BY-LAWS

The Shipleys of Maryland

Adopted 26 October 2025

ARTICLE I – NAME AND OBJECTIVES

Section 1. The name of this organization shall be The Shipleys of Maryland.

Section 2. The objectives of The Shipleys of Maryland shall be:

a. To stimulate and foster interest in the perpetuation of the heritages of the Shipley family.

b. To promote acquaintances among the descendents of Adam Shipley, who settled near Annapolis, Maryland in 1668; and to enjoy relationships with kinfolk.

c. To research and study all facts relating to the history, ancestry, and genealogy of the said Adam Shipley and his descendents and maintain such records as may be valuable to future historians and which may be of interest to state and county historical societies.

d. To cooperate with other branches of the Shipley family in any efforts they may make to develop information on the origins and genealogy of the family.

e. To provide means of inspiring younger members of the family to emulate the sterling qualities of their ancestors and to contribute to the well-being of their community and their country.

ARTICLE II – MEMBERSHIP AND DUES

Section 1. The following shall be eligible for membership in The Shipleys of Maryland:

a. Any person descended from Adam Shipley, who settled near Annapolis in 1668.

b. Persons of Shipley ancestry whose descent from Adam Shipley has not been established.

c. Husbands and wives of the foregoing.

d. Any person adopted or otherwise raised by a descendent of Adam Shipley.

Section 2. The following shall be eligible for “Associate” membership in The Shipleys of Maryland. Associate membership conveys all membership privileges apart from voting and being a member of the Executive Board (Article III).

a. Any person of Shipley ancestry outside the criteria of Section 1

b. Organizations and individuals not of Shipley descent who have a bona-fide interest in Shipley ancestry.

Section 3. Membership dues shall be payable annually in January. There are two types of membership: Annual, and Life. Membership types and dues shall apply to both standard membership (Section 1) and associate membership (Section 2). The dues for each type of membership shall be established by the Board of Directors.

Section 4. The Membership Committee (Article VIII Section 2.e) shall be responsible for evaluating all membership applications to ensure that the qualifications of Sections 1 or 2 have been met as a condition for approving membership. Honorary Life membership may be awarded by the Executive Board in certain circumstances without payment of dues.

Section 5. Unless explicitly stated otherwise, use of the term "member" in Articles III through X includes both membership (Section 1) and associate membership (Section 2).

ARTICLE III – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the following:

a. Officers, Chairpersons of Committees, Regional Chairpersons.

b. Nine Directors-at-large, elected by the membership.

   i. The Directors shall be divided into three classes of three each, one class to be elected annually for a term of three years.

   ii. One Director shall be appointed by the President to function as the Recording Secretary for a term of one calendar year. The Recording Secretary shall keep minutes of each meeting of the membership and of the Executive Committee, and shall send copies of such minutes to the President and to the Historian for the permanent records within 30 days after each meeting.

   iii. Directors shall be members as defined in Article II, Section 1.

c. All Past Presidents of the organization, hereinafter referred to as the "Advisory Committee."

Section 2. The Executive Board shall have power to manage the affairs of the organization and, in the interval between meetings, to fill any vacancy in an elective office for the balance of a term.

Section 3. Meetings of the Executive Board may be held on the call of the President or upon written request of eight members of the Board addressed to the Recording Secretary.

Section 4. Nine Officers and Directors shall constitute a quorum at any meeting.

Section 5. The Executive Board may delegate its authority, in whole or in part, for a specified period of time, to an Executive Committee of the Board by resolution at any regular meeting of the Board.

Section 6. The President shall report all actions taken by the Executive Board during each year to the Annual Meeting of the membership of that year.

ARTICLE IV – OFFICERS

Section 1. The officers shall be a President, First Vice-President, Second Vice-President, Third Vice-President, Corresponding Secretary, and Treasurer. Officers shall be members as defined in Article II, Section 1.

Section 2. Officers shall be elected at the Annual Meeting of every third year and shall serve for three years. They shall take office on January 1 following the meeting at which they are elected.

Section 3. The President shall preside at all meetings of the membership and of the Executive Board and, unless otherwise herein provided, shall appoint chairpersons of all committees. He/she shall act as Chairperson of the Executive board and as a member, ex officio, of all committees with the exception of the Nominating and the Auditing Committees.

Section 4. The First Vice-President shall perform all the duties of the President in the event that the President is absent or unable to serve. He/she shall also act, ex officio, as Chairperson of the Program and Speakers Committee (Article VIII, Section 2.h.).

Section 5. The Second Vice-President shall perform all the duties of the President and First Vice-President in the event of their absence or inability to serve. He/she shall also act, ex officio, as Chairperson of the Membership Committee (Article VIII, Section 2.e.).

Section 6. The Third Vice-President shall perform all the duties of the President, First Vice-President or Second Vice-President in the event of their absence or inability to serve. He/she shall also act, ex officio, as Chairperson of the Parliamentary and Legal Committee (Article VIII, Section 2.f.).

Section 7. The Treasurer shall be responsible for the financial affairs of the organization and shall administer its funds in accordance with Article VII hereof. He/she shall collect all dues and other moneys due, pay all outstanding bills, and maintain bank accounts in the name of the organization. He/she shall also act, ex officio, as Chairperson of the Sales Committee (Article VIII, Section 2.k.) He/she shall maintain an up-to-date list of the membership, notifying the President and the Corresponding Secretary of any changes therein.

Section 8. The Corresponding Secretary shall carry out all necessary correspondence, shall notify the membership of all special meetings, and shall assist the Treasurer in maintaining an up-to-date list of the membership.

ARTICLE V – NOMINATIONS AND ELECTIONS

Section 1.

a. The Nominations Committee shall consist of three members (as defined in Article II, Section 1) appointed by the President at least three months prior to the Annual Meeting.
b. The Nominations Committee shall meet at least two months prior to the Annual Meeting to prepare a slate of officers and/or directors to be voted on at the Annual Meeting.
c. The report of the Nominations Committee shall be sent to the membership with notice of the meeting at which election is to be held. In the event the report of the Nominations Committee is not complete when notice of the meeting is sent, the notice shall advise the membership of the election, and the report shall be presented at the meeting.

Section 2. Nominations may be made from the floor by a member (as defined in Article II, Section 1) provided the consent of the nominee has been obtained.

ARTICLE VI – MEETINGS

Section 1. An Annual Meeting of the organization shall be held during the last quarter of each calendar year at a time and place to be decided by the Executive Board.

Section 2. Election of officers and directors and all business of the organization shall be conducted at the Annual Meeting, including the submission of annual reports of officers and committee chairpersons. Interim action taken by the Executive Board during the year shall also be reported by the President at the Annual Meeting. Only members as defined in Article II, Section 1 are eligible to vote.

Section 3. Special meetings, dinners, picnics and general or sectional reunions may be called or held at the discretion of the Executive Board. Local gatherings may be held at the discretion of members in various areas.

Section 4. A written notice of the Annual Meeting and of any general gathering or reunion shall be sent to each member by the Corresponding Secretary at least three weeks prior to the date of such meeting or gathering.

ARTICLE VII – FUNDS

Section 1. Funds for the expenses of The Shipleys of Maryland shall be derived from annual dues paid by members and from any profit on the sale of books and other publications, Coats of Arms, Shipley-related items, etc. All funds received shall be used for purposes incident to the fulfillment of the organization's objectives.

Section 2. The Treasurer is authorized to maintain checking or savings accounts in the name of the organization. The Treasurer has general authority to pay normal operating expenses of The Shipleys of Maryland. Expenses in excess of one thousand dollars ($1,000.00) must be approved by the President.

Section 3. Bona fide bills only shall be given to the Treasurer for payment. Reimbursement of any member by the Treasurer shall be made only on presentation of receipt and approval by the Treasurer. Any reimbursement in excess of one thousand dollars ($1000.00) must also be approved by the President.

Section 4. Individual members or committees authorized by the Executive Board to handle the sale of books and other publications, Coats of Arms, Shipley-related items, etc., may retain separate self-sustaining funds or accounts in their possession for specified periods, subject to the joint instructions of the President and the Treasurer. The amounts in such self-sustaining funds or accounts shall be reported to the Treasurer one month prior to the Annual Meeting, together with a statement of income and profit or loss for the preceding year.

Section 5. The Treasurer may maintain petty cash of no more than one hundred dollars ($100.00).

Section 6. The Treasurer shall submit a financial report at each Annual Meeting and, when requested to do so by the President, at any interim meeting of the Executive Board.

Section 7. The Treasurer's books shall be audited at least triennially, prior to the Annual Meeting at which the election of officers is held, by an Auditing Committee consisting of three members of the Executive Board appointed by the President. No person serving as an officer of the organization shall be eligible to serve as a member of the Auditing Committee. The Committee will report its findings to the membership at the Annual Meeting.

ARTICLE VIII - COMMITTEES

Section 1. Chairpersons of all Standing Committees shall be appointed by the President with the approval of the Executive Board, except where otherwise provided herein. Chairpersons shall be members as defined in Article II, Section 1. At the discretion of the President, Committee Chairpersons may choose members for their committees.

Section 2. The Standing Committees and the functions of each shall be as follows:

a. Archives and Historical – The Chairperson of this Committee is to be known as the "Historian." The Committee shall (1) maintain a current record of the activities of the organization; (2) compile events of interest in the lives of the membership; (3) record graduations, special honors, promotions, etc.; (4) arrange for the preservation of any and all documents, scrolls, records or other archives or memorabilia of actual or potential historical value to the family as a whole; (5) conduct research and compile records in connection with the location of original homesteads, burial grounds, antique furniture, etc.; (6) take whatever action it deems feasible to provide for the conservation and marking of sites of historical significance to the family as defined in the Objectives of the organization; (7) cooperate fully with historical societies in the various states and counties of this country as well as England.

b. Electronic Media - This Committee shall be responsible for maintaining an Internet presence on behalf of The Shipleys of Maryland.

c. Genealogy –The Committee shall compile and maintain a genealogy of descendants of Adam Shipley of 1668. It shall research all incomplete branches of this line and shall also cooperate with other Shipley groups in this country and in England in compiling related genealogical data. It shall also research and document unconnected lines whose descent from Adam Shipley has not yet been established. It shall make every effort to keep such information up to date on current generations in such form that it may be useful to the organization.

   The Committee shall be responsible for the recording and safekeeping of all genealogical records and reference material. It shall assist and advise members or applicants who desire genealogical data.

   The Chairperson shall appoint such regional or other representatives and assistants as may be necessary in gathering, recording, and filing data for the genealogical records.

d. Hospitality – This Committee shall arrange all physical details of meetings and other functions including selection of menus, decorations, ushers, etc., as required.

e. Membership – This Committee shall actively seek to stimulate interest in the organization. It shall be responsible for evaluating all membership applications to ensure that the qualifications of Article II Sections 1 or 2 have been met as a condition for approving membership. It shall assist the Treasurer and Corresponding Secretary in screening and updating the mailing lists used at various times. It shall work with the county, state, and other regional chairpersons. The Second Vice-President shall act, ex officio, as Chairperson of this Committee.

f. Parliamentary and Legal – This Committee shall assist in interpreting the By-Laws. When deemed necessary, it shall propose revisions, amendments, etc. of the By-Laws. The Third Vice-President shall act, ex officio, as Chairperson of this Committee.

The Committee shall also be responsible for all matters having to do with the legal status of the organization such as possible incorporation, tax exemption, etc.

g. Press and Publicity – This Committee shall be responsible for preparing and distributing publicity of the organization, and arranging for such newspaper and other media coverage as may be desirable. It shall maintain a scrapbook and other permanent records of such publicity.

h. Program and Speakers – This Committee shall recommend to the Executive Board a schedule of appropriate general reunions, meetings and other functions at the first meeting of the Board in each calendar year, together with dates, places or other details as may be practicable at that time. It shall also provide speakers where required. It shall assist in coordinating the programs of local and state groups. The First Vice-President shall act, ex officio, as Chairperson of this Committee.

i. Publications – This Committee shall have overall responsibility for such publications of the organization as may be authorized by the Executive Board, including: editions of the genealogy of The Shipleys of Maryland and supplements thereof; the News Letter; historical, genealogical or other bulletins; and the membership directory. The Committee shall select Editors of the various publications as required, and such Editors shall become, ex officio, members of the Committee.

j. Reservations – This Committee shall be responsible for receiving reservations for functions, for table seating, distribution of tickets, etc., as required.

k. Sales – This Committee shall consist of those individuals who have been authorized by the Executive Board to handle the sale of Coats of Arms and other Shipley-related items and to maintain self-sustaining funds in accordance with Article VII, Sections 3. 4. They shall report to the Treasurer individually prior to the Annual Meeting each year. The Treasurer shall act, ex officio, as Chairperson of this Committee. The Committee shall be responsible for stimulating the sale of the various items.

l. Scholarship – This Committee shall be responsible for soliciting and reviewing applications for scholarships offered by The Shipleys of Maryland and for recommending scholarship awards to the Executive Board.

m. Youth – This Committee shall have primary responsibility for stimulating and fostering interest in the perpetuation of the heritage of the family, particularly among the younger members. It shall initiate and implement ways of inspiring our children and young people to emulate the sterling qualities of their ancestors and their country, in accordance with Article I, Section 2.e.

Section 3. All Past Presidents of The Shipleys of Maryland shall act as a special advisory body on matters of basic policy and objectives of the organization and shall meet at the call of the President, who shall act, ex officio, as Chairperson. It shall be known as the Advisory Committee and shall constitute, as a group, a constituent part of the Executive Board (Article III, Section 1.c.).

Section 4. When deemed advisable, the President shall appoint regional, county or state chairpersons in areas where there are concentrations of members of the family. Regional chairpersons shall be members as defined in Article II, Section 1. These Chairpersons may select others to work with them in furthering the activities and objectives of the organization. They shall cooperate in every way

possible with the various standing committees of the organization and endeavor to increase the membership in the organization within their respective areas.

Section 5. Auditing Committee – (See Article VII, Section 7.).

Section 6. Nominating Committee – (See Article V, Section 1.).

Section 7. Special or other committees as deemed necessary by the organization or by the President shall be appointed by the President from time to time.

a. The President shall issue at least once each year, a list of the chairpersons and members of all committees, standing, special, or others. This may be published in the first issue of the Newsletter in each year.

ARTICLE IX – AMENDMENTS

These By-Laws may be amended at the Annual Meeting by two-thirds vote of those members present (as defined in Article II, Section 1). Notice of proposed Amendments shall be sent to the membership with notice of the meeting.

ARTICLE X – RULES

When not in conflict with these By-Laws, Roberts Rules of Order, Revised, shall govern all deliberations.

ARTICLE XI – DISSOLUTION OF THE ORGANIZATION

In the event the Executive Board has determined that the organization is no longer viable, the Executive Board shall take steps to dissolve the organization upon approval of 2/3 of the Members attending the next annual meeting, with 60 days advance notice of such meeting. Ownership of archival records and other items belonging to The Shipleys of Maryland and residing in The Shipleys of Maryland Room at the Historical Society of Carroll County (HSCC) shall be offered to HSCC; should HSCC decline to accept any of those records, the Executive Board may designate alternative disposition of those records in the best interest of preserving them. Tangible property belonging to The Shipleys of Maryland shall be disposed of as the Executive Board deems appropriate. Financial assets of The Shipleys of Maryland remaining after the organization's obligations are paid shall be donated to HSCC, the custodian of the Dorothy Shipley Granger collection; however, the Executive Board may designate alternative disposition of these assets if appropriate for preserving archival records of The Shipleys of Maryland.