

CONSTITUTION.

ARTICLE I.

NAME.

SEC. 1. The name of the corporation shall be "The Association for the Preservation of Virginia Antiquities."

ARTICLE II.

OBJECT.

SEC. 1. The object of this Association shall be to acquire, restore, and preserve the ancient historic grounds, buildings, monuments, and tombs in the Commonwealth of Virginia, and to receive and protect any relics which may become its property by gift or purchase as by charter of March 3, 1892.

ARTICLE III.

OFFICERS.

SEC. 1. The officers of the Association shall consist of a President, Vice-Presidents, a Recording Secretary, a Corresponding Secretary, and a Treasurer.

Four of the Vice-Presidents shall reside in Richmond, Va.

SEC. 2. A Board of Directors, which shall consist of thirty members, with the officers shall form a Central Committee; said Committee shall have power to transact the general business of the Association. The Incorporators and Directors of Branch Associations are, ex-officio, members of the Central Committee.

SEC. 3. There shall also be an Advisory Board, consisting of not less than twenty gentlemen, elected the first Tuesday in November.

SEC. 4. The Central Committee with the Advisory Board, shall form a Board of Managers.

ARTICLE IV.

MEETINGS.

SEC. 1. The Annual Meeting shall be held on October 19th. The

Central Committee shall meet on the first Tuesday in each month. The whole Association shall be called together on January 4th, and June 10th, and October 19th. The Board of Managers shall meet on the first Tuesdays in April and October.

SEC. 2. Special meetings may be called by the President, or on the written request of any three members.

SEC. 3. Any date falling on Sunday, the following Tuesday will be observed. Members shall be notified of all meetings.

ARTICLE V.

QUORUM.

SEC. 1. At a meeting of the Central Committee seven shall form a quorum. At a meeting of the Board of Managers eleven shall form a quorum. At a General Meeting twenty shall form a quorum.

ARTICLE VI.

FISCAL YEAR.

SEC. 1. The Fiscal Year shall begin on October 19th each and every year.

ARTICLE VII.

MEMBERSHIP.

SEC. 1. Members are divided into two classes—Life and Active.

SEC. 2. All annual dues shall be paid in January of each year. Upon the payment of \$10.00 at one time, the member shall be entitled to a certificate signed by the President and Secretary, to the effect that the person in question is a Life Member, and thus exempt from further dues.

SEC. 3. Active members \$1.00 per annum. Badges of the Association, \$1.00. These may be procured from the Treasurer.

ARTICLE VIII.

AMENDMENTS.

SEC. 1. The Constitution may be amended at any meeting of the Association, or special meeting called for the purpose, by a two-third vote in the affirmative, a quorum being present and voting.

SEC. 2. Notice of such proposed amendments shall be furnished to the Secretary at least thirty days before the meeting at which it is proposed to consider them ; and the Secretary shall cause each notice to be printed and sent to the director of each branch association and to each member of the General Association at least fifteen days before such meeting.



BY-LAWS.

ARTICLE I.

PRESIDENT.

SEC. 1. The President shall preside at all meetings, and shall be, *ex-officio*, a member of all branch associations. She shall make an annual report of the work of the Association, adding such recommendations as will promote its interests.

SEC. 2. The President shall, with the Secretary, sign all written contracts and obligations of the Association, and shall have charge of the seal of the Association. She shall at all times strictly enforce the Constitution and By-Laws of the Association.

SEC. 3. In the absence of the President, the Vice-Presidents, in order, shall have the powers and perform her duties.

ARTICLE II.

RECORDING SECRETARY.

SEC. 1. The Recording Secretary shall keep a faithful record of the minutes of the Association, filing the books, at the expiration of the fiscal year, in the rooms of the Association, and keep on record a complete list of all members.

SEC. 2. She shall annually prepare a report giving, in detail, the work of the Association during the past year, which report, after approval at a previous meeting of the Central Committee, shall be presented at the Annual Meeting.

ARTICLE III.

CORRESPONDING SECRETARY.

SEC. 1. The Corresponding Secretary shall conduct all correspondence relative to the interests of the Association, and keep on file all letters received and a synopsis of all letters written. She shall call the meetings of the Association, and keep a list of all the members, with their addresses. The records and correspondence shall be open at all

times for the inspection of members of the Association only, which inspection shall be held in the presence of the officer in charge of such papers, or some officer of her appointment.

ARTICLE IV.

TREASURER.

SEC. 1. The Treasurer shall receive, collect, hold and disburse all funds of the Association.

SEC. 2. She shall keep correct accounts in detail of all moneys received and expended by her, and shall render a monthly and annual report.

SEC. 3. The Treasurer shall deposit all the moneys of the Association in a bank, or banks, selected by the Central Committee. Bills shall not be paid until approved by the Central Committee.

SEC. 4. The closed records of the Treasurer and Corresponding Secretary shall be filed in the rooms of the Association.

ARTICLE V.

BRANCH DIRECTORS.

SEC. 1. The Directors of branch associations shall be appointed for the first year by the Central Committee, and shall have power to form their own committees to work under these By-Laws in the interest of this Association.

SEC. 2. Directors, after the first year, shall be elected by the members of said branch.

ARTICLE VI.

STANDING COMMITTEES.

SEC. 1. There shall be the following Standing Committees of the Association appointed by the Central Committee :

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| (1) Jamestown Committee, | (5) Publication Committee, |
| (2) Landmark Committee, | (5) Year Book Committee, |
| (3) Membership Committee, | (7) Lecture Committee, |
| (4) Auditing Committee, | (8) Ways and Means Committee. |

Jamestown.

SEC. 2. The first duty of the Association being due to Jamestown, this Committee shall take charge of all affairs pertaining thereto, and report the same regularly to the Central Committee.

All plans regarding Jamestown must first be laid for approval before the Central Committee.

Landmark Committee.

SEC. 3. The Landmark Committee shall take care to identify and suitably mark, subject to the control and direction of the Central Committee, all historic localities made famous in our capital city and State, from infancy to the ever memorable epoch of 1861.

Membership Committee.

SEC. 4. The Membership Committee shall endeavor in every way to increase the membership of the Association.

Auditing Committee.

SEC. 5. The Auditing Committee shall audit the accounts of the Treasurer semi-annually and report to the Board of Managers. This Committee may also act as a Finance Committee with such duties and powers as the Central Committee may prescribe.

Publication Committee.

SEC. 6. The Publication Committee shall take charge of all publications and necessary printing of every kind in connection with the Association.

Year Book Committee.

SEC. 7. The Year Book Committee shall, under the direction of the Central Committee, prepare for distribution among the members, a full report of the year's work done by the Association, with a list of all local branches and the members of the whole Association.

Lecture Committee.

SEC. 8. The Lecture Committee shall each year provide a series of

lectures, given by the Association, under the direction and control of the Central Committee.

Ways and Means Committee.

SEC. 9. The Ways and Means Committee shall, from time to time, as it may be necessary, devise plans for increasing the funds or usefulness of the Association, always under the approval of the Central Committee.

ARTICLE VII.

DUTIES OF DIRECTORS OF BRANCH ASSOCIATIONS.

SEC. 1. Directors have all the powers of a Vice-President, and as such act as the President, with full authority in her jurisdiction, subject only to the direction of the Central Committee, located at Richmond, Va.

SEC. 2. Directors must call together those interested in the cause for which this Association was organized, either by public or private invitation, explain the purpose of the meeting, and ask the aid and support of the attendants.

SEC. 3. All persons who are members must be enrolled and an accurate list made and kept. Officers must be elected and committees appointed from these members, and work must be laid out to obtain funds or otherwise to aid the objects of the Association. An entertainment of some kind should be given at least once a year to increase their treasury and to keep up an interest in the Association.

SEC. 4. Directors should attend if possible the meetings of the Association on June 10th and October 19th, but present or absent, a report of their work should be furnished the Central Committee, the report given October 19th being an annual report of the year's work, which must be filed with the records of the Society and printed in the year book.

ARTICLE VIII.

DUES.

SEC. 1. The annual dues and all payments on account of life membership, of all members of the General Association and of any of its Local Branches, shall be paid to the Treasurer of the General Associa-

tion, and shall be subject to such appropriations as the Association may determine.

SEC. 2. Where special funds have been raised by any Local Branch for a particular object selected by such Local Branch, such fund shall be sent to the Treasurer of the General Association and shall be applied solely to the purpose for which it was dedicated, with such additional sum, if any, as the General Association may deem proper to appropriate for the purpose.

ARTICLE IX.

ORDER OF BUSINESS.

Annual Meeting.

President's Address.
Reading of Minutes of Annual Meeting.
Reading of Report of Recording Secretary.
Reading of Report of Treasurer.
Reading of Report of Corresponding Secretary.
Reports from Branch Associations.
Unfinished Business.
New Business.
Historical Paper.
Election of Officers.

Monthly Meeting.

Reading of Minutes of Preceding Meeting.
Report of Treasurer.
Report of Corresponding Secretary.
Report of Standing Committees.
Report of Special Committees.
Election to fill Vacancies in Directory Board.
Unfinished Business.
Miscellaneous Business.