

**SOCIETY OF COLONIAL WARS IN THE STATE OF OHIO
BYLAWS OF COUNCIL
RESTATED May 21, 2012**

**1.
MEETINGS OF COUNCIL**

- 1.1 The Council shall hold regular meetings on the third Monday in each month excepting June and July.
- 1.2 Special meetings may be called at any time by the Governor, or by the Secretary either upon his own motion or upon the written request of the Governor, and shall call such meeting upon the written request of any two members of the Council, or of any five members of the Society.
- 1.2 Five members of the Society shall be a quorum for the transaction of business.

**2.
PLACE OF MEETING OF COUNCIL**

The Council shall meet in the City of Cincinnati or elsewhere, as such place as may be designated by it.

**3.
ORDER OF BUSINESS**

The order of business at all Council meetings shall be as follows, to wit:

- 3.1 Reading of minutes of previous meeting.
- 3.2 Reports of officers and committees
- 3.3 Unfinished business.
- 3.4 New business.
- 3.5 Elections.

**4.
AMENDMENT OF BYLAWS**

- 4.1 These Bylaws may be amended or repealed or new Bylaws adopted at any regular or special meeting, called for that purpose, provided that written notice of such proposed action be given at a previous meeting or by ten days written notice mailed to all members of the council.
- 4.2 Whenever these Bylaws are amended they shall be restated, dated and certified by Governor and the Secretary as part of the minutes of the meeting where adopted. Copies shall be circulated to members of Council.

**5.
RULES OF ORDER**

All meetings of Council shall be conducted in strict conformity with Roberts Rules of Order and

if questions arise the Chancellor shall make a clarifying interpretation. If the Chancellor is not present at such Council meeting, the then Governor, Deputy Governor, or Lieutenant Governor shall appoint a Chancellor who shall be a lawyer who has been admitted to the Ohio Bar.

6. ADMISSION OF MEMBERS, DUES, DATABASE, ETC.

6.1 Membership Procedures and Qualifications

The Society of Colonial Wars (SCW) is a genealogical society with chapters in several states and a General Society. These procedures apply to individuals who wish to become members of the Ohio Society.

6.1.1 Procedures

There are three ways to become a member:

- i. Through the full application process using long form applications;
- ii. Through the short form application process;
- iii. Through transfer from another State Society wherein the individual has already been accepted into the SCW and has a General Society membership number.

6.1.2 Qualifications

In all cases admission depends upon descent from an ancestor who meets the Qualifications for Membership as described in Article II of the General Society ByLaws, which requirements are set forth Constitution ARTICLE III. The qualifications shall be listed on the second page of the SCW Information Circular which is sent by the Ohio Registrar to all prospective applicants. The Ohio Registrar shall maintain a library of SCW lists of approved ancestors. Applicants establishing descent by consanguinity from an approved ancestor shall not be required to provide additional proof of that ancestor's qualifying Colonial service.

6.1.3 Application Checklist

The Registrar shall provide to applicants an application procedure and qualification checklist for the preparation of application documentation which shall list the paperwork requirements in detail applicable to the long and short form application procedures.

6.2 Full (Long Form) Application Process:

6.2.1 Sponsorship

Each prospective applicant shall be recommended by a sponsor who must be a member of the SCW, either in Ohio or another chartered Society.

6.2.2 Sponsor Responsibilities

The sponsor shall initially determine if the applicant can reasonably be expected to meet the genealogical requirements of Constitution Article III. The sponsor shall then complete a Preliminary Application form, which shall be signed by the applicant, the sponsor and the seconder. The Sponsor will then complete and transmit the signed original Preliminary Application to the Ohio Registrar or present it directly to Council which shall approve or disapprove it, which action shall be recorded in the minutes and endorsed on the Preliminary Action by an officer.

i. Following the action of Council, the Sponsor or another acting on his behalf, shall assure that the original Preliminary Application is in the custody of the Ohio Registrar or shall cause it to be transmitted to him.

6.2.3 Ohio Registrar Preliminary Application Responsibilities

Upon receiving the Preliminary Application with the action of Council endorsed upon it, the Ohio Registrar shall do the following:

i. Send a formal letter of welcome with two copies of the Long Form Application, a copy of these membership application procedures, and a General Society information circular;

ii. The welcome letter will give the applicant the status of New Applicant, will request payment of a year's membership dues in the amount appropriate to his residence status, will state that he has one year from the date of the welcome letter to have the applications completed and in the hands of the Ohio Registrar, and that he is eligible to attend all Ohio Society functions.

iii. Provide the New Applicant's information to the Secretary so that the individual goes onto the membership roster and will receive invitations, etc.

6.2.4 Ohio Registrar Long Form Responsibilities

When the completed Long Form Applications are received by the Ohio Registrar, he will notify Council at the next meeting, inform the Sponsor, and send both copies of the application to the Ohio Genealogist for his approval. The Genealogist will either approve the applications or return them to the Registrar for further documentation or clarification

i. Upon receiving notice of approval from the Genealogist, the Ohio Registrar will assign an Ohio Society membership number which he shall endorse on the upper right side of the Long Form Application, and send one copy to the General Society Registrar.

ii. The General Society Registrar will approve the application and keep it as a permanent record in the General Society' archives. He will notify the Ohio Registrar of the applicant's General Society number and will charge the Ohio Society a fee, currently \$ 20.00.

iii. Upon receiving approval of the General Society Registrar, the Ohio Registrar shall endorse the General Society number on the Ohio copy of the Long Form Application and shall place it in the Ohio Society vault. The Ohio Registrar shall write a letter to the new member welcoming him to the Society; shall notify the Sponsor, Council, the Ohio Society Secretary, Membership Chairman and any employed secretarial-treasurer assistant.

iv. New members are formally welcomed as part of the Winter Court ceremonies. The Ohio Registrar shall assure that new members are on the Winter Court agenda.

6.3 Short Form Application Process

6.3.1 When Short Form May Be Used

The Short Form Application is used by close blood relatives of existing or recently deceased members. It is for use by a "son, grandson, blood brother or blood nephew of a member of the Society of Colonial wars whose application for membership was dated after April 27, 1963."

6.3.2 Application Process

The Sponsor is in most cases a blood relative who shall request the Short Form Application blanks from the Ohio Registrar. Short Form Applications for a son shall be accompanied by a birth certificate of the son. Short Form Applications for a grandson, uncle, cousin or other blood relative, shall be accompanied by the documentation required to establish the relationship. Short Form Applications shall be transmitted to the Ohio Genealogist and processed the same as the Long Form Application including notices to all interested parties.

6.4 Transfers From Other State Societies.

The transferee provides to the Ohio Registrar a complete set of his original application forms, including all documentation, with both his State, other Society and General Society numbers, which must be obtained from the Registrar of the State from which he is transferring. The Ohio Registrar will then assign an Ohio number; notify the Ohio Society Council, Secretary, Membership Chairman, any employed assistant, the General Society Registrar and other interested parties shall be notified as set forth above for the Long and Short Form Applications, including a letter of welcome to the transferee and invoice for dues.

6.5 Membership Database; Confidentiality

The Ohio Registrar will maintain a database showing the current status of all applicants which shall be coordinated electronically and personally with the membership informational data bases maintained by the Ohio Membership Chairman, and the employed assistant, as well as any other data base maintained by any other office or appointee of the Ohio Society. The Membership

Database is confidential and proprietary to the Ohio Society of Colonial Wars, and it shall not be disclosed in whole or in part to the media or released to unauthorized persons or non-members except as authorized by the Secretary or the Governor pursuant to Section 8.

6.6 Expiration of One Year New Applicant Status

The Ohio Registrar shall notify new applicants and their Sponsors at the approach of the expiration of their one year new applicant status and that the Sponsor or the new applicant shall either apply to Council for an extension or be dropped from the rolls.

6.7 Residency

Applicants and members who reside more than one hundred twenty-five (125) miles from downtown Cincinnati are considered non-resident members.

6.8 Dues

6.8.1 Council shall set resident and non-resident dues from time to time.

6.8.2 Annual dues set by Council shall be payable on the third Monday of November of each year.

Members who have not paid dues for the previous year by the third Monday of November will be deemed in arrears. They shall be notified by the Membership Committee that unless their delinquent dues are paid within thirty (30) days that they will be dropped from the roster of the Society.

6.9 Reinstatement

Members whose membership has lapsed may apply to Council for reinstatement at any time. Members who have been terminated by Council for non-payment of dues, shall pay dues that were delinquent at the time they were terminated plus current dues and fees applicable to new applicants. Members who voluntarily resigned and were not delinquent on dues, shall be reinstated by payment of dues and fees applicable to new applicants.

7.

GOVERNOR'S AND FORMER GOVERNOR'S STARS

The Society shall purchase and own an official Governor's Star which shall be transferred at the Winter Court ceremony to the new Governor by the outgoing Governor or other person designated for that purpose. The Society shall purchase and own an official Former Governor's star which the new Governor shall transfer to the outgoing Governor at the same ceremony.

8.

SOCIETY GOVERNING DOCUMENTS; CONFIDENTIALITY

The Secretary shall be responsible for maintaining the Society's governing documents, specifically the current Constitution and ByLaws, in books, files or other formats of his choosing, a copy of which shall be kept by the Governor, the Secretary, the Chancellor, and any other officer or member of Council requesting or requiring one. Other than the Constitution, the Society's governing documents are confidential and proprietary to the Society, and shall not be disclosed in whole or in part to the media, or released to non-members or others except as authorized by the Secretary or the Governor.

**9.
NOTICES**

Wherever notice is required to be sent by mail, it may be sent by electronic transmission or delivered personally. Provided, that facsimile electronic transmissions shall be confirmed by printed delivery verification at the source, and email transmissions shall be confirmed by addressee receipt.

**10.
SECRETARY TO COORDINATE MEMBER COMMUNICATION RECORDS**

The Secretary shall be responsible to maintain accurate, current and complete records of members and applicants regarding their postal and electronic (e-mail) addresses and their land-line and cellular telephone numbers for home, business, and mobile. He shall assure that the same records are circulated between and maintained by the Registrar, Administrative Assistant, Treasurer, Chairman of the Membership Committee, and the Governor. The records pertaining to members and applicants and all the information associated with them, are confidential and proprietary to the Society and shall not be disclosed in whole or in part to the media, or released to non-members or others except as authorized by the Secretary or the Governor pursuant to Section 8.

**11.
COUNCIL BUSINESS TO BE CONDUCTED BY EMAIL**

At the discretion of the Governor, the following Council business matters may be conducted by email communication: 1. Consideration of Preliminary Applications for membership provided they are either signed by the sponsor and seconder, or accompanied by sponsor and seconder; 2. Consideration of place, time, date, program, charge and details of events including, but not limited to, Winter and Summer Court, Governor's Reception, Canoe Trip, Keeneland event, and social events of all types.

These Bylaws were restated and adopted by Council at a meeting on the 21st. day of May, 2012.

Certified: Gregory Scott Foote _____ Governor
Attest: Leland Milnor Cole *Leland Milnor Cole* _____ Secretary