

Franklin County
Genealogical and Historical Society
Standing Rules

Rule I – MEMBERSHIP

- 1.1 Classes, Benefits and Dues of Voting Membership in the Society shall be as follows:
- a. SINGLE: One individual, who will receive one subscription to The Franklintonian, one newsletter query, one membership card and one Voting Member vote. \$ 20.
 - b. JOINT: Two individuals at the same address. One mailing of Society materials will be made. Joint membership will receive two membership card and Two Voting Member vote. \$30.
 - c. PATRON: One individual, who will receive all Primary member benefits plus one hour of free research services. \$ 50.
 - d. SINGLE LIFE: One individual, who will receive each year all Single member benefits for the duration of his or her life and whose name will be engraved on the Life Member plaque displayed in the Society headquarters. \$ 300.
 - e. JOINT LIFE: Two individuals at the same address, who each will receive all Joint member privileges for the duration of each of their lives and whose names will be engraved on the Life Member plaque displayed in the Society headquarters. \$ 500.
- 1.2 Life Membership Payment Plan: Payment may be made towards a Life Membership in FCGHS over a two-year period. Payment in any amount may be made during the time, but all payments must be completed within two years. Annual membership in FCGHS must be maintained during the payment period. All monies received are non-refundable. Classes, Benefits and Dues of Non-Voting Membership in the Society shall be as follows:
- a. ORGANIZATION: A Organization member must be approved by the Board and will receive acknowledgment in The Franklintonian for one twelve-month period. \$20
 - b. CORPORATE: A Corporate member must be approved by the Board and will receive acknowledgment in The Franklintonian for one twelve-month period.
- 1.3 A member may choose to receive The Franklintonian in “hard copy” at an additional annual charge of \$5.
- 1.4 Any changes in classes, benefits or dues of membership must be approved as an amendment of these Standing Rules.

Rule II – OFFICERS

- 2.1 The President shall be responsible for the general supervision of the affairs of the Society and for compliance with all governmental requirements and filings. The President shall preside at the meetings of the members, and the Board. With the approval of the Board, the President annually shall appoint all Standing Committee chairpersons and the chairpersons of all Ad Hoc committees. The President shall be an ex-officio member of all committees except the Nominating Committee. The President must be a member of The Ohio Genealogical Society.
- 2.2 The Vice President shall assist the President and shall assume the duties of the President in the President’s absence or incapacity. Upon the retirement, resignation or removal of the President, the Vice President shall automatically succeed to the office of the President for the remainder of the President’s unexpired term.

- 2.3 The Treasurer shall be a member of the Finance and Grants Committee; shall manage all income, expenses, assets and liabilities of the society; shall pay from available Society funds all obligations of the Society – including compensation of any employee of the Society – in such amounts as may be approved by the Board and shall provide current financial statements for meetings of the members, the Board. By January 31 of each year the Treasurer shall complete annual financial statements for the previous year, and these statements shall be audited by February 28 of each year under Article X of the Bylaws and made available upon request. The Treasurer shall be responsible for the bonding of the Treasurer, the President and any other person handling Society monies.
- 2.4 The Secretary shall cause to be recorded, the proceedings of each meeting of the members, the Board. The Secretary shall maintain these minutes and the membership records of the Society at the Society headquarters and make them available on request. The minutes of each meeting shall be promptly prepared and distributed to all members of the Board. The Secretary shall notify in accordance with Article XII of the Bylaws and Rule VI of these Standing Rules all members, the Board members of their respective upcoming meetings.
- 2.5 The Secretary shall be responsible for administering all correspondence to and from the Society.
- 2.6 The Treasurer and the Secretary may appoint assistants, subject to the approval of the Board, to assist with their responsibilities.

Rule III - STANDING COMMITTEES

- 3.1 The Standing Committees of the Society shall be The Finance & Grants, Library Liaison, Membership, Program & Education, Research, Projects, Publicity – Marketing and Nominations & Elections.
- 3.2 All Committee chairs shall be appointed by the President with Board Approval. The Committee chairs shall appoint subcommittee heads as required .
- 3.3 **FINANCE & GRANTS** - Subcommittees include:
 - Budget all committee chairs shall be members of budget committee.
 - Fundraising
 - Audit

THE FINANCE AND GRANTS COMMITTEE: shall include the Treasurer and shall prepare and present the annual budget to the joint meeting of the Board and to the annual meeting of members and shall prepare and submit requests for funding to foundations, governments, government agencies, philanthropic organizations, corporations, businesses, and individuals. All Standing Committee chairs shall be members of this Committee.

The Budget subcommittee: shall prepare the current annual budget by December 31 and submit proposed budget to the Finance Committee, for review and submission to the Board at the January Board meeting.

All unutilized budget line items shall expire on Dec. 31 without any carry-overs.

The Fundraising subcommittee: shall manage fundraising activities for FCGHS. Activities include garage sales, craft sales, surplus book sales, and orders merchandise such as FCGHS T-shirts for sale in the library and at events. They set up and staff tables at FCGHS seminars and work with Education and all other Committee chairs on other events.

The Audit Committee: The President shall appoint three Voting Members of the Society (not including the Treasurer for the previous year) as described in Article 10.1 of the By-Laws.

- 3.4 **LIBRARY LIAISON** - No subcommittees

The Library Liaison: shall be responsible for maintaining and preserving a good working relationship with the Columbus Metropolitan Library.

3.5 **MEMBERSHIP** – No Subcommittees

The Membership Committee: processes all membership applications, enters data into the membership database and on the website, issues membership cards, creates membership and volunteer lists, and mailing labels. They print and put together membership packets for new members to either pick up at the library or “snail” mail or E-Mail them to the out-of-town members.

3.6 **EDUCATION & PROGRAMS** - Subcommittees include

- Interest Groups
- Lineage Groups
- Community Events (ex. Dublin Irish Festival)

THE EDUCATION AND PROGRAM COMMITTEE: shall plan and arrange program locations and speakers for the Society. This committee shall interact with all Committees and Interest Groups of the Society, other libraries, The Ohio History Connection, The Ohio Genealogical Society, Senior Citizen Centers, schools throughout Franklin County, and other institutions to further the purposes of the Society.

Interest Groups: Offer a forum for members with similar interests and challenges to interact with each other to share their experience and knowledge with each other, that meet monthly for the purpose of sharing research techniques, data and references, and general information regarding various topics.

The Lineage Groups Subcommittee: is responsible for identifying and honoring ancestors of Franklin County, Ohio, through verification and authentication of historical records.

- a. The Pioneer Families of Franklin County, Ohio, comprises members of Franklin County Genealogical and Historical Society who are direct descendants of persons who arrived in the County by December 31, 1830.
- b. The Society of War of 1812 Families comprises members of Franklin County Genealogical and Historical Society who are direct descendants or collateral relatives of any person with Franklin County ties who served in the War of 1812.
- c. The Builders and Settlers Society comprises members of Franklin County Genealogical and Historical Society who are direct descendants of persons who arrived in the County from 1831 through December 31, 1860.
- d. The Society of Civil War Families comprises members of Franklin County Genealogical and Historical Society who are direct descendants or collateral relatives of any person with Franklin County ties who served in the Civil War.
- e. Victorian Families Society comprises members of Franklin County Genealogical and Historical Society who are direct descendants of persons who arrived in the County from 1861 through December 31, 1899.
- f. 20th Century Families Society comprises members of Franklin County Genealogical and Historical Society who arrived in the County from 1900 through December 31, 1999 or are descendants of such persons.
- g. 21st Century Families Society comprises members of Franklin County Genealogical and Historical Society who arrived in the County from 2000 through December 31, 2099 or are descendants of such persons.
- h. The African American Great Migration Society comprises members of Franklin County Genealogical and Historical Society who are direct descendants of African and African American persons that migrated to the county from one of the former slave states from 1880 through 1950 or are descendants of such persons.

A non-refundable \$40 fee must accompany the application per each Lineage Group. If submitting a supplemental application, the fee is \$20.

3.7 **RESEARCH** - No subcommittees.

The Research Committee: shall provide genealogical research services to the public. The research committee performs at the request of members and the public for an hourly fee. Research may involve looking up obituaries, and vital records along with researching additional record resources in Franklin County.

3.8 **PROJECTS** - No subcommittees.

The Projects Committee: shall coordinate and maintain records of all Society research projects and shall publish appropriate reports. All projects - published and unpublished - shall be the property of Franklin County Genealogical and Historical Society, and royalties from all publications shall accrue to the Society except as limited by copyright law.

3.9 **PUBLICITY – MARKETING** - Subcommittees Include:

- Franklintonian
- Social Media (Face Book)
- Society Website

The Publicity – Marketing Committee: shall be responsible for promoting Society programs, education, activities, and publications for advancing the interests and purposes of the Society. The committee shall also promote fund-raising events and social media presence.

The Franklintonian Subcommittee: shall be responsible for developing, publishing, and distributing periodic communications with members and the public, which provide genealogical and historical information about Franklin County, Ohio; items of genealogical and historical interest; and other material consistent with the goals and activities of the Society. The Board shall establish procedures and deadlines for receiving updates and revisions to the Franklintonian from Society Board members.

The Social Media Subcommittee: promotes the society activities on Facebook and Twitter and other Social Media sites. They post announcements from committees and board members relating to upcoming events and approved announcements from other organizations of interest to our members.

The Website Subcommittee: continually updates, adds new pages and data and maintaining on a timely basis the update of the Society’s website and shall be a member of any committee formed to review said site. The Board shall establish procedures and deadlines for receiving updates and revisions to the Web site from Society Board members.

3.10 **NOMINATIONS & ELECTIONS** - No subcommittees

President or anyone on the upcoming ballot may not be on this committee as described the Article VIII of the By-Laws. Nominations shall be solicited from all members through advertising, e-mail, WebPage, and social media.

Rule IV – INTEREST GROUPS

4.1 Upon the written application of ten or more Voting Members, the Board may create an Interest Group to address any goal of the Society in the name of the Society.

4.2 An interest Group shall comply with the applicable requirements of the Bylaws and these Standing Rules.

4.3 An Interest Group may meet and engage in its activities without prior notice to or consent by the Society.

4.4 An Interest Group shall report its meetings and activities to the Board at each meeting of the Board.

4.5 After fourteen days written notice of proposed dissolution issued to the Interest Group’s representative to the Board elected under Article XI of the Bylaws, the Board may vote to dissolve an Interest Group.

Rule V - PROCEDURES

- 5.1 Presence in a meeting of the members, the Board or any Committee may be in person or by any electronic means that permits two-way communications between the person and other persons participating in the meeting.
- 5.2 Voting in a meeting of the members, the Board or any Committee may be in person, by a hard copy writing or any printable electronic means timely received by the Society at its headquarters, or by any electronic means that permits two-way communications between the person and other persons participating in the meeting.
- 5.3 Notice for any meeting or vote of the members shall be by publication in The Franklintonian or by a hard copy writing or any printable electronic means, addressed to the member at the member's address in the current records of the Society and issued at least fourteen days prior to the meeting or vote. For any member meeting or vote concerning proposed election or removal of a Trustee or Officer, or proposed amendment to the Bylaws, the proposal must be contained in the notice. Notice may be waived by participation in the meeting in accordance with Article XII of the Bylaws.
- 5.4 Notice for any meeting or vote of the Board or any Committee shall be by hard copy writing addressed to the member at the member's address in the current records of the Society and issued at least seven days prior to the meeting, or by any printable electronic means addressed to the member at the member's electronic address in the current records of the Society and issued at least two days prior to the meeting, or by two-way oral or electronic communication with the member at least one day prior to the meeting. For any meeting or vote concerning proposed election or removal of a Trustee or Officer, proposed dissolution of an Interest Group or proposed amendment of these Standing Rules, the proposal must be contained in the notice. Notice may be waived by participation in the meeting in accordance with Article XII of the Bylaws.
- 5.5 Contracts may only be signed by the President of the Board or by someone they designate in their place if required to expedite a contract. The Franklin County Genealogical and Historical Society offers an honorarium for speakers delivering a presentation topic accompanied by a syllabus handout. Until further notice, such presentations will be delivered in a virtual format, so travel and other expenses associated with geographic travel will not be considered. Please contact your member sponsor for further information.

Rule VI - AMENDMENTS

- 6.1 These Standing Rules may be amended in accordance with the Bylaws and these Standing Rules with or without a meeting by the affirmative vote of two thirds of the members of the Board.