



BYLAWS AND STANDING RULES

Ashland County Chapter of the Ohio Genealogical Society

ARTICLE I: NAME

The name of this organization shall be THE ASHLAND COUNTY CHAPTER OF THE OHIO GENEALOGICAL SOCIETY, INC.

Article II: THE PURPOSES OF THIS CHAPTER ARE:

- A. To support the objectives of the Ohio Genealogical Society.
- B. To create and build interest in preserving and collecting all genealogical and historical records relating to the early settlers of Ashland County, Ohio, and surrounding area.
- C. To take an active part in collecting and preserving Ashland County primary and secondary source records and making them available to genealogists, historians and any interested persons, to be maintained in the chapter genealogical Library.
- D. To print, publish, buy, sell and disseminate materials of a genealogical and historical nature relative to the purposes of this Chapter and The Ohio Genealogical Society and copyright such material if desirable.
- E. To encourage members to collect and preserve manuscripts, letters, pictures, Bible records, obituaries, news items and memoranda.

ARTICLE III: MEMBERSHIP

- A. Membership is open to any person or organization that displays an interest in genealogy, history or research, regardless of place of residence.
- B. VOTING RIGHTS: Open only to individual members whose dues are not in arrears.
- C. Members are encouraged to join the Ohio Genealogical Society

ARTICLE IV: OFFICERS

- A. The elected officers of this chapter shall be President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.
- B. The officers shall be elected annually in October, installed in November and take office on January 1st. Outgoing officers shall turn over their records to the incoming officers at the November meeting. The officers must be current members of the Ashland County Chapter of the Ohio Genealogical Society. The President shall be a member of the Ohio Genealogical Society, these dues may be paid by the Chapter upon assuming the office if he/she is not already a member.
- C. In case of vacancy of the office of the President, the Vice-President shall fill the vacancy. In the case of any other position, the Executive Committee shall appoint a person to fill the vacancy for the remainder of the term.
- D. No member shall fill more than one elected position in any one term. No officer shall serve more than two consecutive years in the same office unless three-quarters of the members voting in the election approve a further continuation of the officer.

E. OFFICERS DUTIES:

1. President - shall preside at all business meetings, shall appoint chairperson for standing committees with the exception of nominating committee, shall appoint an assistant for any officer when necessary and shall establish special committees when needed. The President shall maintain a yearly record in the Presidents' book. The President shall perform such other duties applicable to the office as prescribed by Roberts Rules of Order (revised). The immediate past President shall serve one year as an advisor to the Executive Committee.
2. Vice-President - shall be chairperson of the program and publicity committee.
3. Recording Secretary - shall record the minutes of all meetings, and shall send copies of the minutes to the Chapter President, Chapter Treasurer, Senior Trustee and the Ohio Genealogical Society Trustee assigned to their district for their record books. The recording secretary shall notify the OGS of any change of officers.
4. Corresponding Secretary - shall handle the Chapters' correspondence.
5. Treasurer - shall handle the finances, prepare an annual budget, and submit to the Executive Committee for approval at the organizational meeting. The Treasurers' records shall be audited annually. A copy of each report shall be given to the President, Recording Secretary and Senior Trustee for their record books.

ARTICLE V: TRUSTEES

Three trustees shall be elected to serve a three-year term. One trustee will be elected each year. Trustees shall be called Junior, Intermediate and Senior Trustee. The trustees shall be members of the Executive Committee. The Senior Trustee shall serve as a member of the Lineage Society Committee and shall sign the certificates of incoming members of that group. It shall be the trustees' duty to take charge, control and manage the property belonging to the chapter if it is endangered, or at the demise of the group. To this end, they shall maintain an inventory of the physical properties of the Chapter, to be updated annually. Once every three years a library inventory shall be conducted.

ARTICLE VI: STANDING COMMITTEES

A. **NOMINATING COMMITTEE:** The Nominating Committee shall be appointed by the Executive Committee or elected from the floor at least ninety days prior to the election.

B. **AUDITING COMMITTEE:** The Auditing Committee shall be appointed by the President or elected from the floor at the October meeting.

C. **PROGRAM AND PUBLICITY COMMITTEE:** The Vice-President may select two Chapter members to assist. The Vice-President shall be the chairperson. The committee shall make arrangements for the monthly programs and shall seek pre-meeting publicity.

D. **LIBRARY COMMITTEE:** The librarian shall be appointed by the Executive Committee and be a member thereof. The Librarian shall select other members as needed to perform library services of the Chapter.

E. **LINEAGE SOCIETY COMMITTEE:** The Lineage Society Committee shall consist of the chairperson appointed by the President, the Senior Trustee and a third person selected by the chairperson.

F. **NEWSLETTER COMMITTEE:** The Executive Committee shall appoint a Newsletter Editor who shall be a member thereof. The Editor may appoint assistants from the Chapter members as needed.

G. **PUBLISHING COMMITTEE:** The Executive Committee shall appoint committees to publish approved projects as desired. All materials gathered by the committee are the property of the Chapter.

H. EXECUTIVE COMMITTEE: The Executive Committee comprised of all elected officers, Librarian and Newsletter Editor shall be in charge of all business affairs between meetings. The Newsletter Editor and Librarian shall be voting members of the Executive Committee.

ARTICLE VII: MEETINGS

A. There shall be no less than nine meetings throughout the year.

B. Any special meeting may be called by the President alone or by the Vice-President in concurrence with two other officers. At least seven days' notice shall be given. Only the business for which the meeting was called shall be acted upon.

C. The members present at any regular scheduled meeting, with a minimum of fifteen members shall constitute a quorum.

ARTICLE VIII: AMENDMENTS TO THE BYLAWS & STANDING RULES

A. The bylaws may be amended by a two-thirds vote at any regular business meeting of the Chapter or at a special meeting called for that purpose, providing all members have been notified at least thirty days prior to the meeting.

B. The Standing Rules may be amended by a majority vote at any regular business meeting of the Chapter or at a special meeting called for that purpose. Members do not need to be notified of proposed changes to Standing Rules in advance of the meeting where the vote occurs.

ARTICLE IX: PARLIAMENTARY AUTHORITY

"ROBERTS RULES OF ORDER" shall be the governing authority in parliamentary usage for meetings and matters not governed by these bylaws.

ARTICLE X: FUNCTION

A. To receive and hold gifts and devises of real and personal property from any source for benefit of such association, and to dispose of real estate and donated property not needed, and to use solely for the purposes of the Chapter any funds derived there from or from gifts generally, and to do all things incidental to the perpetuation of the purposes of the association, and generally to exercise the powers legally and properly requisite thereto.

B. All of the foregoing is for carrying on the work of the Chapter, to operate solely for educational purposes as authorized by the current version of Sec. 501 (c) (3) of the Internal Revenue Code or the corresponding section of any future tax code.

ARTICLE XI: ASHLAND COUNTY TRUST FUND

The Ashland County Chapter Trust Fund shall consist of Life Membership dues. Other funds raised by the membership and approved by majority vote, may also be set aside in this fund for the purpose of increasing the principal of the fund. Up to 5% of Trust Fund may be withdrawn at maturity for operational expenses.

ARTICLE XII: DISSOLUTION OF CHAPTER

In the event of dissolution, funds and tangible property of the Chapter shall be distributed to an organization or organizations exempt under the current version of Sec. 501 (c) (3) of the Internal Revenue Code or the corresponding section of any future tax code.

Standing Rules

(Arranged by ByLaws Article)

Purpose of Chapter (refer to Article II):

1. Annually furnish OGS with a list of Chapter members who are also members of OGS and report Chapter hours volunteered by members.
2. To contribute materials for the publications of the Ohio Genealogical Society.

Membership (refer to Article III):

The classes of membership shall be:

STUDENT under 18 (\$5.00), SINGLE (\$15.00), FAMILY (\$20.00)

SINGLE LIFE MEMBERSHIP (\$150.00), or FAMILY LIFE MEMBERSHIP (\$225.00). Dues are listed beside each membership class and Family membership constitutes one mailing address.

Officers (refer to Article IV):

OGS shall be notified of each Chapter Officer's postal address, phone numbers, and email addresses after each election.

Standing Committees (refer to Article VI):

Nominating Committee: The committee shall consist of two members and one chairperson, three members in all. They shall prepare the slate of officers and a Junior Trustee, with nominees' consent, to be presented at the October meeting.

Auditing Committee: The committee shall consist of two members. They shall audit the books of the Treasurer and report their findings at the first business meeting of the following year.

Program and Publicity Committee: Pre-meeting publicity would include but is not limited to the following: Program list for the year with planned programs available to the members at the March meeting. The program list shall be given to the Pastfinder Editor before the first newsletter of the year deadline, so that it can be published for out of town members. It also shall be given to the Ohio Genealogical Society News Editor and OGS web site (events@ogs.org). Notice of the upcoming meeting to be given to the local papers citing speakers or activities seven days in advance for the public notice. They are listed as:

OGS@ogs.org - Ohio Genealogy News

events@ogs.org: Individual Chapter events

<http://ashlandohiogenealogy.org>: Chapter Site

lifestyle@times-gazette.com: Monthly ATG & weekly Freetime articles

ohashlan@rootsweb.com: Monthly Chapter Articles

<https://www.spingo.com/submit?AffiliateID=440>: ATG Events online

<http://allashland.com/>: Ashland Calendar of events

mailto:cvb@ashlandoh.com: Another Ashland Event posting

yournews@mansfieldnewsjournal.com: e-mail events to this site, they post

Library Committee: The committees' responsibilities shall be assisting at the library during library sessions, performing duties designated by the Librarian and selecting books for Chapter acquisition.

Lineage Society Committee: The past years chairperson will act as an advisor to this committee. The committee shall dispense, review and approve or disapprove applications submitted by Chapter members for membership in one of the three Ashland County OGS Lineage Societies. (1) First Families - prior to 1850 (2) Settlers & Builders - between 1851 and 1870 (3) Century - 100 years prior to application

Newsletter Committee: This committee shall prepare a quarterly newsletter and shall be responsible for its publication and distribution.

Executive Committee: All members of the Executive Committee shall have one vote per member irrespective of the number of positions or capacities they fill except the President shall serve as a tiebreaker. The Executive Committee and all committee chairpersons shall hold an organizational meeting at the beginning of each calendar year. The President may call extra or special meetings of the Executive Committee on an interim basis and may include any committee chairpersons as desired. Any member who is an OGS officer or an OGS trustee may act in an advisory capacity to the Executive Committee.

Meetings (refer to Article VII):

The Chapter meets the 3rd Tuesday of each month at the Ashland Public Library at 6:30 pm, except in November and December. In November, the group holds its annual banquet and meeting at a prearranged location and time; December, no meeting. January, February, and July are informal meetings, with the annual chapter picnic in July.

Ashland County Trust Fund (refer to Article XI):

Special Gifts, Bequests, Memorials and Donations (not specified by the donor) may be added to the Trust Fund.

Dissolution of Chapter (refer to Article XII):

In the event of dissolution of the chapter, distribution of funds to be decided by the then current Executive Board. Suggested organizations are: The Ohio Genealogical Society, The Ashland County Historical Society, and/or The Ashland Public Library.

Society Bylaws Revision History:

Chapter Charter – April 11, 1970

Revised – June 5, 1976

Revised – Fall 1978

Revised - August 29, 1979

Revised – April 1981

Revised – February 20, 1990

Revised – July 1994

Revised – October 1997

Revised – October 2001

Revised – March 2002

Revised – June 2007

Revised - July, 2010 (Article VI, Trustees)

Revised – Sep 2012 (Article VII, Lineage Society Name)

Revision – May 2014 (Standing Rules, etc)