

GEAUGA COUNTY GENEALOGICAL SOCIETY
A Chapter of the Ohio Genealogical Society

STANDING RULES

MAILING ADDRESS

The mailing address of the Chapter is:
110 E. Park Street, Chardon, OH 44024

MEMBERSHIP

1. Annual membership dues shall be \$12.00 per person. Members' dues are to be paid before the first month of the calendar year. Dues paid after November 30 will be credited to the next year.
2. The Executive Board shall be responsible for establishing the amount of membership dues, subject to the approval of the Chapter membership. Approval of such changes in dues shall be by a majority vote of the members in good standing, present and voting at a general meeting, provided that such changes have been previously published thirty (30) days in advance of said meeting.
3. The fiscal year shall be July 1 through June 30.

MEETINGS

1. Meetings will be held on the 2nd Tuesday of each month at 7:00 p.m. at the Chardon Library, Geauga County Public Library System, unless otherwise noted.
2. There will be no meetings in January, February, July and August.
3. We welcome visitors to all meetings and encourage membership in our Chapter.

AMENDMENTS

1. The Executive Board shall review, and update as necessary, the By Laws and the Standing Rules of the Geauga County Genealogical Society every two (2) years.
2. Any changes to the Standing Rules shall be presented by the Executive Board to the general membership at a regular Chapter meeting and voted upon at the next scheduled meeting by those members in good standing.
3. Any amendment to the Standing Rules shall be appended to said document with the date of such amendment change.

President *Cathy Schwind*

Secretary Pro tem *Amy Kenneley*

Adopted 8 May 2007
Revised 11 September 2007
Revised 14 October 2008
Revised 14 October 2014
Revised 10 May 2016
Revised 9 April 2019

BY-LAWS OF THE GEAUGA COUNTY GENEALOGICAL SOCIETY, INC.

A Chapter of the Ohio Genealogical Society

ARTICLE I: NAME

1. This organization shall be known as “Geauga County Genealogical Society of Ohio, Inc.,” a chapter of the Ohio Genealogical Society.
2. Geauga County Genealogical Society of Ohio was incorporated September 2009.
3. This organization is required to file a statement of continued existence at a specific interval of time following incorporation or the last corporate filing in accordance with the office of the Ohio Secretary of State.

ARTICLE II: PURPOSE

The purpose of this organization shall be:

1. The promotion of genealogical research by giving instructions and helping those interested in tracing ancestral lines and searching records;
2. To promote the collecting and preservation of family records, old scrapbooks, diaries, family bibles, maps, obituaries, and any material of value for genealogical or historical research;
3. To strive to foster an interest in all people who contributed in any way, great or small, in establishing and perpetuating Geauga County and surrounding areas;
4. To support the objectives of the Ohio Genealogical Society, and to encourage membership in both this Chapter and the OGS.

ARTICLE III: MEMBERSHIP

1. Membership in this organization is open to anyone who is interested in this Chapter’s purpose and agrees to abide by the by-laws and the standing rules.
2. Membership shall be by written application to the Chapter, with payment of annual dues.
3. Dues shall be established by the Executive Board, with the approval of the membership.
4. New members who join the Chapter between January 1 through November 30 shall pay the full yearly dues.
5. Termination of membership: any member who fails to pay their annual dues by January 31 shall have their membership and all Chapter rights terminated. Membership shall be reinstated upon payment of annual dues.

ARTICLE IV: EXECUTIVE BOARD

1. The Executive Board consists of the elected officers.
2. The Executive Board also consists of committee chairs.

ARTICLE V: OFFICERS

1. The officers shall be a President, Vice President, Secretary, and Treasurer; each of whom shall be a member in good standing of the Geauga County Genealogical Society.
2. To be eligible for election to an office, a person must be a member and have agreed to be a candidate for the office.
3. Election of officers shall take place at the June meeting of odd numbered years. The newly elected officers’ terms shall commence July 1st following the June election.
4. The term of office shall be for two (2) years. No member shall hold more than one office at a time.
5. The president may not serve for more than two (2) consecutive terms.
6. Vacancies in any office (except the Presidency) shall be filled by the President with the approval of the Executive Board until the next election.

ARTICLE VI: DUTIES OF OFFICERS

1. **The President** shall preside over all meetings, appoint chairpersons to all committees (except the Nominating Committee, see Article VII); be an ex-officio member of all committees, have authority to sign checks, sign all contracts with the approval of the officers; be a member of the Ohio Genealogical Society. If the President is not a member of OGS, membership dues will be paid by the Chapter.

ARTICLE VI: DUTIES OF OFFICERS (cont.)

2. **The Vice-President** shall perform all the duties of the President in his/her absence or in case of vacancy and serve as Program Chairman. The Vice-President cannot appoint a President.
3. **The Secretary** shall keep accurate minutes of all Chapter meetings; in the absence of either President or Vice-President, call the meeting to order and preside over that meeting; any other corresponding duties as requested by the President.
4. **The Treasurer** shall be the custodian of the funds and keep a financial statement up-do-date and available. The treasurer shall keep a membership list and an accurate record of the payment of dues. The treasurer shall be authorized to take care of routine expenses up to \$50.00, and the cost of printing and postage for mailing the Newsletter. Other expenditures shall come before the Executive Board.
5. The president's and treasurer's signatures shall be on record on the bank card. Only one signature is required on a check.

ARTICLE VII: THE NOMINATING COMMITTEE

1. The Nominating Committee shall consist of three (3) members.
2. The Nominating Committee shall elect their own Chairperson.
3. Failure of the members to volunteer to be on the Nominating Committee will result in the Executive Board appointing a committee.
4. Nominating Committee shall present a slate of officers at the May meeting of odd numbered years for the upcoming election at the June meeting.
5. Written notice of election of officers shall be given to each member at least thirty (30) days in advance of said meeting.
6. Nominations for officers may also be made from the floor at the May meeting with the consent of the nominee.

ARTICLE VIII: AUDIT COMMITTEE

1. The Audit Committee shall consist of three (3) members and shall be elected by those members present at the April meeting of each year.
2. The audit Committee shall elect their own Chairperson.
3. Failure of the members to volunteer to be on the Audit Committee will result in the Executive Board appointing a committee.
4. The Audit Committee shall complete the audit by July 31 of each year.

ARTICLE IX: MEETINGS

1. Regular meetings shall be held as established by the Executive Board.
2. Members in attendance shall constitute a quorum at any meeting.
3. Special meetings may be called by the President or by the Executive Board.

ARTICLE X: FINANCES, ASSETS, AND ACTIVITIES

1. No part of the net earnings of this Chapter shall inure to the benefit of, or be distributed to, its members, officers, or other private persons, except that the Chapter shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes as set forth herein.
2. Notwithstanding any other provisions of these articles, this Chapter shall not engage in any activities or exercise any power that is not in furtherance of the purpose of this Chapter.
3. The Geauga County Genealogical Society acknowledges that all materials in the Anderson Allyn Room at Chardon Library are the property of the Geauga County Public Library.
4. Any archival materials generated by the Geauga County Genealogical Society such as minutes, reports, financial statements, membership lists or other items are the property of the Geauga County Genealogical Society.
5. Upon the dissolution of this Chapter, any remaining monetary assets and any archival materials belonging to said Chapter shall be donated to the parent organization, the Ohio Genealogical Society.

ARTICLE XI: NEWSLETTER

1. The Chapter shall publish a newsletter, which shall be sent to all members in good standing.
2. The newsletter shall be published quarterly.

ARTICLE XII: DISCIPLINE

Any member conducting himself or herself in a way calculated to disturb the harmony of the Chapter or to injure its good name or to hamper it in its work may, upon charges filed, be reprimanded, suspended, or expelled from the Chapter by a majority vote of the members present and voting in a GENERAL or SPECIAL meeting. The member against whom the charges are to be proffered shall be informed thereof at least ten (10) days in advance of the meeting and shall have an opportunity to be heard in person or by counsel at said meeting.

ARTICLE XIII: AMENDMENTS

1. These by-laws may be amended at any business meeting by a two-thirds (2/3) vote of those present, if not less than seven (7) members, providing the proposed amendment has been submitted in writing to all members at least thirty (30) days in advance of said meeting.
2. The standing rules may be amended by a majority vote of the members present at any regular meeting provided that such changes have been submitted in writing to all members at least thirty (30) days in advance of said meeting.
3. Any amendments to the by-laws and/or the standing rules shall be appended to said document with the date of such amendment change.

ARTICLE XIV: PARLIAMENTARY AUTHORITY

The business of this Chapter shall be conducted in accordance with the current edition of Roberts Rules of Order, Newly Revised, or any future revision thereof. This shall apply in all cases so long as they are not inconsistent with these by-laws, and any special rules the Chapter may adopt.

ARTICLE XV: ENABLING

These by-laws shall go into effect upon adoption.

President *Cathy Schwind*

Secretary Pro tem *Amy Kenneley*

Adopted January 1973
Revised December 1988
Revised 8 May 2007
Revised 14 October 2008
Revised 9 February 2010
Reviewed October 2014
Revised 9 April 2019