

# MUSKINGUM COUNTY CHAPTER OF THE OHIO GENEALOGICAL SOCIETY CONSTITUTION

## ARTICLE I. NAME:

The name of this organization shall be the Muskingum County Chapter of the Ohio Genealogical Society (MCCOGS hereafter referred to as the Chapter).

## ARTICLE II. PURPOSE:

1. To support the objective of the Ohio Genealogical Society (hereafter referred to as the Society).
2. To create and build interest in preserving and collecting genealogical and historical records of Muskingum County and related areas.
3. To encourage active membership in the Chapter and in the Society.
4. To take an active part in collecting and preserving genealogical records and in making them available to researchers and family historians.
5. To publish, print, buy, sell, and circulate literature relative to the purposes and acquisitions for the Chapter, its records and discoveries; to promote genealogical and historical research; and to aid in publication, dissemination, preservation and safeguarding of genealogical and other manuscripts pertaining to Ohio, including biography, family and local history, for education purposes.
6. To assist the membership in methods in procedures of purposeful research.
7. Notwithstanding any provision of these articles, the Corporation (MCCOGS) shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).
8. All of the foregoing are for the purpose of carrying on the works of the Corporation; to operate solely for educational purposes as authorized by Section 501(c)(3) of the Internal Revenue Code of 1954.
  - a. Under the tax code, nonprofits are allowed to generate annual surpluses of profits, as long as surpluses are reinvested in the organization and its tax-exempt purpose.
9. In the event of a proposal of dissolution, all paid members must be notified in writing. This notification will be in the form of a ballot, 30 days in advance of the vote. Fifty percent (50%) of the ballot votes must be received in writing within 60 days of notification. Of the fifty percent (50%) of the ballots returned majority would rule as to the dissolution.
10. In the event of dissolution, funds and tangible property of the Corporation shall be distributed to an organization or organizations exempt under Section 501(c)(3) of the Internal Revenue Code and whose purposes are similar to that of this Corporation Chapter and that of the Society.

11. To receive and hold gifts and devises of real and personal property from any source for the benefits of such association, and to dispose of property not needed, and to use solely for the purposes of the society 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.

### **ARTICLE III. OFFICERS:**

1. The Officers of the Chapter shall be: President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. All officers must be members in good-standing.

2. The slate of officers shall be presented at the November general membership meeting. All officers shall be elected annually by a majority present at the November general membership meeting. No elected officer shall serve more than four (4) consecutive years.

3. Officers and Trustee vacancies shall be filled by the President with approval of the Executive Board and is set down in ARTICLE XI of the Constitution.

### **ARTICLE IV. EXECUTIVE BOARD:**

1. The Executive Board shall be comprised of all officers, standing committee chairpersons and elected Trustees.

2. The Executive Board shall have charge of all business affairs between the general membership meetings. All business decisions are subject to the approval of the general membership.

### **ARTICLE V. BOARD OF TRUSTEES:**

1. The Board of Trustees shall be responsible for the overall well-being of the Chapter and make recommendations concerning policies of the Chapter.

2. The Board of Trustees shall be made up of three (3) members of the Chapter who have remained active, and who are in good standing, none of which is presently serving as an officer and shall be elected by the general membership (one each year) to serve for three (3) year term with at least one (1) year between terms.

3. The Chairman of the Board of Trustees shall be the member with the most seniority on the Board of Trustees and shall be chair of the Constitution Committee. The Chair shall also act as Parliamentarian.

4. Meetings may be called at any time by the Chairperson of the Board of Trustees, or upon the request of two (2) Trustees.

5. The current President of the Chapter shall be an ex-officio member of the Board of Trustees and serve as a liaison of the Chapter for the purposes of coordinating the work of the Chapter.

6. All Trustees are members of the Executive Board and are to attend all Trustee and Executive Board meetings.

7. It shall be the duty of the Board of Trustees to take charge, control of and manage all property belonging to the Chapter with the approval of the Executive Board, and to make a yearly inventory of the holdings which is to be presented at the general membership meeting in March of each year. The inventory report shall be filed with and retained by the Recording Secretary. The Board of Trustees shall keep a record of their proceedings and make a report to the general membership with the report being filed with the Recording Secretary. All

business decisions of the Board of Trustees are subject to the approval of the Executive Board and the general membership.

8. The Board of Trustees oversees the finances of the Chapter and assumes responsibility for auditing the Treasurer's books at the end of each calendar year.

## **ARTICLE VI. MEMBERSHIP:**

Any person interested in fostering the purposes set forth in the Constitution shall be accepted for membership upon payment of Chapter dues.

## **ARTICLE VII. DUES:**

Annual dues to the Chapter shall be determined by the Executive Board with the approval of the general membership and shall be paid on a calendar year basis only. Dues paid by October 1 of the calendar year shall be for the present year with any dues received October 1 or later will be for the upcoming year unless the member specifies the year wanted otherwise.

## **ARTICLE VIII. QUORUM:**

General Membership. Members present at the general membership meeting shall constitute a quorum after all members have been notified.

Executive Board. Members present at the Executive Board meeting shall constitute a quorum after all members of the board have been notified of the meeting.

## **ARTICLE IX. AMENDMENTS – RATIFICATION:**

Revisions and/or amendments to the Constitution and By-Law can be proposed by a special committee or at any general membership meeting and be acted on at a subsequent meeting at least thirty (30) days after the initial proposal. Voting will be conducted in accordance with ARTICLE VIII of the Constitution to adopt and/or ratify the proposed amendment(s).

## **ARTICLE X. PARLIAMENTARY AUTHORITY:**

The Parliamentary Authority shall be Robert's Rules of Order Newly Revised.

## **ARTICLE XI. VACANCIES – OFFICERS AND TRUSTEES**

Temporary Vacancy: In the event of a temporary vacancy created by a necessary extended leave of absence, it shall be the duty of the President to appoint a member to act as Pro Tem until the return of the absent member. Such appointment must be deemed necessary by the Executive Board and are subject to the approval of the general membership.

Permanent Vacancy or Resignation: In the event of a permanent vacancy, it shall be the duty of the President to reconvene the Nominating Committee and a new election shall be held to fill the vacant position for the balance of the term.

# **BY-LAWS**

## **ARTICLE I. OFFICERS AND TRUSTEES:**

A. The method of election is by a majority of the general membership present at the November general membership meeting. An installation ceremony will be held immediately following the election at the November general meeting. All new officers except the Treasurer will assume their duties at the conclusion of the said ceremony. The new Treasurer will not assume duties until the Trustees have conducted an audit.

### **B. President:**

1. The President shall preside at all meetings and enforce all laws and regulations relating to the administration of the Chapter and to promote the purpose of the Constitution.
2. The President shall call meetings of the Executive Board when necessary.
3. The President is required to be a member of the Ohio Genealogical Society (OGS).
4. The President shall call special meetings when necessary or when requested to do so by the Board of Trustees, the Treasurer, or three (3) members of the Executive Board.
5. The President shall be an ex-officio member of all committees with the exception of the Nominating Committee.
6. In case of vacancy of the office of the President, the Vice President shall serve in this capacity until the completion of the term.
7. It shall be the duty of the President to appoint all committee chairpersons with the exception of those stipulated by the By-laws.
8. It shall be the duty of the President to reconvene any Special Committee, once adjourned, if deemed necessary, with the approval of the Executive Board.

### **C. Vice-President:**

1. The Vice-President shall perform the duties of Program Chairperson and such other duties as assigned by the President.
2. The Vice-President shall perform the duties of the President in his/her absence or incapacity.

### **D. Recording Secretary:**

1. It shall be the duty of the Recording Secretary to keep and maintain a written record of the proceedings of the regular business meetings and of the Executive Board meetings. The Recording Secretary shall file a copy of the approved (with corrections as needed) minutes of the regular business and Executive Board meetings in a notebook for the Chapter archives.

### **E. Corresponding Secretary:**

1. All correspondence relating to the Chapter shall be the responsibility of the Corresponding Secretary who shall pick up and properly dispersed the mail as well as answer mail from any public office. As appropriate, sympathy and get well cards shall be sent to members with expenses being submitted to the Treasurer for payment. The Chapter's post office box shall be the official mailing address up the Chapter.

F. Treasurer:

1. All monies payable to the Chapter shall be deposited to the treasury of the Chapter. Any monies payable by the Chapter shall be paid by check. Authorized signatures shall be Treasurer, President, or Senior Trustee. In the absence of the Treasurer, the President shall assume the responsibility to pay all necessary bills. The Senior trustee that will pay necessary bills in the absence of both Treasurer and President.
2. All bills above \$25.00 submitted to the Treasurer by committees, and which are not covered in the budget, must be approved by the Executive Board before payment can be made.
3. The Treasurer shall file a monthly report with the Recording Secretary.
4. The Treasurer shall have a financial report ready for audit at the end of each calendar year.

G. Board of Trustees:

1. See ARTICLE V. BOARD OF TRUSTEES of Constitution.

H. Recall:

1. Officers, Trustees and/or Appointed Chairpersons may be recalled for misfeasance, malfeasance, or nonfeasance of duty. Proceedings against an officer or trustee must be initiated by written petition, listing the specific charges. Petitions must be signed by five (5) members of the Executive Board. The Officer or Trustee in question and all Executive Board members shall be notified of a hearing date. The Executive Board shall conduct a hearing, and about shall be required to recommend a recall of the officer or trustee. The recall recommendation shall then be referred to the general membership, and the vote of those present shall be necessary for the recall of an officer or trustee. Both votes shall be by secret written ballot.

## **ARTICLE II. GENERAL MEMBERSHIP MEETINGS:**

- A. The Chapter shall meet monthly at a time and place designated by the executive board. There is no regularly scheduled meeting in December or in the month in which the annual awards and recognition banquet is held.

## **ARTICLE III. ELECTIONS:**

A. Election of Officers:

1. The Nominating Committee shall be elected by the membership at the October general membership meeting. The first person to be elected will serve as chairperson of the committee. There will be three (3) elected to serve on the Nominating Committee.
2. At the November general membership meeting the Nominating Committee shall present a slate of officers in good standing. There shall be nominations called for from the floor.

3. A vote of the general membership will be taken.
4. The Nominating Committee will act as tellers, tabulating the ballots or votes at the November general membership meeting, and will announce the results to the general membership.
5. Installation of Officers will be held at the November meeting immediately following the election.

B. Election of Trustees: See ARTICLE V. BOARD OF TRUSTEES of Constitution.

## **ARTICLE IV. EXECUTIVE BOARD:**

- A. The Executive Board shall be comprised of all elected officers, standing committee chairpersons, and Trustees. The Executive Board shall carry on the purposes of the Chapter and shall meet at least once each quarter or when necessary.

## **ARTICLE V. COMMITTEES:**

1. The standing committee chairpersons are appointed by the President with the approval of the Executive Board. All standing committee chairpersons:
  - a. Will serve as members of the Executive Board and attend board meetings and general membership meetings.
  - b. Will carry out all duties as specified in the Constitution and By-laws, and in the job description approved by the Executive Board.
  - c. Will submit proposed budgets to the Budget Committee by November 1 of each year.
  - d. Will submit a financial report and an inventory at the end of the year.
  - e. Will turn over all records and property of the Chapter to the new chairperson at the end of the year.
  - f. Will provide items for publicity to President, Vice-President and Publicity Chairperson for publication in the Times Recorder and WHIZ-TV.
2. The special committee chairpersons are also appointed by the President. They are not members of the Executive Board but shall have all of the other duties as listed in ARTICLE V, SECTION 1 of the By-laws.

### **STANDING COMMITTEES:**

- A. Library Committee:
  1. Take charge of the Chapter's collection.
  2. Establish a policy as to what types of material are to be purchased.
  3. Provide inventory and cataloging of acquisition for the library.
  4. Plan the shelving arrangement of the library materials.
  5. Be responsible for rebinding and repairs of the collection.
  6. Obtain volunteers to maintain library hours for public use.

7. Supply lists of new acquisitions for the Chapter newsletter and for local newspapers.
8. Establish and, when necessary, update all rules and regulations deemed necessary to safeguard the collection, and present said rules for the approval of the Executive Board and the general membership. A set of said rules will be attached to the Constitution and By-laws.
9. Acknowledge donations.

B. Membership Committee:

1. Maintain records of the current membership and addresses, and prepare mailing labels for use by the person in charge of mailing the newsletter.
2. Be responsible for notifying the membership of renewal of the annual membership. Conduct membership drives, and be responsible for the membership flyers and their distribution.
3. Provide the Chairperson of the Nominating Committee a list of the current membership at the time of his/her appointment.

C. "The Muskingum Quarterly" Committee:

1. Collect items of interest, develop and format for printing a Chapter publication four times each year. Sort, label, and mail the Quarterly, or send electronic copies to membership. Any member may submit information to the editor for consideration.

D. Publications Committee:

1. Select items to be published and secure permission from the general membership before publishing. Obtain workers for projects such as copying, typing, and publishing, and secure the necessary contracts as specified by the Executive Board.

E. Publications Sales Committee:

1. Supervise the sale of published materials.
2. Obtain and recruit workers for selling publications.
3. Coordinate advertising for published items with cooperation of the Public Relations Committee.
4. Keep a current list of printed materials available for use in sales and public relations, and order reprints of publications as necessary.

F. First Families of Muskingum County (FFMC), Civil War Society of Muskingum County, Pioneer Families of Muskingum County (PFMC), War of 1812 Families Society of Muskingum County (W1812) and First Families of Ohio (FFO) Committee:

1. Review all application for FFMC, PFMC, W1812, and Civil War Society membership and pass on whether documentation submitted meets the established standards of evidence.
2. Present accepted candidates at the Chapter's Annual Awards and Recognition Banquet.
3. FFMC, PFMC, W1812, and Civil War Society shall each be a self-sustaining committee.

4. The chairperson shall be responsible for maintaining all records of membership, income, and expenses of the committee.

5. The chairperson shall be the resource person for First Families of Ohio.

G. Public Relations (Publicity) Committee:

1. The Public Relations committee shall obtain publicity for general membership meetings and newsworthy events, and conduct advertising campaigns for published materials in cooperation with the Publications Sales Committee under the direction of the Vice President.

H. Digital Archiving Committee:

1. Assume responsibility for digitizing and properly archiving the Chapter's records and library holdings.

2. Store digitized files in most efficient, safest manner possible for permanency and ease of retrieval.

3. Maintain a database of digitized files and a database of archived materials.

4. Catalog and preserve fragile books, ledgers, journals and loose papers using archival-safe materials and storage boxes.

5. In collaboration with the Library Committee, determine which donated items are of genealogical importance to Muskingum County researchers, and which should be re-donated by MCCOGS to other genealogy or historical societies.

I. Technology Committee:

1. Committee shall be formed by a minimum of four (4) members comprising of the Chair, the Librarian, the Treasurer, and one regularly volunteering member at the library.

2. Assume responsibility of purchase of technological devices and software for use in the genealogical library.

3. Assist and advise in the purchase of technological devices for use by the other committees as needed.

4. To monitor, repair and upgrade said devices and software as needed.

5. Maintain an inventory of the technological devices in use.

SPECIAL COMMITTEES

A. Budget Committee:

1. Establish an annual budget for the expenditure of funds for the guidance of the various chairpersons responsible for the operations of each segment of the organization. All budgets are subject to the approval of the Executive Board and the general membership at their respective January meetings.

2. The Budget Committee will consist of three (3) members. The President shall appoint the chairperson. Other members will be the Treasurer and the Senior Trustee.

3. The Budget Committee shall adjourn upon completion of the establishment of an accepted budget.

4. The budget is to be reviewed quarterly by the Executive Board so as to monitor the spending of the Chapter in an effort to retain a balance of no less than \$300.00 in the General Fund. The Budget Committee is subject to recall if it is necessary by the President and/or the Executive Board.

5. All revisions are subject to the approval of the committee, the Executive Board, and the general membership.

6. At the end of each fiscal year, all unused budgeted funds must revert to the general treasury.

B. Historian:

1. Collect, copy, and preserve the records of the Chapter's activities and accomplishments.

C. Preservation of Area Records Committee:

1. To collect or copy, preserve and place in the library all records of genealogical value from the Muskingum County Area.

D. Preservation of Area Cemeteries Committee:

1. To monitor and promote the preservation of the records available to the Chapter of all cemeteries within Muskingum County.

E. Constitution Committee:

1. The Constitution Committee will review the Constitution and By-laws as necessary. The committee shall be chaired by the Senior Trustee.

F. Education Committee:

1. To develop an awareness of the genealogy in the Muskingum County area, sources of genealogical information and date, and practical methods for obtaining the proceeding information.

2. To promote the Ohio Genealogical Society's Genealogical Essay Contest in the public and private schools, scouts, and 4-H clubs.

3. To be responsible for maintaining a current list of resource personnel capable of lecturing and educating the public in genealogical research.

G. Banquet Committee:

1. To organize and arrange all aspects of the Chapter's Annual Awards and Recognition Banquet which shall be held in the fall.