

# THE TRIPP-JONES FAMILY

## REUNION HOST SELECTION

### PROCESS & POLICY

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*How the Tripp-Jones Family determines who hosts the annual reunion*

*— governed by the birthday rotation list*

# 1. Purpose

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This document explains how the Tripp-Jones Family selects the host for its annual family reunion. The process is grounded in fairness, seniority, and family unity — ensuring that every member has an opportunity to host while no one is ever pressured into a role they cannot fulfill. The process is maintained by the Secretary and overseen by the President.

# 2. The Foundation — The Birthday Rotation List

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The host selection process is built on a single master document: the Tripp-Jones Family Birthday Rotation List. This list contains the name and date of birth of every family member across all four districts, sorted from oldest to youngest within each district.

## 2.1 How the List Is Organized

The list is divided into four sections — one per district — and within each section, members are ranked by age from oldest to youngest. This ranking determines the order in which members are offered the opportunity to host the reunion.

Item	How It Works
District	Members ranked oldest to youngest within the district
Hosting order within a district	Oldest eligible member is offered first; next oldest if declined; and so on

Item	How It Works
District rotation	The four districts take turns hosting in a fixed four-year cycle
Already hosted	Once a member has hosted, they move to the bottom of the list — or are removed from consideration — until all others in their district have had a turn

## 2.2 Who Maintains the List

The Secretary is responsible for maintaining the Birthday Rotation List. The list must be updated after each reunion, after each election cycle, and whenever the Secretary is made aware of a new family member joining or a member's status changing. The Secretary presents the current list to the Executive Committee at the annual reunion business meeting for review and confirmation.

## 3. The District Rotation Cycle

Hosting responsibility rotates among the four districts on a four-year cycle. Each district hosts once every four years. The order of the rotation is established by the Executive Committee and recorded in the meeting minutes. The current rotation schedule is:

Cycle Year	Hosting District
Year 1	District: Americus
Year 2	District: Florida
Year 3	District: Atlanta
Year 4	District: DC/Maryland/Virginia

Cycle Year	Hosting District
Year 5	Returns to Year 1 district — cycle repeats

*Note: If a district is unable to produce a host in its assigned year (see Section 6), hosting responsibility passes to the next district in the rotation for that year only. The original rotation resumes the following year.*

## 4. Step-by-Step Host Selection Process

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When a reunion year approaches, the President and Secretary work through the following process to identify the host. This process should begin no later than 18 months before the reunion date to allow sufficient planning time.

### Step 1 — Identify the Host District

The Secretary confirms which district is next in the four-year rotation cycle. The President is notified and the process for that district begins.

### Step 2 — Identify the First Candidate

The Secretary reviews the Birthday Rotation List for the host district and identifies the oldest living family member who:

- Has not previously hosted a Tripp-Jones Family reunion, OR has hosted but all other eligible members in the district have also hosted (in which case the list resets from oldest),
- Is currently listed as an active family member in the Family Directory,
- Has not been previously passed over in this same reunion cycle.

### Step 3 — Extend the Invitation

The President personally contacts the identified candidate to offer them the opportunity to host the reunion. The invitation should be warm, personal, and free of pressure. The candidate is given a clear and reasonable amount of time to consider — typically 7 to 14 days. The President explains:

- What hosting involves (refer the candidate to the Reunion Host Handbook),
- That the Family General Fund may provide financial assistance,
- That the Executive Committee will support them throughout the planning process,
- That declining to host the family reunion is fully accepted and carries no negative consequence.

### **Step 4A — Candidate Accepts**

If the candidate accepts, the President confirms the selection with the Executive Committee, the Secretary records the host's name and the reunion year on the Birthday Rotation List, and the planning process begins in accordance with the Reunion Host Handbook.

### **Step 4B — Candidate Is Willing but Unable**

If the candidate is willing in spirit but personally unable to host — due to health, living situation, finances, or other genuine hardship — a close family member may step in to host the reunion on their behalf. The eligible substitutes are:

- A sibling of the candidate (brother or sister), in birth order from oldest to youngest.

The President contacts the candidate's siblings in birth order to offer each one the opportunity. If a sibling accepts, the reunion is officially considered hosted by the original candidate's household — the candidate's name is marked as hosted on the Birthday Rotation List. If no sibling is willing or available, the process moves to Step 4C.

### **Step 4C — Candidate Declines Outright**

If the candidate declines to host and no sibling substitute is available, the Secretary moves to the next person on the Birthday Rotation List for the host district — the next oldest eligible family

member who has not yet hosted. The President extends the invitation to this person and the process repeats from Step 3.

### Step 4D — District Is Exhausted

If every eligible member of the host district (and their siblings) has been offered the opportunity and all have declined or are unavailable, the hosting responsibility passes to the next district in the four-year rotation cycle for that year only. The Secretary begins the same process from Step 2 with the next district's Birthday Rotation List. The original district's rotation is not penalized — they remain on schedule to host in their next assigned year.

## 5. The Process — Visual Summary

Step	What Happens
1. Identify host district	Secretary confirms which district is next in the four-year rotation
2. Find oldest eligible member	Secretary pulls the top name from that district's Birthday Rotation List
3. President extends invitation	Personal, warm, no-pressure invitation — 7 to 14 days to decide
4a. Accepts — done!	Secretary records host; planning begins
4b. Willing but unable	Offer to oldest sibling, then next sibling; if all decline — go to next on list
4c. Declines outright	Move to next oldest eligible member on the district list; repeat from Step 3

Step	What Happens
4d. District exhausted	Pass hosting to the next district in the rotation for that year only

## 6. Eligibility Rules

Rule	Detail
Age	Must be 18 years of age or older at the time of hosting.
Prior hosting	Members who have already hosted move to the bottom of the list until all others have had a turn. They remain eligible and may host again once the list cycles.
Willingness	Hosting must always be voluntary. No member may be compelled to host.
Ability	The President uses reasonable judgment in assessing whether a member is genuinely able to take on hosting responsibilities. Financial ability is never a disqualifying factor — the Family Fund exists in part to support hosts.
Sibling substitutes	Siblings may host on behalf of the eligible member only when the eligible member is willing but genuinely unable. A sibling may not substitute simply because the eligible

Rule	Detail
	member prefers not to host — in that case, the eligible member declines and the next person on the list is offered the opportunity.
District Leaders	District Leaders are not exempt from the hosting process but may not serve simultaneously as the district's sole point of contact for reunion oversight. The President will assign a second officer to support coordination when the host is a District Leader.

## 7. Recording & Transparency

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The Secretary maintains a complete record of the host selection process for each reunion year, including:

- Which district was the host district
- Every member who was contacted and their response (accepted, declined, unable, sibling substitute offered)
- The name of the confirmed host and the date confirmed
- Any district pass-overs and the reason

This record is presented to the Executive Committee at the business meeting each year and stored in the official family records. The Birthday Rotation List itself is updated immediately after a host is confirmed.

*Note: The full record of responses is kept confidential between the President and Secretary. Only the confirmed host's name is announced publicly.*

## 8. Financial Support for Hosts

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No family member should decline to host solely because of financial concerns. The Tripp-Jones Family General Fund includes a Reunion Support allocation specifically to assist hosts with qualifying expenses. The President will discuss available financial assistance with every candidate during the invitation process.

For full details on available support, reimbursement procedures, and expense approval, refer to the Reunion Host Handbook (Document 06) and the Financial Policies & Procedures Manual (Document 04).

## 9. Birthday Rotation List — Template

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The Secretary maintains one master list. A condensed version is shown below. The full list is kept in the official family records and updated by the Secretary. Members are listed oldest to youngest within each district. The "Status" column tracks whether a member has hosted and is eligible for future hosting.

### Americus District

Rank	Full Name & Date of Birth	Hosting Status
1.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
2.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible

Rank	Full Name & Date of Birth	Hosting Status
3.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
4.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
5.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
6.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
7.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
8.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
9.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
10.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible

### Florida District

Rank	Full Name & Date of Birth	Hosting Status
1.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
2.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
3.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible

Rank	Full Name & Date of Birth	Hosting Status
4.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
5.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
6.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
7.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
8.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
9.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
10.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible

### Atlanta District

Rank	Full Name & Date of Birth	Hosting Status
1.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
2.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
3.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
4.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible

Rank	Full Name & Date of Birth	Hosting Status
5.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
6.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
7.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
8.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
9.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
10.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible

**DMV District (Washington D.C. / Maryland / Virginia)**

Rank	Full Name & Date of Birth	Hosting Status
1.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
2.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
3.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
4.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
5.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible

Rank	Full Name & Date of Birth	Hosting Status
6.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
7.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
8.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
9.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible
10.		<input type="checkbox"/> Has not hosted <input type="checkbox"/> Has hosted (Year: _____) <input type="checkbox"/> Ineligible

## 10. Host Selection Record — Annual Log

The Secretary completes one of these entries each reunion year to document the full selection process.

REUNION YEAR: _____	HOST DISTRICT: _____
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Field	Record
Candidate 1 — Name	
Candidate 1 — Outcome	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> Willing but unable — sibling offered
Sibling(s) offered (if applicable)	Name: _____ Outcome: <input type="checkbox"/> Accepted <input type="checkbox"/> Declined

Field	Record
Candidate 2 — Name (if needed)	
Candidate 2 — Outcome	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> Willing but unable — sibling offered
Candidate 3 — Name (if needed)	
Candidate 3 — Outcome	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> District exhausted — passed to next district
Final Confirmed Host	
Confirmed Host District	
Date Host Confirmed	
Birthday Rotation List Updated	<input type="checkbox"/> Yes Date: _____

\_\_\_\_\_  
 Secretary — Printed Name & Signature    Date: \_\_\_\_\_

\_\_\_\_\_  
 President — Printed Name & Signature    Date: \_\_\_\_\_

----- (repeat block above for each reunion year) -----

## 11. Frequently Asked Questions

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**What if the oldest person on the list has passed away?** The Secretary removes deceased members from the active rotation list and moves to the next living eligible member. The Family Historian is notified to update the family archive.

**What if a member lives very far from their district — can they still host?** Yes. The reunion location is determined by the host, and there is no geographic restriction on where the reunion is held. The host may choose a location that is convenient for them and accessible to the family. The President will work with the host to ensure it is practical.

**Can a member voluntarily skip their turn?** Yes. A member who is offered the opportunity and declines will be treated the same as any other declination — the next eligible member on the list is offered the opportunity. The member who declined remains on the list and may be offered the opportunity again in a future cycle.

**Can a non-sibling family member substitute for someone who is unable to host?** The current policy limits substitutes to siblings (brothers and sisters). If no sibling is available, the process moves to the next eligible person on the list. The Executive Committee may, in extraordinary circumstances, approve a different close family member as a substitute by majority vote.

**What if someone wants to host but is not yet at the top of the list?** Enthusiasm is always welcome! A member who wishes to host before their turn may express their interest to the President. If the member whose turn it is declines and no siblings are available, the eager member may be offered the opportunity out of order, at the President's discretion, with Executive Committee approval.

**What happens after everyone in a district has hosted?** The list resets. All members in that district become eligible again, and the process restarts from the oldest living member. The Secretary notes the reset in the official records.

## 12. Adoption & Signatures

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This Reunion Host Selection Process is adopted by the Tripp-Jones Family Executive Committee as an official governing document, consistent with Article 29 of the Constitution.

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President — Printed Name & Signature    Date: \_\_\_\_\_

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Secretary — Printed Name & Signature    Date: \_\_\_\_\_

District Leader Signatures:

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Americus District Leader — Printed Name & Signature

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DMV District Leader — Printed Name & Signature

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Atlanta District Leader — Printed Name & Signature

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Florida District Leader — Printed Name & Signature