

# **THE BY-LAWS OF THE GREENE COUNTY CHAPTER, OGS**

## **ARTICLE I. NAME**

The name of this organization shall be The Greene County Chapter of the Ohio Genealogical Society, hereinafter referred to as the Chapter.

## **ARTICLE II. PURPOSE**

1. To support the objectives of The Ohio Genealogical Society.
2. To create and build interest in preserving and collecting historical records of this and related areas of Ohio.
3. To encourage active membership in this Chapter and in The Ohio Genealogical Society.
4. To take an active part in collecting records and making them available for use in genealogical research.
5. To publish, if advisable, genealogical materials compiled by Chapter members and to copyright this material if necessary.
6. To foster, stimulate and share ideas, information, methods and practices in genealogy.
7. Said organization is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## **ARTICLE III. MEMBERSHIP**

1. Anyone may become a member of this Chapter by completing an application for local membership and paying dues. (At least 15 OGS members are required for a Chapter.)
2. The following classes of members shall include the right to vote and to hold office in the Chapter.
  - a. Individual membership (single) shall be conferred upon any interested adult upon payment of dues.
  - b. Family membership shall be conferred upon two adults residing at the same address who shall pay annual dues and receive a single copy of the "Leaves of Greene".
  - c. Life membership shall be conferred on an individual upon payment of designated fee.
  - d. Family Life membership shall be conferred upon two adults residing at the same address upon payment of the designated fee and receive a single copy of the "Leaves of Greene".
  - e. Sustaining membership shall be conferred on an individual upon payment of designated fee.
3. Membership dues for the fiscal year shall be determined by the Executive Committee with the approval of the Chapter membership as stated in the Standing Rules.

## **ARTICLE IV. OFFICERS**

1. The officers of this Chapter shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer, who shall be elected annually for a term of one year or until a successor is elected. The President and one other officer shall be members of the Ohio Genealogical Society. They shall be installed and take office at the close of the meeting at which they were elected.
2. The officers shall perform the customary duties of their offices.
3. A Nominating Committee of no fewer than three (3) members shall be elected by the Chapter membership at the October meeting. It shall be the duty of this committee to nominate candidates for the offices to be filled at the Annual Meeting in December. The Nominating Committee shall report at the general meeting one month before election. Additional nominations from the floor shall be accepted at the meeting to elect officers, with the nominees' approval.
4. The President shall serve no more than two consecutive terms in office.
5. Duties of Officers:
  - a. The President shall call meetings of the Chapter and its officers, preside at meetings, be an ex-officio member of all standing committees, and perform duties generally required of this office.
  - b. The Vice President shall perform the duties of the President in his/her absence or incapacity and shall serve as Program Chairman.
  - c. The Recording Secretary shall keep minutes of all meetings and shall provide copies of the minutes to each Executive Committee member.
  - d. The Corresponding Secretary shall handle the correspondence pertaining to the Chapter.
  - e. The Treasurer shall receive dues and pay bills authorized, as approved by the Chapter, and maintain adequate financial records.
6. Officer vacancies shall be filled by the President with the approval of the Executive Committee to serve until the next regular election.

## **ARTICLE V. EXECUTIVE COMMITTEE**

1. The Executive Committee, comprised of all elected officers, the standing committee chairmen, and the immediate past President, shall have charge of all business affairs between meetings.
2. The Executive Committee shall hold regular meetings as determined by a majority vote of the committee.
3. A member of the Chapter who is an officer or trustee of the Ohio Genealogical Society shall be an ex-officio member of the Executive Committee.

## **ARTICLE VI. MEETINGS**

1. This Chapter shall meet at least six (6) times a year.
2. An Annual Meeting shall be held in December.
3. Special business meetings shall be called by the President, a majority of the Executive Committee, or by petition of ten (10) members in good standing.
4. Those members in good standing present at any meeting for which due notice has been given shall constitute a quorum. Said notice shall be as stated in the Standing Rules.

## **ARTICLE VII. FISCAL YEAR**

The fiscal year for this Chapter shall be January 1 to December 31.

## **ARTICLE VIII. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the proceedings of the Chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Standing Rules and any special rules the Chapter may adopt.

## **ARTICLE IX. BYLAW AMENDMENTS**

These bylaws may be amended with the approval of two-thirds of those present at any regular meeting of the Chapter, provided the proposed revisions have been mailed to all Chapter members at least two weeks prior to the meeting, giving date, time and place of meeting.

## **ARTICLE X. INDEMNIFICATION**

The Chapter as a non-profit corporation hereby agrees to indemnify and save harmless the trustees, officers, employees, agents, and servants from any and all liabilities that said person may incur as a result of carrying out their duties and obligations to the Chapter, except for willful and malicious injuries to person or property.

## **ARTICLE XI. NON-PROFIT STATUS**

All of the foregoing are for carrying on the work of the Chapter; to operate solely for educational purposes as authorized by Section 501(C)(3) of the Internal Revenue Code of 1954, and shall limit its activities as required by an organization exempt under this section of the Code.

## **ARTICLE XII. DISSOLUTION**

Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (C)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Adopted 05 March 1994  
Reviewed 2019  
Amended 07 September 2019

## THE STANDING RULES OF THE GREENE COUNTY CHAPTER, OGS

### A. CHAPTER DUES

1. Dues for annual Individual membership shall be \$10.00 per calendar year.
2. Dues for annual Family membership shall be \$13.00 per calendar year.
3. Annual dues for membership outside the USA shall be \$15.00 (US funds) per calendar year.
4. Life membership shall be \$200.00.
5. Family Life membership shall be \$300.00.
6. Sustaining membership shall be \$25.00.

### B. STANDING COMMITTEES

Among Standing Committees shall be Membership, Newsletter, Education, Budget & Finance, First Families of Greene County, Publicity, and Historian.

### C. GENERAL MEETINGS

The General meetings of the Greene County Chapter, OGS shall convene at 1:30 p.m. on the first Saturday of each month, except July. These meetings will be held at the Greene County Library in Xenia. Any changes will be announced in the newsletter or by notices, as needed.

### D. ELECTIONS

1. Those members in attendance at the Annual Meeting shall elect officers with a majority vote.
2. Written ballots will be used if more than one candidate is nominated for an office.
3. Ballots, if used, will be tallied by the nominating committee and a full report will be given.
4. The Secretary may cast the ballot for the Chapter when there is only one nominee for each office, with the approval of the majority in attendance.

### E. NEWSLETTER

1. The Chapter newsletter, "*Leaves of Greene*", shall be published quarterly: Feb., May, Aug., and Nov.
2. Members shall be allowed unlimited free queries, up to 200 words in length, with a Greene County connection. Non-members may submit queries for free publication on a space available basis. The editor reserves the right to edit queries.
3. Effective January 1, 2020 all members desiring a printed copy of the newsletter shall submit \$5.00 per year.

### F. RESEARCH REQUESTS TO CHAPTER

1. The Chapter will answer research letters free of charge, except for copies and mailing costs.
2. One-half hour maximum will be spent on research per member, per year.
3. Any copies made will be billed.
4. A researchers list will be maintained and mailed with research letter's answer. A member may have their name on the researchers list upon payment of a \$3.00 fee per year.

### G. SPECIAL COMMITTEES

Special committees may be formed at the discretion of the President and Executive Committee. Purpose and duties of the committee will be specified at the time of the committee's creation.

### H. CERTIFICATES OF DEPOSIT

The Chapter will maintain a certificate of deposit equal to the amount of all life member dues paid. Each time this CD matures or is renewed the face amount shall be adjusted to reflect the number of life memberships at that time. Any interest realized on this CD is intended for the expense of printing and mailing newsletters to Life Members. Interest can be reinvested if an increase is necessary. Interest will be withdrawn and deposited in the chapter checking account when a decrease is warranted.

The Treasurer, under the direction of the Executive Committee, will monitor all certificates of deposit the Chapter owns. Certificates of Deposit, other than the one designated as the "Life Membership CD", are simply savings and are to be considered available for the operations and expenses of the Chapter.

### I. PUBLICATION DISTRIBUTION

Copies of new publications shall be donated as follows: Library of Congress-2 copies, Ohio Genealogical Society-2 copies, Greene County Room-1 copy, and Greene County Archives-1 copy.

### J. AMENDMENTS

These Standing Rules may be amended at any regular meeting by a majority of those attending and eligible to vote.

**Adopted 05 March 1994**

**Reviewed 2019**

**Amended 07 September 2019**