Montgomery County Chapter

Ohio Genealogical Society



Constitution and Standing Rules

Last Update: 8 Jun 2024

Mission, Vision & Purpose

Mission Statement

To attract, welcome, inspire, educate, and support a diverse community of family historians.

To preserve records for the benefit of future generations.

Vision Statement

To become a prominent and diverse community of family historians based in Mongomery County, Ohio.

Purposes of the Society

To foster an interest in all the peoples who contributed in any way, however, great or small, in establishing and perpetuating the State of Ohio.

To search for the reasons and forces behind the migrations of the early settlers into this state.

To preserve and safeguard manuscripts, books, relics, and memoranda relating to the early settlers of Ohio.

To secure and hold copyrights and plates of books, periodicals, tracts, and pamphlets of genealogical and historical interest to the people of Ohio.

To publish, print, buy, sell, and circulate literature relative to the purposes and acquisitions of the Society, 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 carrying on the work of education and for educational purposes.

To receive and hold gifts and devices of real and personal estate from any source for the benefit of such association, and to dispose of real estate not needed, and to use solely for the purposes of the Society any funds derived therefrom or from gifts generally, and to do all things incident to the perpetuation of the purposes of the association, and generally to exercise the powers legally and properly requisite thereto.

All the foregoing is for carrying on the work of the Society for educational purposes and to operate solely for educational purposes as provided in Section 501 (c) (3) of Internal Revenue code of 1954.

In the event of dissolution, funds of this Society shall be distributed to an organization or organization exempt under Section 01 (c) (3) of Internal Revenue Code.

Constitution

The Constitution of The Montgomery County Chapter, Inc. of the Ohio Genealogical Society, as adopted by the General Membership on June 8, 2024.

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Name of Organization

The name of this organization shall be The Montgomery County Chapter Inc. of the Ohio Genealogical Society.

Article II	Purpose
Section 1.	To support the objectives of the Ohio Genealogical Society and to encourage membership in that Society and in the Montgomery County Chapter.
Section 2.	To create and promote interest in the collecting, indexing, preserving, and publishing material on Montgomery County and related areas, compiled by Chapter members.
Section 3.	To take an active part in making these records available for genealogical research.
Section 4.	To assist individuals in tracing their ancestry and in compiling family and local histories by means of lectures, educational classes, workshops, and Library and newsletter assistance.

	Membership
article III	

Section 1.	Any person interested in genealogical research may become a member of The Montgomery County Chapter of the Ohio Genealogical Society upon application and the payment of dues.
Section 2.	The classes of membership and the annual dues shall be established
	by the Executive Board subject to approval of the general membership of the Chapter and as stated in the Standing Rules.
Section 3.	Each member in good standing shall have one vote.

MONTGOMERY COUNTY CHAPTER, OHIO GENEALOGICAL SOCIETY—PROPRIETARY

Article IV	Officers and Their Duties
Section 1.	The officers of this Chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.
Section 2	The President shall preside at all meetings of the Chapter and of the Executive Board. The President shall appoint the Chairmen of all committees except the Nominating Committee and shall be an exofficio member, with voting privileges, of all committees except the Nominating Committee.
Section 3.	The Vice President shall assume the duties of the Presidency in the absence of the President.
Section 4.	The Recording Secretary shall keep an accurate record of all meetings of the Chapter and shall make them available at the next meeting. The Recording Secretary shall also keep an accurate record of the Executive Board meetings and make those available to the Board.
Section 5.	The Corresponding Secretary shall be responsible for Chapter correspondence.
Section 6.	The Treasurer shall receive all monies and shall pay all bills as authorized at the meeting of the Chapter and the Executive Board and shall submit the books for audit annually no later than March 1.
Article V	Chapter Meetings
Section 1.	Regular meetings of the Chapter will be held at the place and time, according to the schedule specified in the Standing Rules.
Section 2.	The members present at a regular, scheduled meeting, of which due notice has been given to all members, shall constitute a quorum for conducting Chapter business.
Section 3.	Special business meetings of the Chapter can be called by the President, by a majority of the Executive Board, or by a petition of ten (10) members in good standing.

Article VI	Executive Board
Section 1.	The Executive Board shall consist of all the elected officers and chairmen of the Standing Committees. The Board shall carry out the policies of the Chapter and shall have charge of all business affairs between meetings.
Section 2.	The President shall call a minimum of six (6) meetings during a calendar year. A quorum for the Executive Board shall consist of five (5) board members of which three (3) must be elected Chapter Officers.
Section 3	Any member who is a State Officer or Trustee of the Ohio Genealogical Society shall be an ex-officio member of the Executive Board with voting privileges.
Section 4.	Vacancies in any elected office shall be filled by the Executive Board until the next regular election.
Section 5.	The Executive Board shall appoint any temporary special assistant to any elected officer when they deem it necessary to carry out the business of the Chapter.
Article VII	Committees
Section 1.	Among the Standing Committees of the Chapter shall be Finance, Education, Membership, Programs, and Projects. Other committees shall be designated in the Standing rules. Chairmen of all Committees shall serve for at least one year.
Section 2.	A Finance Committee of at least three (3) members shall be appointed by the incoming President no later than February 1 and shall meet as appropriate in conjunction with the Standing Rules and guidelines as set forth in the "Procedure Manual for Chapter Operations."

Section 3.	The President may appoint any Special Committees as deemed necessary to carry out the work of the Chapter.		
Article VIII	Elections		
Section 1.	The Executive Board shall select a Nominating Committee of three (3) Chapter members in August. The Nominating Committee shall make a report in October. At the November meeting, additional nominations may be made from the floor, providing the consent of the nominee shall first have been obtained. The election shall take place immediately after nominations are closed.		
Section 2.	Officers shall be installed at the December meeting, for a term of one year or until their successor is elected. They will take office at the close of the December meeting.		
Section 3.	No officer except the Treasurer shall be elected for more than two consecutive terms in the same office.		
Article IX	Tax Exemption		
Section 1.	This Chapter is organized exclusively for the purposes set forth in Article II, subject to the provisions of Section 501-(c) (3) of the Internal Revenue Service code.		
Section 2.	This Chapter shall not participate in any activities prohibited to an organization with tax exemption under Section 501-(c) (3) as a nonprofit, educational organization.		
Section 3.	No part of the net earnings of the Chapter shall be used for the personal benefit of, or be distributed to, its members, trustees, officers, or other private persons.		
Section 4.	Upon dissolution of this Chapter, any remaining assets will be distributed to other Ohio genealogical and historical organizations, institutions, and public libraries that are tax exempt under Section 501-(c) (3).		

Article X	Parliamentary Authority
Section 1.	The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the Chapter in all cases to which they are applicable and are not inconsistent with this Constitution and any special rules of order the Chapter may adopt.
Article XI	Amendment
Section 1.	This Constitution may be amended by a two-thirds vote of the members present at any regular meeting of the Chapter provided due notice of the proposed amendment has been given in writing to all members, either at a previous regular meeting or 30 days in advance through the Chapter newsletter. The amendment shall become effective immediately upon adoption.
Section 2.	A Standing Rule may be amended, or a new one added, by majority vote at any regular meeting of the Chapter. The membership will be notified in writing of any change in the Standing Rules.
Article XII	Indemnification
Section 1.	The Montgomery County Chapter of OGS, as a nonprofit corporation, hereby agrees to indemnify and save harmless the Trustees, Officers, Employees, Agents, and Servants from any and all liability that said persons may incur as a result of carrying out the duties and obligations to the Chapter, except for willful and malicious injuries to persons or property.

Standing Rules

The Standing Rules of The Montgomery County Chapter, Inc. of the Ohio Genealogical Society, as adopted by the General Membership on June 8, 2024.

- Membership fees are due annually on the first day of January. A
 Single Membership is \$17.00. A Family Membership (two or
 more persons in the same household) is \$22.00. A Sustaining
 Membership is \$25.00. A student (up to age 22) Membership is
 \$5.00. An Honorary Life Membership, owing no dues, may, by
 recommendation of the Executive Board and approval of the
 General membership, be conferred upon any member who has
 given exceptional service to the Chapter. Each member has one
 vote.
- 2. New members shall be given a Welcome letter, which includes information about accessing the Chapter's website.
- 3. Anyone joining in October shall have membership through December of the following calendar year.
- 4. Any Chapter member elected to the office of President shall for his/her term of office receive a membership to the Ohio Genealogical Society, paid for by the Chapter.
- 5. The Chapter shall publish a monthly electronic newsletter called *Family Tree*. Copies of the newsletters will be available for all members on the Chapter's website.
- 6. The fiscal year shall be from January 1 to December 31, inclusive.
- 7. Regular meetings will be held the 2nd Saturday of each month with the exception of special events at a regularly scheduled time established by the Executive Board. Meetings may occur inperson and/or virtually. The meeting location for in-person meetings will be determined by the Executive Board. If there should be any change in the meeting place or time, such change will be included in the *Family Tree* Newsletter and on the Chapter's website.
- 8. The Standing Committees, in addition to those mentioned in the Constitution are Cemetery, Greeter, Historian, Lineage Societies, Newsletter, Procedure Manual, Product Sales, Publicity, Refreshments, Seminar, and Website.
- 9. No member may commit the Chapter in any way by statement, action, or any other manner without first getting the approval of the Executive Board.

- 10. Written and computer material published/produced by the Chapter shall, when advisable, be registered for copyright and include the International Standard Book Number.
- 11. The Corresponding Secretary shall send a card of sympathy to the family on the death of a member.
- 12. A gift of \$100.00 or more shall be given to the Dayton Metro Library annually, to be used for the purchase of genealogical materials. This gift may be given as a memorial of a deceased member.
- 13. The Executive Board may approve bills totaling \$25.00 over budget. Any amount greater must be approved by the General Membership.
- 14. The Finance Committee report shall be written in the Treasurer's book and be presented to both the Executive Board and the General Membership.
- 15. All monies of the Chapter shall be kept on deposit in one or more banking institutions approved by the Executive Board. The Finance Committee, with the approval of the Executive Board shall appoint four people who will have the authorization to access the accounts.
- 16. Chapter members may register with the Chapter as a Researcher and will be listed on the website.
- 17. There will be a \$12.00 fee (per page, per issue) for an advertisement placed in the *Family Tree* newsletter for workshops, seminars, businesses, etc. not sponsored by the Chapter. There will be no charge for a short announcement of an event listing date, time, place, sponsor, and topic. There will be no charge for queries published in the newsletter or on the website.
- 18. A monthly rental fee of \$20.00 will be paid to the person who houses the Chapter copying machine. Said person will furnish evidence of insurance coverage of the copier.
- 19. Any member of the Montgomery County Chapter may apply for membership in First Families and/or Settlers & Builders of Montgomery County by submitting a completed application, the applicable documentation, and an application fee of \$15 to the Lineage Societies Committee. The application fee is nonrefundable.

- 20. There shall be a Procedure Manual to describe the current duties and responsibilities of the elected officers and the committee chairmen. The Procedure Manual Committee shall review the manual as needed and submit to the Executive Board for their approval at least once every three years a written report on any proposed changes and additions, including any resultant changes to either the Chapter Constitution or Standing Rules. The Committee will furnish a revised copy of the Procedure Manual to each member of the incoming Executive Board.
- 21. The Finance Committee shall submit a proposed budget to the Executive Board no later than their December meeting and a copy to the General Membership by newsletter in January. The vote shall be held at the General Membership meeting in January. The budget shall be adopted by a majority vote.
- 22. The Finance Committee may meet again in July to compare the budget to the actual receipts and expenses as shown in the Treasurer's semiannual report. Any recommended amendments to the budget may be adopted by a majority vote of the general membership.
- 23. All officers and chairmen who have budget items should keep their own records that show the total amount they are allowed and a running total after each expense.