

Standing Rules of the Ohio Genealogical Society

Meetings

The Ohio Genealogical Society Board of Trustees shall determine the dates for meetings in January, March, May, July, September, and November at the July Board of Trustees meeting for the coming year. The public is invited to attend all meetings of the Board of Trustees without voice or vote. The President has the authority to cancel, reschedule, or convert to virtual meetings due to inclement weather or other unforeseen circumstances.

1 – MEMBERSHIP

Dues

- 1.A Dues for Individual Annual Membership shall be \$40, Sustaining \$80.
- 1.B Dues for Joint Annual Membership shall be \$45, Sustaining \$90.
- 1.C Dues for Individual Life Membership shall be \$800, Sustaining \$1,600.
- 1.D Dues for Joint Life Membership shall be \$1,225, Sustaining \$2,500.
- 1.E Dues for Family Membership shall be \$50, Sustaining \$100.
- 1.F Dues for Youth Membership shall be \$30, Sustaining \$60.
- 1.G Dues for all categories of Membership are non-refundable.
- 1.H Foreign mailing shall be \$20 additional.
- 1.I All annual memberships are renewable one year after the member joins.
- 1.J Recommendation for Honorary Membership may be made to the President. The Board of Trustees shall have final approval.
- 1.K The Membership Committee shall be responsible for establishing the amount of membership dues. Approval of changes in dues shall be by a majority vote of the Board of Trustees members present and voting at a regular meeting.
- 1.L Print copies of the Society's magazines shall be an additional \$20 per year except for Life members.
- 1.M Chapters of the Society shall receive electronic copies of the Society's magazines unless the Chapters have paid the printed copy fee.

Membership Benefits

ALL memberships shall receive:

The Ohio Genealogy News (Digital Format)

The Ohio Genealogical Society Quarterly (Digital Format)

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Access to Members Only section of the Ohio Genealogical Society website and databases

Free access to the Ohio Genealogical Society Library

Reduced rates on Conferences.

Opportunity to use the Lending Library

Opportunity to join the Lineage Societies

Discounts on Ohio Genealogical Society Publications

Life members shall receive a pin and certificate of recognition.

2 – LINEAGE SOCIETIES

The Lineage Societies of the Ohio Genealogical Society are meant to create a lasting legacy of the pioneers of the State of Ohio. Applicants will receive a one-time medal per Lineage Society and a certificate of recognition. Supplemental applications will receive a certificate only.

Fees

2.A A fee of \$40, for OGS members, shall accompany an initial application for all lineage societies.

2.B A fee of \$15 fee shall accompany all supplemental applications.

2.C Replacement of Lineage Society pins shall be \$15 postpaid.

2.D Replacement certificates for any Lineage Society shall be \$15 postpaid.

2.E Applications for all lineage societies must be postmarked by or delivered to the Ohio Genealogical Society's office no later than 31 December of the year prior to the annual Conference in which applicant expects to receive this award.

2.F Each Lineage Society committee must review applications for their respective Lineage Society. Final approval shall be by majority vote of the Board of Trustees

2.G All applications, rules and guidelines will be available on the Ohio Genealogical Society website or by request.

First Families of Ohio (FFO)

An Ohio Genealogical Society member who is a direct descendant of an individual who settled in the area now encompassed by the State of Ohio before 1821 may be elected to First Families of Ohio upon approval of an application with proof of such descent and payment of the designated fee.

First Families of Ohio members who prove an ancestor in 1803 or earlier shall receive special recognition.

Society of Civil War Families of Ohio (SCWFO)

An Ohio Genealogical Society member who is a direct descendant, or collateral relative, of an individual who served in the Civil War, for the Union or the Confederacy, and who lived, died, or served in Ohio, is eligible to become a member of the Society of Civil War Families of Ohio upon approval of an application with proof of descent and payment of a designated fee.

Settlers and Builders of Ohio (SBO)

An Ohio Genealogical Society member who is a direct descendant of an individual who resided in Ohio from January 1, 1821 through December 31, 1860 may be elected to Settler's and Builders of Ohio upon approval of an application with proof of such descent and payment of the designated fee.

Century Families of Ohio (CFO)

An Ohio Genealogical Society member who is a direct descendant of an individual who resided in Ohio from January 1, 1861 through December 31, of the year 100 years prior to the year of application, may be elected to Century Families of Ohio upon approval of an application with proof of such descent and payment of the designated fee.

Society of the Families of the Old Northwest Territory (SFONT)

Applicants to this Lineage Society who are a direct descendant of an individual who resided in the area known as the Northwest Territory prior to 1803, may be elected to the Society of the Families of the Old Northwest Territory upon approval of an application with proof of such descent and payment of the designated fee. Non-members shall pay a \$60 application fee.

Military Order of Daughters and Sons of Ohio (MODSO).

Applicants to this Lineage Society who are direct descendants of a resident of the state of Ohio who served in the armed forces of the United States or the British colonial forces of the original thirteen colonies prior to the American Revolutionary War may be elected to the Military Order of Daughters and Sons of Ohio upon approval of an application with proof of such descent and payment of the designated fee.

Applicants who can prove satisfactory service in the armed forces of the United States as veterans or are current military service members and who reside in Ohio may be elected to the Military Order of

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the Daughters and Sons of Ohio upon approval of an application with proof of service, residence, and payment of the designated fee.

3 - AWARDS

Replacement of award pins, other than Lineage Society pins, shall be \$10 postpaid.

4 - DISTRICTS

Each District listed shall include all Chapters, Special Interest Groups and Affiliated Organizations of the Ohio Genealogical Society within that county.

- 4.A Athens Area District shall include the counties of Athens, Gallia, Jackson, Lawrence, Meigs and Vinton.
- 4.B Bowling Green Area District shall include the counties of Hancock, Lucas, Ottawa, Sandusky, Seneca and Wood.
- 4.C Cadiz Area District shall include the counties of Belmont Carroll, Guernsey, Harrison, Jefferson, and Monroe.
- 4.D Chillicothe Area District shall include the counties of Adams, Brown, Highland, Pike, Scioto, and Ross.
- 4.E Cincinnati Area District shall include the counties of Butler, Clermont, Clinton, Hamilton, and Warren.
- 4.F Cleveland Area District shall include the counties of Cuyahoga, Geauga, Lake, Lorain, and Medina.
- 4.G Columbus Area District shall include the counties of Fairfield, Fayette, Franklin, Licking, Madison, and Pickaway.
- 4.H Coshocton Area District shall include the counties of Coshocton, Holmes, Knox, Stark, Tuscarawas, and Wayne.
- 4. I Dayton Area District shall include the counties of Clark, Darke, Greene, Miami, Montgomery, and Preble.
- 4. J Defiance Area District shall include the counties of Defiance, Fulton, Henry, Paulding, Putnam, and Williams,
- 4. K Mansfield Area District shall include the counties of Ashland, Crawford, Erie, Huron, Richland, and Wyandot.
- 4.L Marysville Area District shall include the counties of Champaign, Delaware, Hardin, Marion, Morrow, and Union.

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- 4.M Wapakoneta Area District shall include the counties of Allen, Auglaize, Logan, Mercer, Shelby, and VanWert.
- 4.N Youngstown Area District shall include the counties of Ashtabula, Columbiana, Mahoning, Portage, Summit, and Trumbull.
- 4.O Zanesville Area District shall include the counties of Hocking, Morgan, Muskingum, Noble, Perry, and Washington.
- 4. P Out of State Chapter shall include the State of Florida

All Chapters shall be chartered by the Board of Trustees

5 – COMMITTEES

5.A Access Committee

- Library Advisory Committee
- Promote OGS to the public
- Building projects
- Major donors/grants
- Library and Archives Committee
- Historian/Secretary
- Digitization Committee

5.B Engage Committee

- Lineage Societies
- Fellows & Awards Committee
- Cemetery Committee
- Education Committee
- Membership Committee
- Librarians' Seminar
- Publications Committee
 - OGS Quarterly
 - OGN
 - Books
 - Chapter Lines
 - Summer Series
- Programs
- Publicity - including social media

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Public Relations

Writing Contest

Fall Seminar

Chapter Liaison

Legislative Affairs

Shares duty with Manage Committee

5.C Finance Committee

Membership Committee

Publications

OGS Quarterly

OGN

Writing Contest

Audit

Financial Development

Fund raising

Donors

Grants

Marketing

Financial Reporting

5.D Manage Committee

Nominations & Elections Committee

Personnel Committee

Bylaws & Standing Rules Committee

Policies & Guidelines

Legislative Affairs Committee

Shares duty with Engage Committee

Historian

5.E Technology Committee

Technology

Computers

Phones

Security

Software

Hardware

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Development

Website

5.F Committees under the direction of the President shall be:

Annual Conference Committee

Conference Coordinator

Conference Chairs

 Banquet

 Door Prize

 Publications

 Registration

 Vendor

 Volunteer/Speaker Support

Strategic Planning Committee

Historian

Parliamentarian

Any Special or Ad Hoc Committees

- 5.G All committees are required to meet in session at least once a year. Each committee chair is required to submit a bi-monthly report to the Board Secretary and an annual report of the committee's activities to the President by the March Board of Trustees meeting of each year for inclusion in the Annual Meeting Report to be made at Conference.

6 – NOMINATIONS AND ELECTIONS COMMITTEE

Election of Committee

Each year the Board of Trustees shall elect, by plurality vote, a Nomination and Election Committee of three (3) members of the Ohio Genealogical Society.

7 – ELECTIONS BALLOT AND VOTING PROCEDURE

- 7.A The Nomination and Election Committee shall notify the membership in the summer issue of the Ohio Genealogy News and on the Ohio Genealogical website that written nominations will be received for all Officers and/or Trustees to be elected in the coming year.
- 7.B Any Ohio Genealogical Society board member on the ballot shall not serve on the Nomination and Election committee.

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- 7.C The Nomination and Election Committee shall make certain that nominees meet the qualifications for all positions.
- 7.D The Nomination and Election Committee shall make certain that all who receive ballots are current members.
- 7.E All nominations must be received at the Ohio Genealogical Society office by the first (1st) of October.
- 7.F The Nomination and Election Committee may nominate additional nominees for any office.
- 7.G In the winter issue of OGN, and on the Ohio Genealogical Society website, notice of the election shall be presented to all members and shall include listing all nominees for each office.
- 7.H Members of record as of January 1st shall receive an electronic ballot about February 1st. A valid email address must be on file at the OGS office.
- 7.I Completed paper ballots shall be received at the Ohio Genealogical Society office no later than the first (1st) day of March. Electronic ballots are to be received by the committee on the same date.
- 7.J The election results, including a vote count for each nominee, shall be reported immediately to all members of the Board of Trustees. All nominees shall be personally notified of the election results. The election results shall be reported to the general membership during the business meeting of the Annual Conference.
- 7.K The chair of the Nomination and Election Committee shall file the official record of total ballots cast and the tally for each nominee with the Secretary, who shall make this record available for examination by any member.
- 7.L Any request for a recount of ballots by a nominee must be filed with the Chair of the Nomination and Election Committee within ten (10) days of receipt of the election results notification. The ballots shall be destroyed thirty (30) days after the results have been announced in the Ohio Genealogy News.
- 7.M Ohio Genealogical Society members (single membership) are permitted one vote per election.
- 7.N Joint or Family Ohio Genealogical Society members are permitted two votes per household per election.

8 – BYLAW BALLOT AND VOTING PROCEDURE

- 8.A In the winter issue of OGN, and on the Ohio Genealogical Society website the Secretary shall present to all members any proposed amendments to the Bylaws, as reviewed by the Board of Trustees, and a ballot.

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- 8.B Completed ballots shall be dated by or delivered to the Ohio Genealogical Society office no later than the first (1st) day of March.
- 8.C The Bylaws and Standing Rules Committee shall appoint tellers who shall count the ballots at the Ohio Genealogical Society Office.
- 8.D The results, including a vote count for each proposed amendment, shall be reported to the Board of Trustees at the March Board of Trustees meeting by the Bylaws and Standing Rules Committee.
- 8.E The official record of total ballots cast and the tally for each Bylaw amendment shall be filed with the Secretary and shall be available for examination by any member. The results shall be reported to the general membership during the business meeting of the Annual Conference and shall be announced in the Ohio Genealogy News.
- 8.F The Bylaws amendment ballots shall be destroyed thirty (30) days after the results have been announced in the Ohio Genealogy News.
- 8.G Members of record as of January 1st shall receive an electronic ballot about February 1st. A valid email address must be on file at the OGS office.

9 – BOARD DIRECTIVES

- 9.A The Board of Trustees shall hire the Executive Director after receiving the recommendations of the Executive Committee. The Executive Director shall report directly to the President. Additional employees shall be hired by the Executive Director with the approval of the Board of Trustees.
- 9.B The Board of Trustees minutes shall carry the names of trustees present and absent.
- 9.C The Executive Committee and the Trustees shall notify the Board Secretary and the President if they will be unable to attend a regular meeting of the Board of Trustees. The Board Secretary will present the list of Executive Committee members and Trustees who are not attending the Board of Trustees meeting to the Executive Committee for approval. Excused absences can only be approved by the Executive Committee.
- 9.D The President at each Board of Trustees meeting shall make an oral report of the activities of the Executive Committee since the last Board of Trustees meeting.
- 9.E The Board of Trustees shall determine the size of the Board, which shall be no less than nine (9) Trustees or larger than sixteen (16) Trustees. Each elected Trustee will be permitted to complete their term in office before their position can be eliminated. Vacant trustee positions can be immediately eliminated, if necessary.

10 – FELLOWS and AWARDS COMMITTEE

Procedures to Elect Committee

- 10.A The Board of Trustees shall elect the Fellows and Awards Committee to review nominations and recommend candidates to be named Fellow of the Ohio Genealogy Society. The Fellows and Awards Committee is to be comprised of six (6) members elected by the Board of Trustees to serve a three (3) year term. Four (4) of the committee members must be from the Ohio Genealogy Society; two (2) members of the committee must be Trustees.
- 10.B Two members of the Fellows and Awards Committee shall be elected each year at the first Board of Trustees meeting following the Annual Conference.
- 10.C The President shall appoint the committee chair from the members of the committee.
- 10.D The Board of Trustees shall fill vacancies of un-expired terms by nomination and written ballot.

Procedures for Fellow Award

- 10.E It shall be the duty of the Fellow and Awards Committee to receive and review all nominations for the Fellow of the Ohio Genealogical Society by December 31. A nominee for the Fellow award must be a member or a former member of the Society.
- 10.F The criteria for an award of Fellow are: A nominee for Fellow shall have provided a valuable service to the Ohio Genealogical Society and/or the field of Genealogy over and above the job to which they were elected or appointed through: volunteer work; a special project; their expertise or skill in accomplishing a goal of the Ohio Genealogical Society. No member of the Executive Committee or of the Board of Trustees may be elected as a Fellow of the Ohio Genealogical Society until after completion of his/her term of office.
- 10.G The Fellows and Awards Committee is not required to recommend a candidate for the Fellow Award. If there are nominees for Fellow, the Committee shall present all nominees to the Board of Trustees at the regular March meeting along with a summary of the candidate's nomination qualifications. Voting will be by written ballot if more than two candidates are nominated. Otherwise, a show of hands will be sufficient.
- 10.H To be elected a Fellow, a nominee must receive at least a 2/3-majority vote of the Trustees present at the regular March Board of Trustees Meeting. Not more than two Fellows may be elected in any given year. The awards will be presented at the Annual Conference.
- 10.I The election results, including a vote count for each nominee shall be reported immediately to all members of the Board of Trustees. The election results are to be kept secret by the Board of Trustees until the presentation at the Annual Meeting.
- 10.J The Secretary will retain the ballot totals for thirty (30) days following the Annual Conference.

Procedures for Other Awards

- 10.K The Fellows and Awards Committee shall review all award nominations according to the criteria for each award as defined in the Committee policy. The Committee shall present all award nominees to the Board of Trustees at the regular March Board of Trustees Meeting.
- 10.L Nominees for each award must receive at least a 2/3-majority vote of the Trustees present at the regular March Board of Trustees Meeting. The awards will be presented at the Annual Conference.

11 – CHAPTER FORMATION and RULES

- 11.A A Chapter is an area-specific genealogical organization chartered by the Ohio Genealogical Society and functioning as a separate entity financially and legally. A Chapter shall have the right to use the Ohio Genealogical Society's trademarked names (excluding publication titles) forms, logos and like items with the addition of the Chapter name.
- 11.B Chapters shall have the right to form interest groups or accept existing interest groups under the auspices of the Chapter. Interest groups shall be related to the Ohio Genealogical Society's general mission such as computer, Native American, military history, ethnic or other interest.
- 11.C Chapters shall be encouraged to participate in and promote the Ohio Genealogical Society's projects. The Ohio Genealogical Society shall support the activities and publications of its Chapters.
- 11.D The Board of Trustees shall approve the governing documents of organizing Chapters before a charter is issued. The governing documents shall not be in conflict with the Bylaws and Standing Rules of the Ohio Genealogical Society. Subsequent changes to the governing documents of a Chapter shall be sent to the Ohio Genealogical Society's office within thirty (30) days of their adoption.
- 11.E All Chapters shall submit the following information to the Ohio Genealogical Society by January 30 of the current year:
- A current list of all Chapter officers including mailing addresses and email (as of January 30) and, when they do hold elections, they must submit the new list of officers within thirty (30) days of election. The President of a Chapter shall be a member of the Ohio Genealogical Society.
- The official mailing address and the email address of the Chapter plus the contact information for the Chapter's webmaster, if applicable.
- The names and addresses of current Chapter members, including email addresses.

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- 11.F The Chapter Liaison Committee shall review a copy of the Chapter's governing documents as changes are made to these documents.
- 11.G Failure to comply with the Bylaws and Standing Rules of the Ohio Genealogical Society shall result in notification, in writing, by the Chair of the Chapter Liaison Committee on or before March 30 of the current year with recommended corrections. If by September 15 a Chapter remains in violation, the President will send a letter by registered mail on or before September 30 notifying the offending Chapter that all violations must be corrected by November 1. Failure to correct all violations will cause the matter to be brought before the Board of Trustees at the November meeting for a vote on suspension. Suspension for failure to comply shall require a two-thirds (2/3) vote of the Board of Trustees. The Secretary will notify the Chapter of suspension.
- 11.H A Chapter that has been suspended may be reinstated upon proof of compliance with the Board of Trustees' requirements and a two-thirds (2/3) affirmative vote of the Board of Trustees.
- 11.I A Chapter that has been suspended may have its charter revoked with a two-thirds (2/3) vote from the Board of Trustees.
- 11.J Chapters shall not support monetarily or actively campaign for any individual nominated for election of Officer or Trustee of the Ohio Genealogical Society.
- 11.K All matters concerning relations between the Ohio Genealogical Society and the Chapters shall be referred to the Chapter Liaison Committee for review and, if not resolved shall be brought to the Board of Trustees for disposition.

12 – AFFILIATED ORGANIZATIONS

- 12.A Existing genealogical Groups may petition the Board of Trustees to become an Affiliated Organization of the Ohio Genealogical Society. Such organizations shall have a mission and goals in line with those of the Ohio Genealogical Society. Such mission and goals shall not conflict with the Ohio Genealogical Society or its existing chapters and interest groups.
- 12.B Affiliated Organizations shall receive Chapter benefits.
- 12.C Upon petition for affiliation the Board of Trustees will vote upon affiliated status. A 2/3 vote shall be necessary to approve Affiliated Organization status.

13 – INTEREST GROUPS

- 13.A The Board of Trustees may authorize the creation of interest groups from among the general membership to be identified as sections or committees, relating to interest within the Ohio

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Genealogical Society's general mission, such as computer, Native American genealogy, military history, or other interest. The Board of Trustees may discontinue, combine or change the status of these groups from time to time.

- 13.B Membership in an interest group shall be open to all members of the Ohio Genealogical Society. Interest group dues or fees may be established by the interest group. Such dues or fees shall be approved by the Board of Trustees.
- 13.C An interest group shall be governed by their own written rules which shall be subject to approval by the Board of Trustees. Such rules shall provide for officers, including but not limited to the chairman, vice-chairman, secretary, treasurer and committee chairmen, and to the periodic selection thereof by a method that involves the participation of the members of the interest group. Such rules shall also identify the representative or representatives authorized to expend the funds of the interest group.
- 13.D The chairman of the interest group, as provided by its rules, may select a delegate who shall be entitled to attend meetings of the Board of Trustees. Prior to a meeting of the Board of Trustees, an interest group delegate may request a place on the agenda of that meeting. At a meeting that the delegate attends, the delegate shall be entitled to be heard on any matter particularly affecting the interest group but shall not be entitled to vote unless also an elected trustee.
- 13.E An interest group chairman shall receive copies of the agenda and minutes of meetings of the Board of Trustees and copies of other materials prepared for use of the trustees at such meeting.
- 13.F An interest group shall submit to the Board of Trustees a proposed budget for its operation on or before the beginning of the interest group's fiscal year. Income shall be from dues, fees, donations, or any other source as approved by the Board of Trustees.
- 13.G After an interest group's budget is approved, it shall be entitled to the expenditure of any money authorized by its budget, as approved by the Board of Trustees. Expenditures and/or indebtedness over budget shall require Board of Trustees approval.
- 13.H An interest group shall be responsible to the Board of Trustees for a written accounting of its expenditures on request and in any event within 30 days after the conclusion of the interest group's year which shall be a calendar year.
- 13.I The formulation and execution of the policy, publications, and activities of an interest group shall be in the name of the Ohio Genealogical Society or to its credit and shall be subject to the approval of the Board of Trustees.
- 13.J In the event an interest group plans to disband, it shall notify the President of the Ohio Genealogical Society and the interest group membership sixty (60) days prior to the meeting called for the proposed disbandment. Following the interest group's membership vote to

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disband, all assets and records (financial, minutes, and publications) shall be turned over to the Ohio Genealogical Society within sixty (60) days.

14 – RESIGNATIONS AND REMOVALS OF OFFICERS AND TRUSTEES

14.A An officer may resign at any time by filing a written resignation with the Executive Board. The officer or trustee who has resigned must return all items owned by the Ohio Genealogical Society within two weeks of their resignation.

14.B Two consecutive, unexcused absences from the Board of Trustees meetings by an officer or trustee shall require the following action: the Board Secretary will write the absent officer or trustee requesting a letter of resignation be submitted to the President. If the Board Secretary has two (2) consecutive unexcused absences, the President shall write the request. If the President has two (2) consecutive unexcused absences the Vice President of Administration shall write the request.

If a reply is not received from the officer or trustee within fifteen (15) days the officer or trustee will be removed from office by a quorum of the Board of Trustees, with a two-thirds (2/3) vote, at the next scheduled meeting of the Board of Trustees.

14.C An officer or a trustee can be removed from office under the following conditions: Has a continuing conflict of interest that cannot be reconciled or is failing in his/her fiduciary responsibilities. Has crossed ethical borders, with potential lawsuits for sexual harassment or fraudulent activities. Is ineffective, not able to do the job, not participating appropriately in board discussions or committee assignments. Is obstructive and is preventing the Board of Trustees or the Executive Committee from functioning effectively. Is not interacting well with others, which is causing an embarrassment to the Ohio Genealogical Society. Has been convicted of a crime while in office.

14.D Procedures for the removal of an officer or trustee: The officer or trustee who has committed actions found in the items of section 14.C needs to be notified in writing of such charges and if the violations persist, then actions will be taken against that officer or trustee for their removal from office. If the actions of the officer or trustee continues, then the President, or the Vice President of Administration in some cases, shall request a letter of resignation from the accused officer or trustee. The accused officer or trustee shall be given an opportunity to address the Board of Trustees at the next scheduled meeting and present their case to the board. The Board of Trustees will decide by a two-thirds vote whether to drop the charges or to dismiss the accused from office. If the accused officer or trustee refuses to resign and to address the Board of Trustees, then the Board of Trustees has the right to remove that officer or trustee from office

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by a two-thirds vote. If an officer or a trustee has been removed from office, the Board of Trustees has the right to revoke the membership of that officer or a trustee from the Ohio Genealogical Society. An officer or a trustee who has been removed from office will be notified by letter through the U. S. Mail of their removal from office.

14.E It is the responsibility of the person who is charging an officer or a trustee of wrongdoing to fully document all activities in writing to avoid future legal ramifications.

These Standing Rules may be amended without notice by a majority vote of the elected Board of Trustees at any Board of Trustees meeting.

Ohio Genealogical Society Standing Rules last revised 17 September 2022, approved 19 November 2022.