

**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 Muskingum County, including biography, family and local history, for education purposes.
6. To assist the membership in methods of purposeful research.
7. Notwithstanding any provision of these articles, the Corporation (MCCOGS) shall not carry on any other activities not permitted to 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, non-profits are allowed to earn profits, as long as those profits are reinvested in the organization for 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. To be in good-standing, a member must have attended business meetings regularly for one year, participated in the work of at least one committee, and have paid Chapter dues for the current and upcoming year.

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 as 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, are in good standing, and are not presently serving as officers. Trustees are elected by the general membership to serve for one three (3) year term, but only one trustee is elected per year.

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 management of 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 will serve as the Chapter's Finance and Budget Committee. This committee's responsibilities will be:

- a. Assist the Treasurer by conducting quarterly and end-of-year reviews of the Treasurer's records.
- b. Examine options for the investment and/or reinvestment of funds, and will examine options to protect and secure said funds.
- c. Oversee sources of Chapter revenue.
- d. Examine the end-of-year review, financial reports, requested committee budgets, and records of the Treasurer for the purpose of creating a suggested budget for approval by the chapter members no later than the February business meeting.

#### **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 September 30 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 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. AMENDING AND RATIFICATION THE CONSTITUTION/BY-LAWS**

Revisions and/or amendments to the Constitution and By-laws can be proposed by a Bylaws Revision committee convened by the Senior Trustee, or at any general membership meeting. Proposed changes will be presented to the general membership, 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 the most recent revision of *Roberts Rules of Order*.

## **ARTICLE XI. OFFICER AND TRUSTEE VACANCIES**

In the event of a vacancy, it shall be the duty of the President to appoint a member to fill the vacancy for the balance of the term. The appointment will be subject to the approval of the Executive Board.

## **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 a review of the Chapter's finances.

#### **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.
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.
9. It shall be the duty of the President to oversee that Officers, Trustees and/or appointed chairpersons are carrying out their specified duties, and to notify them, in writing, of their non-compliance with the Chapter's rules and regulations. In cases of repeated non-compliance, a recall may need to be initiated. (See Article I, Section H.)

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

1. The primary duty of the Vice-President shall be to act as Program Chair.
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.
2. The Recording Secretary shall file a copy of the approved (with corrections as needed) minutes of the regular business, and of Executive Board meetings in a

notebook for the Chapter archives.

3. The Recording Secretary shall provide the membership with an electronic copy of the regular business meeting minutes no later than one week prior to the next business meeting.

4. The Recording Secretary shall maintain and update as needed a copy of the Chapter's standing rules.

**E. Corresponding Secretary:**

1. All correspondence relating to the Chapter shall be the responsibility of the Corresponding Secretary who shall pick up, log, and properly disperse the mail as well as answer mail from any public office. The Chapter's post office box shall be the official mailing address of the Chapter.

2. As appropriate, sympathy and get well cards shall be sent to members with expenses being submitted to the Treasurer for payment.

3. The Corresponding Secretary will assist the Technology Committee with the distribution of printed email correspondence, as needed.

**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 will pay necessary bills in the absence of both Treasurer and President.

2. Any expense that will cause a committee to exceed the allotted budget must be approved by the Executive Board.

3. The Treasurer shall file a monthly report with the Recording Secretary.

4. The Treasurer shall prepare a financial report quarterly for review by March 31, June 30, September 30, and December 31. The Treasurer will also prepare an end-of-year financial report for review by December 31.

5. The Treasurer will receive each committee chair's financial report by December 31<sup>st</sup> and compare those reports to the Treasurer's records. The Treasurer shall then present those reports and records by January 15<sup>th</sup> to the Trustees acting as the chapter's Finance and Budget Committee.

**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 determine whether or not to recall the officer or trustee. A 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.

## **ARTICLE III. ELECTION OF OFFICERS AND TRUSTEES**

### **A. Election of Officers:**

1. The Nominating Committee shall be composed of three (3) members nominated and elected by the membership at the July general membership meeting. The first person to be nominated will serve as chairperson of the committee.
2. Only members in good standing shall be eligible to serve as officers.
3. At the November general membership meeting the Nominating Committee shall present a written slate of officers. There shall be nominations called for from the floor.
4. A vote of the general membership will be taken by secret ballot, unless there are no contested offices, in which case a vote of acclamation may suffice. In either case, 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. The installation shall be conducted under the direction of a trustee.

- 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. STANDING COMMITTEES**

- A. Standing Committees shall be those in continuous operation. Each standing committee is responsible for a particular activity serving the Chapter's purposes. See Constitution ARTICLE II. PURPOSES.
1. The standing committee chairpersons are appointed by the President with the approval of the Executive Board. All standing committee chairpersons:
    - a. Will appoint at least one (1) person to assist in the committee's work, and will provide the President with a written list of committee member(s).
    - b. Will serve as members of the Executive Board and regularly attend board

- meetings and general membership meetings.
- c. Will carry out all duties as specified in the Constitution and By-laws, and in the written job description approved by the Executive Board.
  - d. Will report on the committee's activity at the monthly business meeting.
  - e. Will submit an inventory of all chapter possessions held by the committee to the Recording Secretary by December 31<sup>st</sup>.
  - f. Will submit a financial report consisting of all expenditures for the year, and a requested budget for the next year to the Treasurer by December 31<sup>st</sup>.
  - g. Will provide, when appropriate, items for publicity to President, Vice-President and Publicity Chair for publication via the means and outlets determined by the Publicity Chair.
  - h. Will serve an unspecified term with yearly reappointment by the President. In the event of resignation or dismissal by the President with the approval by the Executive Board, the Chair will turn over all committee financial and property records to the new Chair or to the President immediately.
  - i. A Chair serves at the discretion of the President, advised by the Executive Board, and may be dismissed for failure to regularly attend meetings, and/or repeated failure to provide the Chapter with the required reports. (See Items c-e above.)

#### B. Standing Committees:

1. Library Committee. This committee's responsibilities will be:
  - a. Take charge of the Chapter's collection.
  - b. Establish a policy as to what types of material are to be purchased.
  - c. Provide inventory and cataloging of acquisition for the library.
  - d. Plan the shelving arrangement of the library materials.
  - e. Be responsible for rebinding and repairs of the collection.
  - f. Obtain volunteers to maintain library hours for public use.
  - g. Supply lists of new acquisitions for the Chapter newsletter and for local newspapers.
  - h. 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.
  - i. Acknowledge donations.
2. Membership Committee. This committee's responsibilities will be:
  - a. Collect membership applications from the Corresponding Secretary, post names and addresses to a membership file, deposit monies in MCCOGS' bank account, provide the Treasurer with bank receipts, and report the



- membership number monthly to the President, Recording Secretary, and the Newsletter Committee.
- b. Notify the membership of renewal of the annual membership. Conduct membership drives, and be responsible for the membership flyers and their distribution.
  - c. Provide the Chairperson of the Nominating Committee a list of the current membership at the time of his/her appointment.
3. Newsletter Committee. This committee's responsibilities will be:
- a. Collect and edit items of Muskingum County or genealogical interest for the Chapter newsletter, "The Muskingum Quarterly".
  - b. Prepare the newsletter for distribution in February, May, August, and November.
  - c. Distribute the newsletter electronically or by post, as requested by each member. Prepare mailing labels, label, and mail the paper copies of the newsletter.
4. Publications Committee. This committee's responsibilities will be:
- a. Seek out and select items to be published and secure permission from the general membership before publishing.
  - b. Obtain workers for projects such as copying, typing, and publishing
  - c. Secure the necessary contracts as specified by the Executive Board.
5. Publications Sales Committee. This committee's responsibilities will be:
- a. Supervise the sale of published materials.
  - b. Obtain and recruit workers for selling publications.
  - c. Coordinate advertising for published items with cooperation of the Public Relations Committee.
  - d. Keep a current list of printed materials available for use in sales and public relations, and order reprints of publications as necessary.
6. 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. This committee's responsibilities will be:
- a. Review all applications for FFMC, PFMC, W1812, and Civil War Society membership and pass on whether documentation submitted meets the established standards of evidence.
  - b. Present accepted candidates at the Chapter's Annual Awards and Recognition Banquet.
  - c. FFMC, PFMC, W1812, and Civil War Society shall each be a self-sustaining

- committee.
- d. The chairperson shall be responsible for maintaining all records of membership, income, and expenses of the committee.
  - e. The chairperson shall be the resource person for First Families of Ohio.
7. Public Relations (Publicity) Committee. This committee's responsibilities will be:
- a. Obtain publicity for general membership meetings and newsworthy events, and conduct advertising campaigns for published materials in cooperation with the Publications Sales Committee.
  - b. Responsible for keeping the MCCOGS Webmaster informed of events to be posted to the website.
8. Digital Archiving Committee. This committee's responsibilities will be:
- a. Assume responsibility for digitizing and properly archiving the Chapter's records and library holdings.
  - b. Store digitized files in most efficient, safest manner possible for permanency and ease of retrieval.
  - c. Maintain a database of digitized files and a database of archived materials.
  - d. Catalog and preserve fragile books, ledgers, journals and loose papers using archival-safe materials and storage boxes.
  - e. 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.
  - f. Provide the Webmaster, via the Public Relations Committee, with digitized material for the Members Only section of the MCCOGS website.
9. Education Committee. This committee's responsibilities will be:
- a. To help educate the community about the importance and value of genealogy and family history research, and to familiarize the community with research tools and resources through yearly learning opportunities such as workshops, demonstrations, lectures, field trips.
  - b. To maintain an updated list of both local resources and general resources for genealogy and family history research.
  - c. Maintain an updated list of resource personnel capable of lecturing and educating the public in genealogical research.
  - d. Provide the Public Relations Committee with the yearly schedule of class dates, times, subject, and cost per attendee.
10. Technology Committee. This committee shall be made up of the Chair, the Librarian, the Treasurer, and one regularly volunteering member at the library. Its responsibilities will be to:

- a. Assume responsibility of purchase of technological devices and software for use in the genealogical library.
  - b. Assist and advise in the purchase of technological devices for use by the other committees as needed.
  - c. Monitor, repair and upgrade said devices and software as needed.
  - d. Will handle distribution of email from the Chapter's primary email account, and coordinate with the Corresponding Secretary on the distribution of any print copies of emails to those who require paper copies.
11. Historian. The Historian is a committee of one, with the responsibility to:
- a. Collect, copy, and preserve the records of the Chapter's activities and accomplishments.

#### **ARTICLE VI. SPECIAL COMMITTEES**

A. Special (*ad hoc*) Committees are formed to complete one project, task, or objective by a specified date. Special Committees are dissolved at the completion of the assigned project.

1. The special committee chairpersons are appointed by the President. They are not members of the Executive Board. All special committee chairpersons:
  - b. Will carry out the task specified by the President.
  - c. Will report on the committee's activity at the monthly business meeting.
  - d. Will operate within the special committee's allotted budget.
  - e. Will submit a final report, including expenses, and any inventory acquired to the Chapter within one month of the completion of the assigned project. Will provide, when appropriate, items for publicity to President, Vice-President and Publicity Chair for publication via the means and outlets determined by the Publicity Chair.
2. Special committees include: Banquet, Cemetery Preservation, Constitution and By-laws, and Hospitality. Other special committees may be formed should the need arise.