

# WARREN COUNTY CHAPTER OF THE OHIO GENEALOGICAL SOCIETY BYLAWS

Revised  
Approved  
Revised  
Approved

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## ARTICLE I NAME OF ORGANIZATION

The name of this organization shall be the Warren County Chapter of the Ohio Genealogical Society, hereinafter referred to as the "Chapter." It shall also be known as the Warren County Genealogical Society. The organization shall be governed by Officers and Standing Committee Chairs, also known as the "Board."

## ARTICLE II LOCATION

The principal place of business is in Warren County, Ohio, located at 406 Justice Drive in Lebanon.

## ARTICLE III PURPOSE

- Section 1. To create and promote interest in family history and in collecting and preserving genealogical and historical records in Warren County and related areas.
- Section 2. To take an active part in making records available for genealogical research.
- Section 3. To publish, if advisable, genealogical materials compiled by Chapter members and to copyright this material, if necessary.
- Section 4. To encourage active membership in this Chapter and in the Ohio Genealogical Society.
- Section 5. All the foregoing is for carrying out the work of the Chapter; to operate solely for educational purposes as authorized by Section 501(c)(3) of the Internal Revenue Code.
- Section 6. In the event of dissolution, funds and tangible property shall be distributed to an Ohio organization or organizations exempt under Section 501(c)(3) of the Internal Revenue Code.

## ARTICLE IV MEMBERSHIP

- Section 1. Categories of Membership shall be established by the Board. (See Standing Rules.)
- Section 2. Membership is open to anyone interested in genealogical research.
- Section 3. Dues shall be established by the Board and shall be due and payable on January 1.
- Section 4. The fiscal year shall be the calendar year, January 1 to December 31.

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## ARTICLE V OFFICERS AND STANDING COMMITTEE CHAIRS

- Section 1. The elected Officers of the Chapter shall be President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary. Standing Committee Chairs shall be appointed by the President and will assume duties as described in the Standing Rules.
- Section 2. The Board shall have full power and authority over the affairs of the Chapter except election of Officers and approval of Bylaws.
- Section 3. The President shall preside at all meetings of the Chapter and the Board, shall appoint all committees, and shall be an ex officio member of all committees except the Nominating Committee.
- Section 4. The Vice-President shall assume the duties of the President in his / her absence.
- Section 5. The Recording Secretary shall keep an accurate record of all meetings of the Chapter and of the Board and shall make them available to Board members and by request.
- Section 6. The Corresponding Secretary shall be responsible for handling all correspondence and mail of the Chapter.
- Section 7. The Treasurer shall receive all monies and pay all bills as authorized by the Board, shall have a monthly report for Board meetings, and shall submit the books for audit or review annually. The Treasurer shall prepare a proposed budget for the upcoming calendar year and present it at the November Board meeting for approval. A bond shall be obtained covering all Officers of the Chapter. The Annual Financial Statement (Income and Expense Summary) of the Chapter shall appear in the Spring issue of *Heir Lines*.
- Section 8. Officers shall be elected in even years for a term of two years at the November Chapter meeting by a majority of the votes cast. Each member shall have one vote. Voting may be done in person at the Chapter meeting, electronically, or by postal mail. Ballots may be sent via email and / or postal mail.
- Section 9. Officers shall be installed and assume duties at the January Board meeting following the election. In the absence of in-person meetings, this may be conducted virtually.
- Section 10. If a vacancy occurs in any office, that vacancy shall be filled by an appointment by the President with the concurrence of the Board. Such appointments shall be held until the next election.
- Section 12. A Board member who is unable to fulfill their duties as described in the Standing Rules may be removed from office.

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## **ARTICLE VI MEETINGS AND QUORUM**

- Section 1. The Chapter shall meet at various times and places as planned by the Program Chair, approved by the Board, and announced to the membership. The members present, whether in-person or virtual, shall constitute a quorum for conducting Chapter business.
- Section 2. Electronic communication: Members may communicate and cast a vote via electronic means during a Chapter meeting or at other times, as necessary.
- Section 3. The President may choose to dispense with a business session at a Chapter meeting if there is no business to be conducted.
- Section 4. A majority of the current Officers present at the Board meeting, whether in-person or virtual, shall constitute a quorum.

## **ARTICLE VII THE BOARD**

- Section 1. The Board shall consist of all elected Officers, Standing Committee Chairs, and Ex Officio Board Members. The Immediate Past President shall serve on the Board ex officio with vote. Ex officio members with vote shall be appointed by the Board to serve. (See Standing Rules.) The Board shall establish and carry out the policies of the Chapter and shall have charge of all business affairs between meetings. The Board shall hold title to and manage the funds and property, both real and personal, and shall be responsible for the development of adequate funding to meet present and future needs of the Chapter. Board members shall serve without compensation.
- Section 2. Board meetings are open to the public and anyone can attend, but only those on the agenda will be invited to give report or open discussion.
- Section 3. Electronic communication: Voting Board members may communicate and cast a vote via electronic means during a Board meeting, or at other times, as necessary.

## **ARTICLE VIII STANDING COMMITTEES**

- Section 1. There shall be the following Standing Committees: Cemetery, Lineage Societies, Membership, Programs, Publications, and Research. Functions and duties of the Standing Committees shall be defined in the Standing Rules.

## **ARTICLE IX SPECIAL INTEREST GROUPS AND AD HOC COMMITTEES**

- Section 1. Special Interest Groups and Ad Hoc Committees may be created by the Board. (See Standing Rules.)
- Section 2. A Financial Review Committee shall be created each January. The Financial Review Committee Chair shall be a Board member or Chapter member approved by Board vote. The Committee of two additional Chapter members shall be appointed by the Chair. (See Standing Rules.)
- Section 3. A Nominating Committee shall be created each September during election years. The Chair of the Nominating Committee shall be a Board member or Chapter member approved by Board vote. The Committee of two additional Chapter members shall be appointed by the Chair. (See Standing Rules.)

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## **ARTICLE X STANDING RULES AND POLICIES**

- Section 1. Standing Rules may be adopted and amended by the Board, as necessary.
- Section 2. Standing Rules are the means of further defining the detailed operation of the Chapter. Changes may be proposed at any regular meeting of the Board by any member of the Board. Proposed changes to Standing Rules shall be voted upon at the next regular meeting of the Board. Approval shall require a majority of those present and voting.
- Section 3. Policies are the means of further defining one specific area, such as Cash Handling. These Policies are independent of Standing Rules, but work in conjunction with them, and may be proposed at any regular meeting of the Board by any member of the Board. Proposed changes to Policies shall be voted upon at the next regular meeting of the Board. Approval shall require a majority of those present and voting.

## **ARTICLE XI CONFLICT OF INTEREST**

- Section 1. Each Officer and Standing Committee Chair shall sign a statement which affirms that they have received a copy of the Conflict of Interest Policy and Whistle Blower Policy, and have read and understood the policy. Each person has agreed to comply with the policies and understands the Chapter is a charitable organization designated 501(c)(3) with tax-exempt purposes.
- Section 2. A Conflict-of-Interest Policy shall be adopted. (See Standing Rules.)
- Section 3. A Whistleblower Policy shall be adopted. (See Standing Rules.)

## **ARTICLE XII LIABILITY**

A member of this organization is not, as such, personally liable for debts, liabilities, or obligations of the organization. The members of the Board shall not be personally liable for the debts, liabilities, or other obligations of the organization.

## **ARTICLE XIII AMENDMENTS OR REVISIONS**

- Section 1. Proposed amendments or revisions to the Chapter Bylaws may be submitted by any Chapter member to the Board for review. Proposals shall be submitted in writing and include exact wording and rationale for the proposal. Proposals may be submitted via email. The Board will review the proposals and, if approved, voted on by Chapter members at the next opportunity.
- Section 2. The Chapter Bylaws may be amended or revised by a two-thirds vote of the Chapter members voting. Voting may be done in person at a Chapter meeting, electronically, or by postal mail, provided proposed amendments or revisions are sent to each member in writing thirty days in advance. Email, with postal mail going to those who do not use email, or notice in *Heir Lines* shall fulfill this requirement.
- Section 3. Amended or revised Chapter Bylaws shall be submitted to the Chapter members for vote no more than once a year.

## **ARTICLE XIV PARLIAMENTARY PROCEDURE**

The rules contained in Robert's Rules of Order, Newly Revised, or any future revisions thereof, shall govern the Chapter in all cases in which they are not inconsistent with the Bylaws of the Chapter.