

**THOMAS TOLMAN FAMILY ORGANIZATION**  
**BY-LAWS**

ARTICLE I  
**NAME**

The name shall be: "Thomas Tolman Family Organization."

ARTICLE II  
**PURPOSES AND OBJECTIVES**

The purposes and objectives shall be as follows:

- A. To promote the welfare of all members
- B. To maintain and foster love, unity, and friendship among all members
- C. To acquaint our members with the heritage that has come to them and to encourage them to pass on an even richer heritage
- D. To complete an acceptable and true record of our progenitors and descendants
- E. To promote and encourage the completion of genealogical records, that through this activity the living, together with their dead, will be linked together.
- F. To prepare and preserve interesting and accurate histories of our ancestors and living members
- G. To organize and centralize our work so as to prevent duplication of all phases of our work

ARTICLE III  
**EXECUTIVE BOARD**

The executive board of this organization shall consist of a President, three or more Vice Presidents, one or more Secretaries, a Treasurer, a Family Genealogist, a Historian, a Public Relations Specialist, a System Administrator, Advisors, and such other officers as shall be necessary to accomplish the purposes and objectives as outlined in Article II, above.

ARTICLE IV  
**MEMBERSHIP**

This organization shall be composed of the descendants of Thomas Tolman (our first immigrant ancestor, who came to the United States in 1630/1635) as well as the spouse of each descendant and other Tolman relatives. Any eligible person is encouraged to become a member by submitting a pedigree showing their lineage to or from Thomas Tolman I and a family listing of his or her family as a parent and child, including dates and places of births, marriages and deaths. Family or

individual pictures are encouraged. Send information to the Family Genealogist via email or mail (See listing of Executive Officers on website).

ARTICLE V  
THOMAS TOLMAN WEBSITE

The Executive Board and committee members shall post articles, news items, histories, photographs, documents, genealogy, etc. on the Thomas Tolman Family Website throughout the year. New features will be added as the website expands. (<http://thomas.tolmanfamily.org>)

ARTICLE VI  
AMENDMENTS

These By-laws shall be amended by a majority vote of the Executive Board members.

ARTICLE VII  
OFFICERS  
DUTIES OF THE PRESIDENT

It shall be the duty of the President to preside at all meetings of the Executive Board. He shall cause a meeting of the Board to be held at least quarterly or as needed.

The President shall post a family report on the Tolman website in April and October and other articles as he desires. He shall approve all committees and appoint members of the committees and be an ex-officio member of each.

The President shall encourage and support the “Purposes and Objectives” of the Thomas Tolman Family Organization, as outlined under Article II of these By-laws, and the other officers of the Executive Board in carrying out their respective duties and responsibilities.

The order of First, Second, and Third Vice President shall be designated by the President for purposes of presiding and transacting family business in his absence.

The President shall serve for five years unless extenuating circumstances dictate otherwise. The Executive Board shall designate the successor from among the Vice Presidents, whenever possible. The outgoing president shall serve on the Executive Board as an advisor for at least one year. All other officers shall serve at the discretion of the Executive Board.

ARTICLE VIII  
DUTIES OF THE VICE PRESIDENTS

It shall be the duty of the Vice Presidents to assist and counsel the President in all matters. They shall act in his behalf if the President is unable or unwilling to preside. Vice Presidents shall be chosen to represent a particular branch of the family, such as: Cyrus, Judson, and Benjamin lines and Tolmans at large and shall encourage the descendants of their respective branches to participate in the

family organization, including donations, genealogical research and other activities. Each Vice President shall write articles to be posted on the Thomas Tolman Family Website as needed. The order of seniority of Vice Presidents (as prescribed in Article VII) shall be followed in assuming responsibilities. In the event that the President shall resign or die, the first Vice President shall call a special meeting of the Executive Board, and they shall fill the vacancy.

ARTICLE IX  
DUTIES OF THE SECRETARY

The Secretary shall keep a complete and accurate record of the proceedings of this organization and of all meetings of the Executive Board, which shall be submitted annually (each January) to the historian or family genealogist for inclusion in the family history. When unable to attend he/she will appoint a family member to keep a record of the meetings. The Secretary, as directed by the President, shall prepare an agenda for each meeting, send out notices, tally votes of the Board, and keep an up-to-date list of Executive Board members with their contact information. Prior to each meeting the secretary shall remind other officers of assignments made in previous meetings. Minutes of meetings will be sent to Executive Board members for approval as needed.

ARTICLE X  
DUTIES OF THE TREASURER

The Treasurer shall receive and keep an accurate account of all donations and other receipts. All expenditures and disbursements shall be made by the Treasurer and only as directed by the President. Where the Treasurer shall receive telephone communication from the President, any such orders shall be duly recorded and ratified by the Executive Board.

The Treasurer shall make a financial report at each meeting of the Executive Board and post on the Thomas Tolman Family Website a semi-annual report in April and October, which will summarize the financial transactions for the previous six months. An external review of the financial records will be done annually by someone other than a member of the Executive Board, who is appointed by the President. He/she shall submit that report to the president to be posted on the website each April. All reports shall become a part of the permanent family history.

ARTICLE XI  
DUTIES OF THE FAMILY GENEALOGIST

The Family Genealogist shall coordinate with the Executive Board, should the need arise for the services of any additional genealogists, at which time he/she shall continue to plan and direct all the genealogical activities of this organization. The Family Genealogist shall direct the activities of any family members who agree to research family lines, and all other members of the Genealogical Committee. He/she shall nominate members of his/her committee as needed and such committee members shall be approved by the President, pending a meeting of the Executive Board, at which time ratification by the Executive Board should be obtained.

He/she shall make a report to the Executive Board at each quarterly meeting and post regular reports

on the Tolman website, including April and October. He/she shall be the custodian of all family records. These records belong to the Thomas Tolman Family and not to any one individual. At the death or release of the Family Genealogist all Thomas Tolman Family records shall be turned over to the Executive Board until the appointment of a new Family Genealogist.

ARTICLE XII  
DUTIES OF THE HISTORIAN

The Historian shall compile an accurate history of the family organization from its beginning in 1903, adding regular up-dates each year to keep the history current. It should include the officers who serve, by-law changes, reunions held, temple sessions, genealogical progress, pictures, and histories.

The Historian shall also encourage historians of any branch family organization to compile and record their "Family History," and acquire originals or copies of journals, life stories and pictures of all family members. Accurate life sketches should be prepared of at least the heads of all families.

ARTICLE XIII  
PUBLIC RELATIONS SPECIALIST:

The Public Relations Specialist shall be part of the Executive Board and supervise the facebook page of the Tolman Family. Under the direction of the President, he/she shall be responsible for promoting the purposes and objectives of the Thomas Tolman Family Organization, encouraging donations and visits to the Thomas Tolman Family Website where more details are available. He/she shall design facebook postings to increase awareness of the work of the organization and respond to information requests from social media contacts by forwarding those requests to appropriate Executive Board members for their response.

ARTICLE XIV  
SYSTEM ADMINISTRATOR

The System Administrator is responsible for managing the online presence and electronic assets of the family. Responsibilities include: publishing website content online, storing and backing up genealogy and history files, and training and helping all members to communicate and access the content. This person should take special care that access credentials can be retrieved by others in case they are incapacitated.

ARTICLE XV  
OTHER COMMITTEES

Other committees may be authorized by the President and ratified by the Executive Board. It is the prerogative of the President, acting in concert with the leadership of the family organization, to organize and constitute such committees as may be necessary to carry out the Purposes and Objectives as described under Article II.

ARTICLE XVI  
DONATIONS

The Thomas Tolman Family Organization shall be funded by donations, endowments, and the sale of various family histories and publications. As the planned programs unfold and as research activities go forward on an enlarged scale, larger sums of money may be solicited from members to carry on these responsibilities. Donations of any size are appreciated and the donor will be blessed for his/her generosity.

The Thomas Tolman Family Organization is a non-profit organization with 501c3 status.

ARTICLE XVII  
VOTING

All matters brought before the Executive Board shall be decided by a majority vote of current members. In the case of a tie, the presiding officer shall cast the deciding vote.

ARTICLE XVIII  
DISSOLUTION CLAUSE

In the event that the Thomas Tolman Family Organization is dissolved at some future date, all assets of the organization will go to other 501c3 public charities and not benefit any board members, officers or other members of the organization.

ARTICLE XIX  
BY-LAWS

The foregoing By-Laws were adopted by the Executive Board on the 18 day of September 2015.

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President, Derek John Tolman

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Secretary, Lola Tolman Beagley