

The Ligon Family and Kinsmen Association

CONSTITUTION (Adopted June 22, 2025)

Article I – Name

The organization shall be called “The Ligon Family and Kinsmen Association” and may be referred to as “The Association,” or “LFKA” for brevity.

Article II – Purpose

The purpose of our Kinsmen Association shall be to encourage interest, pride, and involvement in the Ligon Family and Kinsmen Association; to promote the Biennial Family Reunion, every two years, and other meetings; to research, preserve, and document the Ligon Family heritage and contributions to American life; and to cultivate social and friendly relationships among its members. The motto of the Association shall be “Ex Fide Fortis,” (Strength Through Faith). Members are encouraged to use the phrase “It’s Great To Be A Ligon,” as an affirmation of family pride and unity.

Article III – Membership

Membership of the Association shall be reserved for those who can show they are direct descendants of Colonel Thomas Ligon of Virginia or his forebears in England. Ancestries are acceptable as long as the Ligon family bloodline is satisfactorily proven. Membership is conferred to those whose lineage has been verified by the Registrar and confirmed by the Executive Board.

Members may cast one vote at the Ligon Family Reunion business meeting or specially called member business meeting. Any Member of the Association may be removed from the Membership Roll for just cause: Such action must be approved by a two-thirds vote of the Executive Board.

Spouses and children under 18 are considered as Non-Voting Members

Article IV – Officers

The Officers of the Association shall be the following: President, Vice-President for Communication, Vice-President for Membership, Secretary, and Treasurer. The officers shall be elected by the Membership at the Biennial Reunion Business Meeting of the Association upon nomination by the Nominations Committee and/or after nominations from the floor. All officers shall serve for two years. No officer shall serve for more than two consecutive terms in the same position, unless warranted and approved by the Executive Board. An “Honorary President” nominated by the British cousins shall be accepted by the Association’s Executive Board.

Article V – The Executive Board

The EXECUTIVE BOARD shall consist of the Officers of the Association, the Past-President of the Association, ten Directors, and four ex-officio members: Chaplain, Registrar, Historian and Reunion Coordinator. The ten Directors shall be elected to a two-year term by the Membership at the Reunion Business Meeting of the Association upon nomination of by the Nominations Committee and/or nominations from the floor. No Director shall be elected for more than two consecutive terms, unless warranted and approved by the Executive Board.

The ex-officio members will be appointed by the Executive board. Ex-officio members, who hold Ligon membership, may concurrently serve as an Officer in the Association.

The Board shall exercise the governance of the Association between Reunions and shall meet at the Reunion and on occasions between Reunions as need demands. The Executive Board shall have the power to set dues, to designate committees, and to fill vacancies.

Article VI Officer and Ex- Officio Member Duties

The PRESIDENT shall perform all duties pertaining to the office, including planning and presiding over the Association Biennial Reunion Business Meeting and the meetings of the Executive Board.

Communicates and discusses important issues with the Officers and Executive Board and, in coordination with the VP of membership, oversees communication sent to the Membership.

Maintains relationship and communications with British cousins.

The President shall establish committees as necessary to carry out the work of the Association, appoint chairs, and shall be an ex-officio member of all committees. Works with the Reunion coordinator to assist with the planning of the biannual reunion.

The President has access to the Master Membership List and is a signatory on the bank account.

This officer shall execute other powers and responsibilities as herein provided.

The VICE-PRESIDENT for COMMUNICATION shall be responsible for the newsletter and supervises its production and distribution to the current Membership, including dues paying surviving spouses of Ligon Members.

Distributes any other communication requested by the President or other officer and has access to the membership list.

He/she notifies the membership when dues are due by newsletter and sends individual reminder/late dues notices by email or mail.

He/she maintains and updates the Ligon website and may use professional services with board approval.

The VICE-PRESIDENT for MEMBERSHIP receives from the Registrar all approved names for Membership and presents these to the Executive Board. A welcome letter with a membership card will be sent to each new member by this VP.

She/he shall maintain a Membership List and Mailing List for the Active Membership as well as a List complete as possible of all who have ever been a Member of the Association.

Upon receiving notice from the Treasurer that a member has not paid dues, the VP for Membership removes that member name from the Active Membership Roll and places it in the Inactive Membership List.

The TREASURER shall collect dues, donations and memorials and shall disperse authorized expenses incurred by the business of the Association. The Treasurer shall submit a written report on income and expenses at each Executive Board Meeting.

The Treasurer shall notify the VP of Communication to send notice, with a payment form/link, to the membership when dues become due and payable in January of each year. The Treasurer has access to the membership list to record dues payment and updates as appropriate.

The Treasurer provides the VP of Communication with a list of members to be individually reminded by email or mail that their dues are late. If there is no payment from the member after two (2) individual notifications, the Treasurer forwards a list of their names to the VP of Membership, VP of Communications and The President. The members' name should be removed from the Active Membership Roll and placed on the Inactive Membership List by the VP of Membership.

The Treasurer maintains the Life Membership Funds as a separate line item for accounting purposes. When reasonable and safe investment opportunities become available, invest these Funds with the approval of the Executive Board. Any transfers to the general checking account from the investment fund or interest generated must have the approval of the executive board.

The Treasurer will oversee, with the reunion coordinator, the budget for the reunion, and make appropriate disbursements. Reunion fees should generate enough to cover the Reunion costs and reimburse the General Fund.

The SECRETARY shall keep records of all meetings of the Association and shall present official minutes of all meetings for acceptance and approval at subsequent meetings.

The REGISTRAR shall receive inquiries for membership, coordinate the approval process, verify all applications for membership and preserve approved applications. Information on new approvals shall be forwarded to the Vice-President for Membership for presentation to the Officers. The Registrar may receive a fee, approved by the executive board, paid by the applicant.

The CHAPLAIN shall provide for the spiritual life of the Association and shall establish opportunities for the Ligon Family to share in faith celebrations, including opening business meetings with prayer and organizing a family faith service at reunions.

The HISTORIAN shall coordinate, collect, and preserve all documents pertaining to the history and heritage of the Ligon Family in America. At the reunion coordinator's discretion, encourages Members coming to the Reunion to bring historical items for display and arranges a Ligon Memorabilia Room at the hotel, with a plan for security.

The REUNION COORDINATOR shall be charged with making plans and arrangements for the Family Biennial Reunion and submitting such plans with a budget to the Executive Board for their approval. The President and the Reunion Coordinator, in consultation with the Executive Board, selects the reunion location two years in advance and appoints a Host(s) familiar with the location to advise the reunion coordinator. In consultation with the Host(s), the Reunion Coordinator plans and arranges the needed requirements for each Reunion.

The Reunion Coordinator works with the Treasurer to establish accounting procedures and is responsible for the collection of reunion fees, registration, and spending within the approved budget.

Article VII – Committees

The REUNION COMMITTEE shall be chaired by the Reunion Coordinator and includes the President, Treasurer, reunion Host, and any member appointed by the Reunion Coordinator. The committee advises and provides suggestions regarding local venues, potential hotels, restaurants, and vendors at the reunion location. Committee members may be assigned responsibilities before and during the time of the reunion, to greet/ register attendees, host/guide an activity, etc.

Registration fees and procedures will be set by the reunion committee and approved by the executive board. To encourage attendance by children, inclusion of family activities and adjusted pricing are recommended. Should a 3rd party be needed for the planning and execution of the reunion, the planner's fee should be a flat fee that the board approves.

The Treasurer will work in coordination with the reunion coordinator to pay related expenses within the budget. It is expected the funds advanced from the general budget will be reimbursed as registration fees cover these costs.

The NOMINATIONS COMMITTEE shall consist of three members: A Past-President, an Executive Board Member, and a person from the membership at large. All are to be appointed by the Association President six months prior to the LFKA biannual reunion. The Committee shall select from among the Membership a candidate for each officer of the Association and the ten Directors. The Committee shall receive the consent of people nominated before placing their names in nomination.

Directors of the Board should be selected from Association Members who have been in good standing for at least four years and include both newer and experienced Directors to provide for mentoring and continuity. To be eligible for President, a member must have had at least two years of service on the Board. The Committee Chair will announce the slate of nominees at the Biennial Reunion Membership Business Meeting and take Nominations from the floor before the membership votes.

A CONSTITUTION and BY-LAWS COMMITTEE, named by the President, may submit proposals to the Executive Board suggesting changes to the Constitution and By-Laws. Such proposals should reach the President at least two months prior to the Reunion Business Meeting of the Association. If a proposed change is approved by the Executive Board, it should be communicated to the Membership of the Association prior to the Biennial Reunion Business Meeting.

ADDITIONAL COMMITTEES may be appointed by the President as the need occurs.

BY-LAWS

Article I – Meetings

At a duly called meeting, the majority of Association Officers and Directors present and voting constitute a quorum for meetings of the Executive Board. At the Reunion Association meetings, the Members present, and voting shall be deemed a quorum.

The date of the biennial reunion will be announced as soon as the location and host are secured. The date will be selected to coordinate with the schedule of our British cousins and the best time of year for the selected reunion location.

A Mid-Term meeting of the Executive Board, between Reunions, is expected, with a date and location set by the President after consultation with the Board Members.

The President, with the concurrence of two members of the Executive Board, may conduct Executive board meetings by teleconference or by web-based meeting applications and Executive board or Association votes by postal, teleconference, and/or electronic means. A majority of those voting shall determine the outcome of the vote.

Article II – Dues

Membership of the Association shall be classified into three dues categories:

1. At Large Membership: Requires dues to be paid annually to the Treasurer. Membership dues become due and payable in January of each year and are late February 15.
2. Life Membership: Available for all At Large Members and can be paid at any time in lieu of biannual dues in accordance with the following Life Membership rates:
 - a. Ages 18-29, \$800
 - b. Ages 30-44, \$750
 - c. Ages 45-54, \$700
 - d. Ages 55+, \$500
3. Non-Voting Members: Spouses and minor children of LFKA Members. Spouses may continue as Non-Voting Members after the death of the LFKA Member, husband or wife, either as At-Large Members by paying annual dues, or by conveyance or new purchase of Life Membership.

The Executive Board shall set the amount of the dues, including the Life Membership amount. Members shall be up to date with their dues to be eligible to attend Biennial Reunions and/or other Association meetings.

Article III – Reinstated Membership

Persons who desire to be Reinstated to Membership in the Association must pay the current dues. In addition, a Reinstatement Fee set by the Executive Board must also be paid.

Article IV – Vacancies

The Executive Board is empowered to fill any vacancies which may occur between Biennial Meetings.

Article V – Honored Cousins

Any unrelated person who has rendered distinguished service to the Association may be designated "Honored Cousin" upon receiving a unanimous vote of the Executive Board. Suggested persons for this designation may come from the Membership-at-Large, or from any of the Committees and Executive Board of the Association.

Article VI – Amendments

This Constitution and By-Laws may be amended with the approval of the Executive Board and by a two-thirds vote of the Members attending the Biennial Reunion Association Meeting

Article VII – Special Meetings

Special Executive Board Meetings may be called by the President or by two Members of The Executive Board.

Article VIII – Mailing Address

The mailing address for the Association shall be at the discretion of the President, subject to the approval of the Executive Board.

Article IX – Parliamentary Procedure

Robert's Rules of Order, Revised, as they apply to Small Boards, shall provide direction for Association Meetings and for any provision not specified in the By-Laws.