

# THE TRIPP-JONES FAMILY

## MASTER DOCUMENT REGISTRY

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*Official index of all Tripp-Jones Family governing documents*

*— maintained by the Secretary*

# 1. Purpose

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This Registry is the official index of every governing, operational, and reference document of the Tripp-Jones Family. It tells every officer and family member what documents exist, where to find them, who is responsible for keeping them current, and when they were last reviewed. The Secretary is responsible for maintaining this Registry and updating it whenever a document is added, revised, or retired.

# 2. Registry

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Last Updated: \_\_\_\_\_ Maintained by Secretary: \_\_\_\_\_

## 2.1 Governing Documents

Document Title	Custodian(s)	Last Revised
Tripp-Jones Family Constitution & Bylaws	Secretary (original); all officers (copies)	_____
Election Manual	Election Committee Chair; Secretary	_____
Standing Rules	Secretary; President	_____
Amendment Tracking Log	Secretary	_____

## 2.2 Officer & Governance Documents

Document Title	Custodian(s)	Last Revised
Officer Onboarding & Transition Handbook	Secretary; President	_____
Executive Committee Meeting Guide	Parliamentarian; Secretary	_____
Officer Term & Service Record	Secretary; Family Historian	_____
New Officer Orientation Checklist	Secretary	_____
Succession & Emergency Contacts Plan	Secretary (sealed copy); President	_____
Strategic Plan Template	President; Secretary	_____
Officer Announcement Template	Secretary	_____

## 2.3 Financial Documents

Document Title	Custodian(s)	Last Revised
Financial Policies & Procedures Manual	Treasurer; Finance Committee	_____
Family General Fund Guide	Treasurer; President	_____
Annual Budget Template	Treasurer; Finance Committee	_____
Benevolence Fund Policy	Treasurer; President	_____
Donation Acknowledgment Letter Template	Treasurer; Secretary	_____
Fundraiser Planning & Approval Form	Finance Committee; Treasurer	_____
Annual Audit Report Template	District Leaders; Treasurer	_____

## 2.4 Reunion Documents

Document Title	Custodian(s)	Last Revised
Reunion Host Handbook	President; Secretary	_____
Reunion Registration Form	Reunion Host; Secretary	_____
Reunion Program / Agenda Template	Reunion Host; Social Media Officer	_____
Vendor Contract / Agreement Template	Reunion Host; Secretary	_____
Waiver & Photo Release Form	Reunion Host; Secretary	_____
Save-the-Date Template	Social Media Officer; Reunion Host	_____
Formal Invitation Template	Social Media Officer; Reunion Host	_____
Reunion Host Selection Process & Policy	President; Secretary	_____

## 2.5 Member-Facing Documents

Document Title	Custodian(s)	Last Revised
Family Member Welcome Packet	Secretary; Social Media Officer	_____
Family Directory & Privacy Policy	Secretary	_____
Family Newsletter Template	Social Media Officer; Secretary	_____
Bereavement & Sympathy Notification Template	Secretary; President	_____

## 2.6 Recognition & Conduct Documents

Document Title	Custodian(s)	Last Revised
Hall of Fame & Recognition Nomination Forms	Secretary; President	_____
Family Historian Guidelines & Annual Report	Family Historian; Secretary	_____
Grievance & Conduct Complaint Procedure	President; Parliamentarian	_____

## 3. Document Storage Locations

Storage Item	Details
Primary digital storage	Platform: _____ Folder/Path: _____
Backup digital storage	Platform: _____ Folder/Path: _____
Physical originals location	_____ Custodian: _____
Access	All officers have read access. Secretary has edit access. President has admin access.

## 4. Document Review Schedule

All governing documents should be reviewed on the following schedule to ensure they remain current and consistent with the Constitution:

Document	Review Schedule
Constitution & Bylaws	Reviewed every two years, before each election cycle
Election Manual	Reviewed every two years, before each election cycle
Financial Policies Manual & Budget Template	Reviewed annually (December)
Benevolence Fund Policy	Reviewed annually (December)
All other operational documents	Reviewed every two years or whenever a related constitutional amendment is adopted

## 5. Adding or Retiring a Document

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Any officer may propose a new document or the retirement of an existing one by notifying the President and Secretary in writing. The Executive Committee must approve additions or retirements of governing documents by simple majority vote. The Secretary updates this Registry within 14 days of any such change.

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

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