

# Mercer County Chapter of the Ohio Genealogical Society By-Laws

## **ARTICLE I: NAME OF ORGANIZATION**

Section 1: The name of this organization shall be the Mercer County Chapter of the Ohio Genealogical Society.

## **ARTICLE II: PURPOSE**

Section 1: To support the objectives of the Ohio Genealogical Society.

Section 2: To create and build interest in preserving and collecting historical records of this and related areas in Ohio.

Section 3: To encourage active membership in the Chapter and in the Ohio Genealogical Society.

Section 4: To take an active part in collecting records and making them available for use in genealogical research.

Section 5: To publish, if advisable, genealogical materials compiled by the Chapter members and to copyright this material, if necessary.

Section 6: To provide educational opportunities in genealogy for the Chapter membership and the community.

Section 7: All of the foregoing are for carrying on the work of the Chapter; and to operate solely for educational purposes as authorized by Section 501 (C) (3) of the Internal Revenue Code and/or any subsequent revisions.

## **ARTICLE III: OFFICERS**

Section 1: The elected officers of this Chapter shall be President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer and three (3) Members-at-Large. Candidates for these offices must be members of the Mercer County Chapter of the Ohio Genealogical Society. If elected and not a member of the Ohio Genealogical Society, the President must join the Ohio Genealogical Society before exercising the duties of that office. Officers shall be elected annually in November, installed in December and take office in January.

Section 2: The President shall call and preside at all meetings of the Chapter and the Executive Committee. It shall be the duty of the President to exercise general supervision over the activities and welfare of the Chapter. The President shall be an ex-officio member of all Chapter committees, with the exception of the Nominating Committee.

Section 3: The Vice-President shall perform duties of the President in the President's absence or incapacity. The vice-president will chair the Program Committee that will plan and schedule appropriate programs and speakers for Chapter meetings.

Section 4: The Recording Secretary shall conduct the meetings in the absence of the President and Vice-President.

Section 5: The Recording Secretary shall record the minutes of all business conducted at general membership and executive committee meetings. The Recording Secretary shall keep a separate record of all policies and procedures that have been voted on and approved, and shall call these the Standing Rules. These Standing Rules remain in effect until repealed by a vote of the general membership.

Section 6: The Corresponding Secretary shall handle the correspondence pertaining to the Chapter. The Corresponding Secretary (or their designee) shall research and answer all queries in a timely manner.

Section 7: The Treasurer shall receive monies due the Chapter from all sources and pay bills or other obligations authorized and approved for payment by the Chapter. The Treasurer shall keep a record of all these transactions.

Section 8: The President may suggest a person to fill an officer vacancy. The officer vacancy shall be filled by the voting members of the Executive Committee without any participation of the non-voting members of the Executive Committee.

Section 9: The President shall fill by appointment the following positions: Membership Coordinator, Parliamentarian, Publications Distributor, and Host/Hostess.

Section 10: Terms of Office for elected officers and appointees shall commence January 1 and conclude December 31.

#### **ARTICLE IV: COMMITTEES**

Section 1: The Executive committee shall be comprised of the President, Vice-president, Immediate Past-president, Treasurer, Recording Secretary and Three (3) members-at-large elected by the general membership, Corresponding Secretary, Newsletter Editor, Library/Book Chairperson, and First/Pioneer Families chairperson.

Section 2: The Executive Committee appointed positions (Newsletter Editor, Library/Book Chairperson, First/Pioneer Families Chairperson, and Public Relations Coordinator) are non-voting members of the Executive Committee.

Section 3: The Executive Committee shall have charge of all business affairs between general membership meetings.

Section 4: A quorum for meetings of the Executive Committee shall consist of five (5) voting members.

Section 5: Any Chapter member who is an Ohio Genealogical Society officer or trustee shall be an ex-officio member of the Executive Committee.

Section 6: An auditing committee of two (2) Chapter members shall be appointed by the Executive Committee. Audit to be performed in the first quarter of the year.

Section 7: The newly elected Executive Committee members who take office in January shall appoint the following standing committees: Library/Book, Newsletter, Program, First/Pioneer Families.

#### **ARTICLE V: NOMINATING COMMITTEE**

Section 1: A Nominating Committee consisting of two (2) members shall be elected from the floor by those members present at the regular September general membership meeting.

Section 2: The Nominating Committee will present a slate of officers and member-at-large candidates at the November general membership meeting. Additional candidates may be nominated from the floor.

#### **ARTICLE VI: MEMBERSHIP**

Section 1: Any person interested in genealogy may become a member of this Chapter by completing a membership form for local membership and paying dues.

Section 2: Complimentary or honorary local memberships may only be granted at the discretion of the Executive Committee on an annual basis.

#### **ARTICLE VII: QUORUM**

Section 1: A general membership meeting quorum shall consist of at least seven (7) regular members.

#### **ARTICLE VIII: REPRESENTATION**

Section 1: By-laws may be revised with the approval of 2/3 of those members present at any regular meeting of the Chapter providing the revision or amendment was presented at the previous regular meeting.

## **ARTICLE IX: PROJECTS**

Section 1: All projects done for the Chapter or donations made to the Chapter by members will automatically become the property of the Mercer County Chapter of the Ohio Genealogical Society. Members donating such items shall sign a consent form of their donation to said Chapter, with the donation becoming the property of said Chapter.

## **ARTICLE X: RULES OF ORDER**

Section 1: All meetings of the Chapter shall be in accordance with Robert's Rules of Order, Newly Revised.

## **ARTICLE XI: DISSOLUTION**

Section 1: Upon dissolution of the organization, all assets, including cash, books and records, shall be distributed to the Mercer County District Public Library, or its successor in interest, for genealogy related purposes, or, if not in existence, then shall be distributed for one or more other exempt purposes within the meaning of Section 501 (C) (3) of the Internal Revenue Code, or a 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.

## **ARTICLE XII:**

Section 1: The above by-laws were revised and approved by the Mercer County Chapter of the Ohio Genealogical Society at their regular meeting on 7 October 2018.