

## **Ontario Chapter of the Association of Professional Genealogists (OCAPG)**

### **Chapter Bylaws**

**27 September 2008**

**PREAMBLE** This Chapter shall be governed by the following bylaws and the most current version of the Association of Professional Genealogists (APG) bylaws. The Chapter will also, at all times, be bound by the policy and procedures set forth in the latest edition of the APG Policy Manual and APG Procedures Manual. The day-to-day operations of the Chapter are outlined in a separate OCAPG Operating Procedures Manual.

#### **1. NAME**

1.1 The name of the chapter shall be Ontario Chapter of the Association of Professional Genealogists, or OCAPG for short.

#### **2. OBJECTIVES**

- 2.1 To promote awareness of, and interest in, professional genealogical services.
- 2.2 To promote professional standards in genealogical research, writing, and speaking.
- 2.3 To engage in activities which improve access, facilitate research, and preserve records used in the fields of genealogy and local history.
- 2.4 To promote awareness of activities and laws which may affect genealogical and historical research.
- 2.5 To educate the membership and public through publications and lectures.
- 2.6 To provide support for those engaged in genealogical pursuits as a business.

#### **3. MEMBERSHIP**

- 3.1 Members of OCAPG shall be members of the Association of Professional Genealogists.
- 3.2 Chapter membership shall be open to all APG members in good standing.
- 3.3 Membership in OCAPG will cease if the member submits a written resignation to the Chapter or fails to pay the annual OCAPG dues by March 31st.
- 3.4 A member who resigns from the Chapter is not entitled to the return of any dues already paid.

#### **4. OFFICERS, ELECTIONS, AND TERMS OF OFFICE**

- 4.1 The officers of the Chapter shall be a chapter representative to APG, a chair, the past chair, a vice chair, and a treasurer. Officers must reside in the province of Ontario.
- 4.2 The length of terms for the officers shall be two (2) years and they may serve for two (2) consecutive terms. The term of an officer shall commence as soon as possible after the election or appointment.
- 4.3 The Executive Committee shall be comprised of the chapter representative, the chair, the past chair, the vice chair, and the treasurer. A majority of Executive Committee members is required to form a quorum for any decisions or actions to be taken outside of the regularly scheduled meetings. Executive Committee meetings can be conducted in person, by telephone or through online facilities.

- 4.4 The most recent past chair or past chapter representative able and willing to serve shall chair a nominating committee to search for successors to the elected officers as necessary.
- 4.5 Nominations shall be received from the floor up until the time of voting.
- 4.6 The Executive Committee may appoint other committees and committee chairs as required to fulfill the objectives of the Chapter.
- 4.7 Elections shall occur at the last formal meeting of each year for new officers to take positions coinciding with the calendar year and membership year. Elections for chair and vice chair shall take place one year, with elections for chapter representative and treasurer the next.
- 4.8 In the event of a vacancy of an elected officer, the Executive Committee may appoint a replacement for the remainder of the term. Alternatively, a replacement for the remainder of the term may be elected at the next scheduled chapter meeting.
- 4.9 The duties of chapter officials are described in the OCAPG Operating Procedures Manual.

## **5. MEETINGS AND MEMBERS**

- 5.1 The chapter shall generally hold meetings four times a year (in February, April, September and November), but must have a minimum of two annually.
- 5.2 A minimum of six (6) chapter members shall constitute a quorum for chapter meetings.
- Financial decisions at a meeting with such minimal attendance shall be bound by the relevant operating procedures.
- 5.3 Chapter meetings are open to members of the public, who may attend as guests.
- 5.4 Guests can participate in chapter activities and meeting discussions except those designated in articles 5.5, 5.6, 5.7, and 5.8.
- 5.5 Only chapter members can vote.
- 5.6 Only chapter members can serve as chapter officers.
- 5.7 Only chapter members can be listed in membership lists published by the Chapter.
- 5.8 Only chapter members can participate in activities designated as being for members only.
- 5.9 Items voted on, with the exception of bylaw amendments, will pass by a simple majority of votes cast.

## **6. CHAPTER CONDUCT**

- 6.1 Except as otherwise required by the bylaws, the Chapter is self governing. The Association of Professional Genealogists cannot be held legally responsible for the actions of the Chapter beyond the bylaws.
- 6.2 The Chapter will conduct itself in a manner that is in keeping with the professionalism of APG. All literature, banners, posters, letters etc. will be professional in appearance so as to maintain APG's image as a professional organization.
- 6.3 Any literature, press releases or other such communication intended for the general public shall be submitted to the APG Publications Advisory Committee at least forty-five (45) days in advance of use.

**7. FINANCES** 7.1 The annual dues for individual chapter members shall be set by the members at a regular chapter meeting at which a quorum is present.

7.2 The dues will cover the period January 1 to December 31.

7.3 The dues of the Chapter shall be deposited in a bank account in the name of the Chapter.

7.4 The signing authorities for the bank account shall be the treasurer and two other chapter members as agreed to at a regular chapter meeting.

## **8. PARLIAMENTARY AUTHORITY**

8.1 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall

govern the proceedings of OCAPG except when they are inconsistent with these bylaws or

any special rules OCAPG or APG may adopt.

## **9. AMENDMENTS OF BYLAWS**

9.1 No amendments can be made in these bylaws without the approval of the Executive Committee of the Association of Professional Genealogists.

9.2 Any OCAPG member may propose changes to these bylaws for discussion at any chapter meeting.

9.3 Proposed changes discussed at a regular meeting will be voted on at the next regular meeting after sufficient advance notice to all members, as prescribed in the OCAPG Operating Procedures Manual.

9.4 Members not able to be present for voting on bylaw changes may register their vote with the chair by email, mail, or phone prior to the meeting.

9.5 Changes to the bylaws require a two-thirds majority of votes cast.

## **10. DEACTIVATION**

10.1 The Chapter may be deactivated by APG according to criteria prescribed by the APG

Procedures Manual.

10.2 The Executive Committee may request deactivation according to procedures outlined in the APG Procedures Manual.

10.3 Members will donate assets belonging to OCAPG at the time of deactivation to one or more non-profit organizations.