

# **Catholic Record Society of the Diocese of Columbus**

## **By-Laws**

### **Preamble**

The Catholic Record Society of the Diocese of Columbus is dedicated to the searching out, preservation, and publishing or otherwise making available to researchers and the public any materials pertaining to events, persons, organizations, and places in Ohio historically associated with the Diocese of Columbus. Special attention is given to the present Diocese of Columbus. One of the Society's objectives is to make known the works of the Church by bringing into better light the heroism of the missionaries, nuns, and the lay people who laid the foundation of today's Diocese of Columbus. The accomplishments of these early pioneers, despite tremendous hardships, compose an inspiring and encouraging story for today's Catholic.

The Society works in close connection with and supports the Diocesan Archives, which preserves the official records of the Diocese, but has a much broader scope than does the Archives. The Society exists by the grace of the Bishop of Columbus; the monies, books and artifacts, and office equipment of the Society belong ultimately to the Diocese.

The patron of the Society is St. Bede, eighth-century Benedictine monk of Jarrow in Northumberland, Doctor of the Church, author of the Ecclesiastical History of the English People.

### **Article I - Name**

1.1 The name of this organization shall be the Catholic Record Society - Diocese of Columbus, hereinafter referred to as the Society.

### **Article II - Membership**

2.1 An individual or a household (persons at one address) may become a member of the Society and receive its regular publications by paying the annual dues as specified by the Executive Board. An annual subscription to the regular publications of the Society may be obtained by an organization by payment as specified by the Executive Board. In place of dues, the Board may accept an article for publication.

2.2 The Bishop of Columbus, any representative designated by him, and the Records Officer of the Diocese shall be, ex officio, members of the Society.

2.3 Any person who has served as an officer of the Society for more than six months during one calendar year shall receive a membership, free of charge, for the succeeding calendar year. At the discretion of the Executive Board on an annual basis full membership without payment of dues may be granted to members who have made significant volunteer contributions to the work of the Society.

### **Article III - Officers**

3.1 The officers of the Society shall be the Chairman, the Vice Chairman, the Secretary, and the Treasurer.

3.2 The officers shall be elected by a simple majority of members present at the first regular meeting of each odd-numbered year from a slate proposed by the Nominating Committee. The Nominating Committee shall be appointed at the last regular meeting of even-numbered years.

3.3 Each term of office shall be for two years. Vacancies shall be filled for the remainder of any unexpired term by appointment by the Executive Board.

3.4 The Chairman shall be the principal officer with the responsibility for the general supervision of the affairs of the Society. The Chairman shall appoint all committees and shall be a member, ex officio, of all committees except the Nominating Committee.

3.5 The Vice Chairman shall assist the Chairman and shall preside at the regular meetings of the Society in the absence or incapacity of the Chairman.

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3.6 The Secretary shall maintain records of the proceedings of each meeting of the Society, which shall be available at the office of the Society for examination and publication. He shall maintain an up to date record of all members of the Society, which shall be available at the office of the Society.

3.7 The Treasurer shall deposit all monies of the Society in such banks and bank accounts as may be directed by the Executive Board. The Treasurer, Chairman, and Vice Chairman shall each be authorized to make such disbursements as are approved and directed by the Executive Board. The Treasurer shall prepare and present quarterly and annual statements of receipts and expenditures, an annual budget, and any other financial report which may be required by the Diocese or the Executive Board.

### **Article IV - Meetings**

4.1 Meetings of the Society shall be held quarterly at the discretion of the Executive Board. Except for the purpose of scheduling special programs or presentations, all presentations shall be scheduled during the previous meeting.

4.2 The Chairman or Vice Chairman shall arrange for the Society meeting places and shall be responsible for notification of members in case of cancellation.

### **Article V - Executive Board**

5.1 The Executive Board of the Society shall be composed of the Bishop of Columbus, any representative appointed by him, the Diocesan Records Officer, and the elected officers of the Society. The Executive Board shall conduct the business of the Society between regular meetings.

5.2 Meetings of the Executive Board may be called by the Bishop or his representative, by the Diocesan Records Officer, or by the Chairman (or Vice Chairman during the absence or incapacity of the Chairman).

5.3 The dues of the Society shall be set by the Executive Board.

### **Article VI - Committees**

6.1 A committee shall consist of one or more persons chosen to consider some matter or to function in a certain capacity. A committee shall consist of a chairman and other members as necessary to fulfill the purpose of that committee. The Chairman shall appoint all committees.

6.2 The Program Committee shall plan and make all arrangements for presentations on topics of interest to the Society at the regular meetings.

6.3 The Publications Committee shall direct the preparation of all of the Society's publications, including a periodical and any special publications.

6.4 The Research Committee shall actively engage in historical and genealogical research for the Society and as directed by the Chairman in response to requests from members and the general public. They shall work with the Diocesan Records Officer to establish and keep current a set of written guidelines for research in the Archives of the Diocese of Columbus.

6.5 The Communications Committee shall be responsible for notifying the Society's members of meetings; for communicating news of the Society to the members, and for publicity for the Society.

### **Article VII - Amendments**

7.1 Any amendment to these by-laws shall become effective upon the approval of two-thirds of those members present at any regular meeting of the Society, after notice has been given to the members at least thirty days in advance of the meeting, and upon approval by the Bishop of Columbus.

7.2 These by-laws shall become effective upon the approval of the Bishop of Columbus.

*Amendments proposed September 13, 2003; approved by membership November 23, 2003; approved by Bishop Griffin, December 5, 2003.*