussed with the hotel at the first meeting.
 - 1. Number of Hotel Rooms - Host Committee should not enter into a binding contract with the hotel before consulting with the previous Host Committee and the National Executive Committee based on the number of people expected.
 - 2. Banquet Hall (utilizing on-site facilities)
 - 3. Catering
 - 4. Picnic Location
 - 5. Registration Fees

Note:

- 1. The address mailing and email lists shall be updated at every Family Reunion by the Secretary and sent to the next Host Committee Chairperson as a new address mailing and email listing.
- 2. All financial, active family members in attendance have voting power.

3.4 DEFICIT

In case of a deficit resulting from a Family Reunion Host Committee, the National Love-Cook Executive Committee will reimburse the Host Committee at the discretion of the National Executive Committee based on the current financial position.

3.5 HOST COMMITTEE CHAIRPERSON

Shall be a family member living in the host city of the pending family reunion.

However, the host committee does not have to be in the city of the planned family reunion. It is preferable.

3.6 SEED MONEY

All monies collected at each Reunion site as startup capital shall be reimbursed to the Association after the family reunion expenses have been met within Ninety (90) days after the Family Reunion.

3.7 FUNDING

1. Funding for Family Reunions shall be addressed in detail by separate documents prepared and administered by the Host Reunion Committee under the general direction of the National Executive Committee.
2. The amount will be at the discretion of the National Executive Committee and based on the per diem (or expected costs) per city for the hosting capabilities. Guidelines may be put in place to determine the appropriate amount of the seed money and to determine any necessary increases – not to exceed \$2,000.00

3.8 REFUND OF REGISTRATION

In order to receive a refund family members must notify the Host Committee before the Registration Deadline.

3.9 FINANCE

- A. No officer, committee, committee member or member of the Association shall receive any funds or incur any expenses for the Association not provided for in these By-Laws unless authorized in writing by the Chairperson; neither shall the Treasurer, or other authorized person make any payment except for expenditures which have been so approved.
- B. Members who purchase on behalf of the Committee or Reunion will need to provide itemized receipts in order to be reimbursed for purchases.
- C. Receipts should be from a reputable business with the name of the business, address and phone number of the business.
- D. Receipts from small businesses should be a formal receipt paper or company letterhead that includes the name, address and phone number of the business.

4.0 SOCIAL MEDIA

The Host Committee shall leverage social media (ie., Facebook, website (www.lovecookfamily.org)).

4.1 MEMORIAM

The Host Committee shall remember our ancestors and hold them in memoriam at the reunion. There shall be a moment dedicated to remembering and honoring those family members who have passed away since the last Reunion.

4.2 NEC BUSINESS MEETING

- A. There shall be at least one (1) Business Meeting at the Love-Cook Family Reunion and shall be held on Saturday morning prior to the last day of the Reunion.
- B. The location of the future biennial meeting shall be decided at the Reunion two (2) years in advance by family members in attendance at the Business Meeting.
- C. The National Executive Committee can meet in person with the Host Committee in or about the month of January of the following year (off-year) to finalize selection of the Hotel site.

SECTION 4 - DUES

- A. The annual amount of dues shall be determined by the Executive Committee
- B. Annual dues will cover the cost of all operation expenses (i.e. mailing, newsletters, reports, etc.)
- C. Payment of Dues is required for membership in the Association. All family members who reside at one address will be covered. Dues paid to and for the Reunion shall not be refunded. Dues can be paid by check, money order, Zelle, PayPal and the family website (www.lovecookfamily.org).
- D. Dues for Household Membership in the Association shall be set by the Executive Committee for each Family Reunion per household.
- E. Members who reside in a Covered Household who wish to attain individual Membership may do so by paying their annual dues. Individual members are entitled to all publications and distributions received by Household Membership.

SECTION 5 - MEMBERSHIP

Membership in the Love-Cook Family Reunion shall be attained through family ties of the Love-Cook Family, either via birth into the family or through marriage.

- A. Active Member - Active membership is maintained through participating cooperatively in all financial obligations and functions of the organization.
- B. Associate Member - Associate membership is maintained through friendship, retirement, disability and other extenuating circumstances.
- C. Membership in the Association is composed of descendants of John Love Sr. and Augusta Cook; and shall be open to all persons related to the Love-Cook Family by blood, marriage or adoption.
- D. Active Members should be referred to as Financial Members, meaning that their dues are current

ARTICLE VI - AMENDMENTS

This Constitution may be amended at the Biennial Family Reunion by a simple majority of active members present at the duly called business meeting.

ARTICLE VII - STANDING COMMITTEES

Committees may be established as deemed necessary by the National Executive Committee.

- A. Scholarship Committee
- B. Fundraising and Outreach Committee
- C. Monies in the form of donations, pledges, and family sponsorships shall be accounted for by the Director for Fundraising and Outreach.
- D. She/he is responsible for informing the Treasurer of funds collected and for ensuring monies are accurately deposited in specific accounts for the various donations and outreach causes.

E. Collaboration of Duties

1. The Financial Secretary shall share a financial report either bi-annual or quarterly with the Active family members who are up to date with their Dues.
2. The Fundraising/Outreach Committee shall follow up and collect the funds Pledged in honor/memory of ancestors SHORTLY after every Family Reunion. All PLEDGES should be fulfilled BEFORE the next upcoming Family Reunion.
3. Pledges are earmarked for the Love-Cook Scholarship Fund. The amount awarded to each Scholarship recipient(s) will vary from reunion to reunion. The amount is decided by the National Executive Committee at the Executive Committee Business Meeting during the Family Reunion.
4. The Fundraising/Outreach Committee should have Pledge cards for those who intend to donate toward the Scholarship Fund.
5. Monies in the form of donations, pledges, and family sponsorships shall be accounted for by the Director for Fundraising and Outreach. She/he is responsible for informing the Treasurer of the funds collected, and for ensuring monies are accurately deposited in specific accounts for the various donations and outreach causes.

ARTICLE VIII - AD HOC COMMITTEE

- A. **Election (or Nominating) Committee**- shall be responsible for collecting a panel of candidates prior to the Family Reunion and conducting the election of new officers, dismissal of incumbent officers and installation to be held whenever a vacancy is created. The election of Officers shall be an agenda item of the National Executive Committee Business Meeting. In addition, the panel of candidates should be included in the program of Family Business Meeting (planned activities). Voting for officers shall be done by a show-of-hands (or ballots) at the Love-Cook Family Business Meeting at the Love-Cook Family Reunion.
- B. **Family Business** shall be held at the conclusion of every Love-Cook Family Reunion. Members of the National Executive Committee (NEC) and Representatives of the Host Committee shall be in attendance.
- C. **By-Laws Committee** - shall be responsible for establishing, chartering and implementing the structure by which the Association shall function. The Committee shall recommend changes to amend and update the By-Laws - as the Association

grows and evolves. The Committee shall consist of a Chairperson and such other members as may be determined by the Executive Committee.

- D. **Audit Committee** - shall examine the Love-Cook Family Reunion's (Association) financial records to make sure we are complying with the requirements of a tax-exempt entity (ie. 501C3) and to hire an outside auditing firm. The process should occur every five years (the year after two consecutive reunions).

- E. **Public Relations Committee**

ARTICLE IX - BOOKS AND RECORDS

Any and all records belonging to the Association held by an Officer or Committee Member shall be turned over to the successor in office or to such other person as may be authorized by the Executive Committee.

ARTICLE X - HISTORIAN/GENEALOGIST

The Family Historian shall research and maintain family history and provide updates periodically and recommend long-term ways to preserve the Family records. She/he shall maintain genealogical records, keep records of births, deaths, marriages, divorces and adoptions and be custodian of the Association of the Love-Cook Family. The Historian/Genealogist shall serve as part of the National Executive Committee, but not as an elected position and may be replaced by another person to carry on the Love-Cook Family Reunion history. She/he shall administer continuing research and publish research papers documenting the history of the Love-Cook Family and extended family from early origins to present generations.

ARTICLE XI - FINANCE

- A. No officer, committee, committee member or member of the Association shall receive any funds or incur any expenses for the Association not provided for in these By-Laws unless authorized in writing by the Chairperson of the National Executive Committee.
- B. Neither shall the Treasurer or other authorized person make any payment except for expenditures which have been so approved.
- C. Members who purchase on behalf of the Committee or Reunion will need to provide itemized receipts in order to be reimbursed for purchases.
- D. Receipts should be from a reputable business with the name of the business, address and phone number of the business.

- E. Receipts from small businesses should be a formal receipt paper or company letterhead that includes the name, address and phone number of the business.

ARTICLE XII - FAMILY LOGO

The Executive Committee shall design and authenticate an official Love-Cook Family Logo. The Logo shall be used for official business affixed to the official Love-Cook documents.



ARTICLE XIII - STATIONERY

There shall be an official letterhead created by the Executive Committee for all Reunion business correspondence.

ARTICLE XIV - RATIFICATION

Upon ratification and effectuation of these By-Laws, **the Love-Cook National Association** will nullify and/or replace the Love-Cook Family Reunion Committee.

ARTICLE XV - CEMETERY UPKEEP AND MAINTENANCE

At each Family Reunion, funds can be collected for the upkeep and Maintenance of the Love Quarters Cemetery located in Soperton Georgia. The funds shall be maintained in a separate sub-checking account. The Treasurer will set aside a given amount to be presented to the cemetery caretaker.