

Ontario Chapter of the Association of Professional Genealogists (OCAPG)
Chapter Bylaws
27 September 2008 (Revised – November 20, 2020)

1. NAME AND GOVERNING AUTHORITY

- 1.1. The name of the chapter shall be Ontario Chapter of the Association of Professional Genealogists, hereafter referred to as the Chapter or OCAPG.
- 1.2. The Chapter shall be governed by the following bylaws and the most current version of the Association of Professional Genealogists (APG) bylaws and will adhere to any changes or revisions adopted after the Chapter was accepted. The Chapter will also be bound by the policy and procedures set forth in the latest edition of the APG Policy Manual and APG Procedures Manual including any changes or revisions adopted after the Chapter was accepted.
- 1.3. Except as otherwise required by the APG 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.

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.
- 2.7. To facilitate collaboration among members.

3. MEMBERSHIP

- 3.1. Members of OCAPG shall be current members of the APG.
- 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.
- 3.5. Only chapter members in good standing can be listed in membership lists published by the Chapter.

4. EXECUTIVE AND TERMS OF OFFICE

- 4.1. The Executive of the Chapter shall be Chapter Representative to APG, Chair, Vice Chair, Secretary and Treasurer.
- 4.2. Only chapter members in good standing may serve as chapter Executive.
- 4.3. The length of terms for the Executive shall be two years and they may serve for no more than two consecutive terms in the same office.
- 4.4. A majority of the Executive may appoint members in good standing to complete the term of a vacated Executive position. The term of an appointed Executive shall commence as soon as possible after the appointment. Alternatively, a replacement for the remainder of the term may be elected at the next scheduled chapter meeting. Executive, whether elected or appointed, will be considered to have served a full term if

service in the position is for more than half of a full term.

4.5. Three of the five Executive will constitute a quorum for decisions or actions to be taken outside of the regularly scheduled meetings. The Executive may conduct business in person, by telephone conference, online conference, via electronic mail, or any acceptable method stated in *Robert's Rules of Order, Newly Revised*.

4.6. The responsibilities of the chapter Executive are:

4.6.1. Chair:

- i. Is responsible for the general supervision of the affairs of the Chapter.
- ii. Acts as the official spokesperson for the Chapter.
- iii. Convenes and facilitates chapter meetings.
- iv. Communicates with members periodically via newsletter, email or social media.
- v. Serves as an ex-officio member, or names a designee, of all committees except a Nominating Committee.
- vi. Performs other duties as required.

4.6.2. Vice Chair:

- i. Is responsible for assuming the duties of the Chair in the absence of, or at the request of, the Chair.
- ii. Performs other duties as required.

4.6.3. Treasurer:

- i. Receives chapter dues and all monies, issues receipts for same, and deposits monies collected in the designated bank account(s).
- ii. Keeps an accurate roster of chapter members in good standing.
- iii. Is authorized to sign cheques.
- iv. Pays chapter debts as authorized by the Executive.
- v. Keeps an accurate account of all receipts and disbursements.
- vi. Presents budgets to the Membership for adoption.
- vii. Provides financial reports to APG as required for tax compliance.
- viii. Provides an annual Treasurer's Report for the previous year to the chapter membership no later than January 31st.

4.6.4. Secretary:

- i. Keeps an accurate record of the proceedings of all general membership and Executive meetings.
- ii. Performs other duties as required.

4.6.5. Chapter Representative to APG:

- i. Sends two or more chapter reports each year to the Chapter Liaison of APG.
- ii. Communicates chapter activities, concerns, and questions to the Chapter Liaison of APG who will channel such communications to the appropriate APG entities as prescribed by the APG Procedures Manual and the APG Policy Manual. APG, through its Chapter Liaison and the designated Chapter Representative shall inform the chapter of changes in policy and procedures that affect it.
- iii. Welcomes new members by email upon the payment of dues.
- iv. Conducts outreach to potential members.

5. COMMITTEES

5.1. 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.

5.2. The Executive Committee may appoint other committees and committee chairs as required to fulfill the objectives of the Chapter.

6. ELECTIONS

- 6.1. Membership in good standing in APG and the Chapter is required to be eligible for nomination and election as an Executive.
- 6.2. Elections shall occur at the last formal meeting of each year for new Executive to take positions coinciding with the calendar year and membership year.
- 6.3. Elections for Chair and Vice Chair shall take place one year, with elections for Chapter Representative, Secretary and Treasurer the next to ensure the Executive retains experience and historical knowledge.
- 6.4. Members will receive a copy of the nomination report for executive positions one month prior to the meeting in which elections are held. Notification will also be provided with the notice of that meeting.
- 6.5. Nominations shall be received from the floor up until the time of voting.
- 6.6. Only chapter members in good standing may vote in chapter elections.
- 6.7. A simple majority of those voting shall constitute an election.

7. MEETINGS

- 7.1. The Chapter shall hold a minimum of two meetings annually.
- 7.2. A minimum of six chapter members shall constitute a quorum for chapter meetings.
- 7.3. Draft budgets will be sent out to members, at least two weeks before chapter meetings where they will be considered. Members not able to be present for voting may register their comments or vote with the Chair by email prior to the meeting.
- 7.4. Only chapter members in good standing can participate in activities designated as being for members only.
- 7.5. Only chapter members in good standing can vote.
- 7.6. Items voted on, with the exception of bylaw amendments, will pass by a simple majority of votes cast.
- 7.7. Chapter meetings are open to members of the public, who may attend as guests.
- 7.8. Guests can participate in chapter activities and meeting discussions except guests are not allowed to vote on motions brought before the membership during the meetings.

8. CHAPTER CONDUCT

- 8.1. The Chapter will conduct itself in a manner that is in keeping with the professionalism of APG.
- 8.2. All literature, banners, posters, letters, etc., will be professional in appearance so as to maintain APG's image as a professional organization.
- 8.3. 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 days in advance of use.

9. FINANCES AND DUES

- 9.1. The annual dues for individual chapter members shall be set by the members at a regular chapter meeting at which a quorum is present.
- 9.2. The dues will cover the period January 1st to December 31st of the current membership year.
- 9.3. To be an active member of the Chapter, a member shall be liable for the payment of

annual dues.

9.4. Members who fail to pay current year dues by March 31st will be dropped from the membership roll of the Chapter.

9.5. New members who pay dues between October 1st and December 31st will be considered current through December 31st of the following calendar year.

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

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

10. PARLIAMENTARY AUTHORITY

10.1. 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 of order OCAPG or APG may adopt.

11. AMENDMENTS OF BYLAWS

11.1. No amendments can be made in these bylaws without the approval of the Executive Committee of the APG.

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

11.3. Proposed changes discussed at a regular meeting will be voted on at the next regular meeting after sufficient advance notice to all members.

11.4. 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.

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

11.6. A written proposal of the voted-upon amendment(s) shall be sent by the Chapter Representative to the Chapter Liaison, for review and approval by the APG Executive Committee.

12. DEACTIVATION

12.1. The Chapter may be deactivated by APG according to criteria prescribed by the APG Procedures Manual.

12.2. The Chapter may request deactivation according to procedures outlined in the APG Procedures Manual.

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

Approved this ____ day of December 2020.

Submitted this ____ day of December 2020

Association of Professional Genealogists, Ontario Chapter

By Janet Iles, Chapter Chair

By Linda J. Hauley, Bylaws Committee Chair

By Melanie McLennan, Chapter Representative to APG