

**OHIO ACADEMY OF HISTORY**  
**HANDBOOK**  
**Section 1**

**THE EXECUTIVE COUNCIL**

**Executive Officers**

**Introduction**

Executive Officers

President

Past President

Vice President/President-Elect

Secretary-Treasurer

Common Characteristics and Responsibilities of All Executive Officers:

- Election: Executive Officers are nominated by the Academy's Nominating Committee and elected by the members of the Academy at the annual Business Meeting at the Spring Conference.
- Vote: As members of the Executive Council, each Executive Officer has a vote on all decisions of the Executive Council. No member of the Executive Council may cast more than one vote.<sup>1</sup>
- Term of Office: With the exception of the Secretary-Treasurer, who serves for several years, each Executive Officer serves one year. The term of office begins and ends each year at the conclusion of the Academy's Saturday Business Meeting at the Spring Conference.
- Reports to the Executive Council:
  - Each Executive Officer prepares an oral report to present to the Council at the Fall Retreat.
  - For the Spring Conference, a written report should be sent, at least three weeks before the Conference, to the President, the Secretary-Treasurer, and the Archivist for pre-circulation by the Secretary-Treasurer to all

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<sup>1</sup> Article IV, Section 4 of the Academy Constitution.

Officers, At-Large Representatives, and Committee Chairs. To save time at the Spring Executive Council Meeting, reports that contain no issues that need to be discussed by the Executive Council are approved by email vote before the Meeting. Reports that require discussion should be presented at the Friday Executive Council Meeting before the Spring Conference.

## **President**

Term of Office and Role on the Executive Council: See, above, the Introduction to All Executive Officers at the beginning of this section of the *Handbook*.

### Leadership and Administrative Responsibilities:

- The President is expected to appoint committee members and answer email, which are essential to meeting the duties of the office.
- Deliver an incoming Presidential Address; provide copies of this to the Webmaster for publication on the website and to the Editor of the *Proceedings* for publication there. Submit copies as well to the Editor of the *Newsletter*, the Secretary-Treasurer, and to the Archivist for the Academy Archives.
- Oversee arrangements for the Fall Retreat and Spring Conference in consultation with the Host of Local Arrangements for the Fall Retreat and with the Conference Committee and Program Committee Chairs for the Spring Conference.
- Prepare Agendas for and Preside over the Fall and Spring Executive Council Meetings:
  - Set agendas for the Fall and Spring Executive Council Meetings in consultation with the Secretary-Treasurer and the Vice-President.
  - In preparing the agenda for the Spring Executive Council Meeting, decide beforehand which written reports do not require discussion at the Executive Council Meeting. To save time at the Meeting, those reports can be approved ahead of time by email vote by a majority of the Executive Council. Reports that the President determines require discussion are included on the agenda and presented at the Meeting.
  - Email Executive Council agendas at least one week before the Fall Retreat and Spring Conference to the Executive Council, Ex-Officio Officers, and Committee Chairs.
- Preside over the Annual Business Meeting of the Academy on the Saturday of the Spring Conference. During the last part of the Meeting, introduce the new President, and, after the new President has given his/her address, officially close the Meeting.
- Ensure that actions taken by the Academy are consistent with the Constitution; propose changes to the Constitution as needed.
- Contribute material to the *Newsletter* as appropriate.
- Monitor progress of all committees.
- Serve ex-officio on four committees:
  - Program Committee
  - Membership Committee
  - Conference Committee
  - Distinguished Historian Award Committee
- Appoint Individual to Fill Vacancy on Executive Council: “If a vacancy should occur during the three-year term of any elected representative to the Executive Council, the President [should] appoint the runner-up nominated for the

same position to fulfill the remainder of the term. If the runner-up is unable to serve, the Nominating Committee” takes responsibility for a special election to fill the vacancy.<sup>2</sup>

- Oversee the website to ensure that the main page and the information under each tab is updated as necessary.
- Oversee the Appendices to the *Handbook* by updating as necessary the templates for the Calls for Academy prizes, for nomination of Officers, and for papers and proposals for the Spring Conference.
- Oversee the Relationship between the Academy and the Ohio History Connection (formerly the Ohio Historical Society):<sup>3</sup>
  - Serve as ex-officio member of the Ohio History Connection Board of Trustees.
  - In consultation with the Secretary-Treasurer, approve all costs estimated by the Ohio History Connection, including publication of each *Newsletter*.<sup>4</sup> (Publication dates for the *Newsletters* are October 1 and March 1.<sup>5</sup>)
  - In 2016, and every two years thereafter, review and renew the Academy’s contract with the Ohio History Connection in time for the April 1 signatures of the Academy President, the Director of the Education and Outreach Division at the Ohio History Connection, and the Academy Archivist.
- Prepare reports to the Executive Council as outlined in the Introduction to All Executive Officers above.
- Serve as an adviser to the Vice President/President-Elect.
- Carry out other leadership and administrative tasks, as needed.

#### The “Message to the Academy”:

- Write a perspective piece on the profession (1000-1500 words), i.e., traditionally known as the “Message to the Academy,” for the Fall issue of the *Newsletter*.
- Send it to the Editor of the *Newsletter* by July 15.
- Also provide the Editor with a 4-by-6 glossy picture, or digital image, to accompany the “Message” in the Fall issue.

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<sup>2</sup> Article IV, Section 8 of the Academy Constitution.

<sup>3</sup> In May 2014, the Ohio Historical Society became known as the “Ohio History Connection,” with the “Ohio History Center” in Columbus serving as its headquarters.

<sup>4</sup> The production of the *Newsletter* and other examples of collaboration with the Ohio History Connection reflect the April 1, 2012 Agreement between what then was the Ohio Historical Society and the Ohio Academy of History. The agreement was renewed and updated in 2014 and 2016.

<sup>5</sup> The October 1 and March 1 dates reflect what is stated in the Agreement with the Ohio History Connection. The actual publication deadlines are September 2 and March 5.

## **Past President**

Term of Office and Role on Executive Council: See, above, the Introduction to All Executive Officers at the beginning of this section of the *Handbook*.

Primary Responsibility: Given that most Past Presidents have served the Academy over many years, their advice and counsel are highly regarded. With that in mind, the primary responsibility of the Past President is to serve as an adviser to the new President and to the Executive Council.

Service on Academy Committees: The Past President serves ex-officio on two committees:

- The Distinguished Historian Award Committee
- The Membership Committee

Reports to the Executive Council: The Past President should prepare reports to the Executive Council as outlined in the Introduction to All Executive Officers above.

## **Vice President/President-Elect**

Term of Office and Role on the Executive Council: See, above, the Introduction to All Executive Officers at the beginning of this section of the *Handbook*.

Appointments for the Following Year. In preparation for his/her presidency, the Vice President appoints all Ex-Officio Officers, Committee Chairs, and Committee members for the following year:

- He/she should consult Article VI of the Constitution of the Academy for critical information regarding the selection of Committee members of all Committees.
- Residence or employment in the State of Ohio is not a prerequisite for service as an Ex-Officio Officer, or as a Committee Chair, or as a member of a Committee.
- Committee appointments should include Academy members with diverse backgrounds in terms of their specialties, the different phases of their careers, and the size and regional variations of the institutions they represent.
- In determining Committee membership, the Vice President should be aware that some Officers and Chairs serve ex-officio on certain committees. Those ex-officio appointments to Committees include:
  - Conference Committee: President, Vice President, Secretary-Treasurer, Program Committee Chair
  - Distinguished Historian Committee: President, Past President, Program Committee Chair
  - Membership Committee: President, Vice President, Past President
  - Program Committee: President, Secretary-Treasurer, Conference Committee Chair
- By the end of February, should appoint all Committee Chairs and new Ex-Officio Officers, who will serve during his/her year as President.
- New Ex-Officio Officers and Chairs should be given a copy of their responsibilities from the Academy *Handbook*.
- All committee members for the coming year should be appointed by March 1. The list of committee members should be sent to the Secretary-Treasurer, the Archivist, the Webmaster, and the Editor of the *Newsletter*.
- By March, should provide the Secretary-Treasurer, the Archivist, and the Webmaster with a list of the names, institutions, and email addresses of the new Ex-Officio Officers and Committee Chairs who will be serving the following year. That information will be posted to the website shortly after the conclusion of the Spring Meeting.
- Invite new Chairs to the Spring Executive Council Meeting.

Administrative Responsibilities. The Vice President/President-Elect is responsible for:

- Locating the sites of future Fall Retreats and Spring Conferences. Because many institutions require at least two years notice, it is advisable to get

commitments for the Fall Retreat and Spring Conference at least three years in advance.

- Preparing reports to the Executive Council as outlined in the Introduction to All Executive Officers at the beginning of this section of the *Handbook*.
- Serving ex-officio on three Standing Committees:
  - Conference Committee
  - Membership Committee
  - Program Committee

Presidential Address. The Vice President should:

- Prepare a Presidential Address for presentation at the Business Meeting at the Spring Conference. He/She should provide the Secretary-Treasurer, the Editor of the *Newsletter*, and the Program Committee Chair with the title by January.
- Submit the address as soon as possible after the Spring Conference to the Editor of the *Proceedings* and the Webmaster for the Website.
- Submit copies also to the Secretary-Treasurer, to the Editor of the *Newsletter*, and to the Archivist for the Academy Archives at the Ohio History Center.

## **Secretary-Treasurer**

Term of Office and Role on the Executive Council: See, above, the Introduction to All Executive Officers.

### Primary Responsibilities of the Secretary-Treasurer:

#### --The Digital Fall Packet:

- In late August or early September, the Secretary-Treasurer forwards to the Production Editor at the Ohio History Center the contents for an email blast, which is then sent out to the Academy membership. Templates for all contents of the email blast are located in the Appendices of this *Handbook*. The contents include links to the Academy Website, where members will find the following documents:
  - The Fall *Newsletter*,
  - The Calls for Nominations for:
    - 1) Ohio Academy of History Awards, and for
    - 2) Executive Officers and At-Large Representatives,
  - Calls for Papers for the Spring Conference, and
  - A Membership Renewal Notice, which has links to two websites, one where members can find a renewal form to print out and mail to the Academy, and the other where members, if they prefer, can renew on line.
- The email blast also includes a cover letter written by the Secretary-Treasurer that contains:
  - A brief explanation of the purpose of the email blast and the various links to the website.
  - A notification to those members who prefer paper mailings that they can receive them by contacting the Production Editor at the Ohio History Connection, by email ([oah@ohiohistory.org](mailto:oah@ohiohistory.org)) or phone (614-297-2538).<sup>6</sup>
  - Information regarding the Academy's offer of a one-year complimentary membership to scholars who have moved to the state within the last year or two.
- The Production Editor at the Ohio History Connection follows up with a postcard to all members.
  - Purpose of the Postcard: The postcard provides a means of reaching those members whose email addresses are not available. It also offers an opportunity to reconnect with members who for one reason or another have not renewed their memberships for a year or more,

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<sup>6</sup> At the Executive Council Meeting on March 26, 2010, at Capital University, the Council decided that beginning in 2011, the Fall Packet, which until then had been mailed to all members in paper form, would be sent to members digitally, because of the considerable financial savings. The same would be done with the Spring Packet. The Secretary-Treasurer would continue to send paper copies of the Fall and Spring Packets to those members who preferred them.

since their names are kept in the database for several years beyond their last renewal.

- Content of the Postcard: Assuming there is room on the postcard, it should provide the same basic information as in the email blast, i.e., links to the Academy website where members can find and download the *Newsletter*, the Calls, and the Membership Renewal Form. It also includes the phone number and email of the Production Editor, so that those members who prefer paper copies of the *Newsletter* and/or the other materials in the Fall Packet can request them.
- Cost to the Academy: As of 2014, the cost of printing and mailing the postcard was estimated to be just over \$100.
- Mailing of Paper Copies: The Production Editor sends out by snail mail paper copies of the *Newsletter* and all the documents listed in the email blast to those members who prefer paper copies or to those members whose email addresses the Academy does not have.
- The Production Editor sends the Secretary-Treasurer an updated membership/address list at regular intervals and when specifically requested by the Secretary-Treasurer.

#### --The Fall Executive Council Retreat

- The Agenda: The Secretary-Treasurer aides the President in establishing the agenda for the Fall Executive Council Retreat.
- The Minutes:
  - When the minutes of the Fall Retreat have been completed, the Secretary-Treasurer should send the minutes to the Associate Editor of the *Newsletter*, who will then edit and format them for style appropriate for publication in the *Newsletter*, but not for substance.
  - No later than two weeks after the Fall Retreat, the edited minutes should be emailed to the members of the Executive Council for approval.
  - After the minutes have been amended and approved by email vote, they should be sent to the General Editor of the *Newsletter* for final proofreading before being included in the Spring *Newsletter*.

#### --The Spring Conference:

- Preparation of the Spring Program:
  - As an ex-officio member of the Program Committee, the Secretary-Treasurer attends the meeting of the committee in November or December.
  - Although it is the responsibility of the Program Committee Chair to provide a final editing of the Spring Program (preferably by February 1), the Chair does so in consultation with the members of the Program Committee. As an ex-officio member of that committee, the Secretary-Treasurer participates in that process.
- The Digital Packet with Spring Registration:
  - Similar to the Digital Fall Packet, the Spring Packet is prepared by the Secretary-Treasurer and forwarded to the Production Editor.

- Templates for all documents in the packet are found in the Appendices.
    - The Production Editor sends out the Digital Spring Packet to the membership as an email blast, preferably by the first week of March.
    - The email blast includes links to the Academy Website to all documents listed in the packet as well as to the Spring *Newsletter*.
  - The Digital Packet includes the following documents, all of which are listed in the email blast:
    - The Spring Program
    - A registration form for the Spring Conference. The form should include registration for:
      - 1) the Spring Conference
      - 2) Additional tickets for Saturday lunch (The cost of the lunch is procured from the host institution.)
      - 3) the Friday evening reception
    - A Membership Renewal Notice:
      - The notice has links to two websites, one where members can find a renewal form to print out and mail to the Academy, and the other where members, if they prefer, can renew on line.
      - As of May 1, 2016, the Academy will shift to a new annual membership period that will go from May 1 through April 30. All membership renewals in 2015, therefore, will be pegged to an April 30 expiration date.<sup>7</sup>
    - Information regarding a Book Exhibit or Book Exchange, if one or the other is to be held at the Spring Conference. Plans for a Book Exhibit or Book Exchange should be coordinated with the Program and Conference Committee Chairs.
- Mailing of Paper Copies:
  - The email blast includes, finally, the email and phone number of the Production Editor at the Ohio History Connection, so that those members who prefer paper copies of the Spring *Newsletter* and/or materials in the Spring Packet, can receive them.
  - The Production Editor sends out paper copies of the Spring *Newsletter* and all the documents listed in the Spring Packet to those members who prefer paper copies and to those members whose email addresses the Academy does not have.
- The Spring Executive Council and Business Meetings:
  - The Agenda: The Secretary-Treasurer aides the President in establishing the agendas for the Spring Executive Council and Business Meetings.

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<sup>7</sup> Decision of the Executive Council, January 17, 2015.

- The Minutes:
  - When the minutes of the Spring Executive Council and Business Meetings have been completed, the Secretary-Treasurer should send the minutes to the Associate Editor of the *Newsletter*, who will then edit and format them for style appropriate for publication in the *Newsletter*, but not for substance.
  - No later than two weeks after the Spring Conference, the edited minutes should be emailed to the members of the Executive Council for approval.
  - After the minutes have been amended and approved by email vote, they should be sent to the General Editor of the *Newsletter* for final proofreading before being included in the Fall *Newsletter*.

--Maintenance of the Financial Records of the Academy:

- The Secretary-Treasurer is expected to:
  - Maintain the financial records,
  - Handle collection of dues,
  - Disperse funds,
  - Provide financial statements to the Editor of the *Newsletter* for inclusion in the Spring and Fall issues,
  - In consultation with the Academy President, approve all costs estimated by the Ohio History Connection, including the production of the *Newsletter*,
  - Ensure that all financial records and transactions are in compliance with all federal and state tax authorities.
- At the end of a Secretary-Treasurer's term in office, an internal audit is conducted if it is deemed necessary. The audit is conducted by several appointees of the President, who will report to the Executive Council at its next official Meeting. For the audit, the Secretary-Treasurer provides the following documents:
  - Monthly bank statements,
  - Investment reports,
  - Fall and Spring reports to the Executive Council, and
  - Any information available from software used in balancing the books.
- After five years, the Secretary-Treasurer, at his/her discretion, forwards copies of financial documents to the Archivist.

--Other Administrative Responsibilities:

- Academy Memberships:
  - Monitor the registration process and keep a record of registration renewals.
    - Traditionally, the Secretary-Treasurer sent out membership registration notices each December or January. As part of the 2009 collaboration agreement with what is now the Ohio History Connection, however, the Production Editor sends out membership renewal notices shortly before each member needs to renew his/her membership.
    - As noted above, the Academy has moved to an annual membership period.

- Monitor the Academy Database:
  - Since the 2009 collaboration agreement (renewed in 2012, 2014, and 2016), the Academy database has been maintained and continually updated by the Production Editor at the Ohio History Connection. The Secretary-Treasurer serves as the main channel of communication with the Production Editor about the database, its upgrades, and copies made available for the Academy.
  - The database includes the names not only of active members, but of members who, for one reason or another have not renewed their memberships for a year or more. In this way, the database makes it possible for the Academy to reconnect with delinquent members in the hope of restoring their active memberships.
- Work with the Membership Committee: Close communication between the Secretary-Treasurer and the Membership Committee is seen as potentially highly productive, especially on issues associated with membership renewals.
- Other Services to the Academy:
  - Maintain the Listserv for the Executive Council.
  - Serve on Academy Committees: Serve Ex-Officio on two, possibly three, Standing Committees: the Conference Committee, the Program Committee, and possibly the Membership Committee.
  - Transfer Books for the Book Exhibit: If a Book Exhibit is included in the program for the Spring Conference, it is the responsibility of the Secretary-Treasurer, by tradition, to transfer copies of all the books nominated for the Publication Award to the site of the Spring Conference for the exhibit.
  - Provide mailing labels for the Editor of the *Newsletter*, *Proceedings* Editor, and Committee Chairs when needed.
  - Report to the Executive Council: Prepare reports to the Executive Council as outlined in the Introduction to All Executive Officers above.

## At-Large Representatives to the Executive Council

### Nomination and Election:

- The Seven At-Large Representatives of the Executive Council are nominated by the Academy's Nominating Committee. For each At-Large position, two candidates are nominated.
- Residence or employment in the State of Ohio is not a prerequisite for At-Large Representatives on the Executive Council (or for Committee Chairs or members of committees).<sup>8</sup>
- Elections by the members of the Academy take place at the Business Meeting at each annual Spring Conference.

Vote: As members of the Executive Council, each At-Large Member has a vote on all decisions of the Executive Council. No member of the Executive Council may cast more than one vote.<sup>9</sup>

### Term of Service:

- At-Large Representatives are elected for three-year terms, staggered so that at least two representatives are elected each year. The term of office begins and ends each year at the conclusion of the Academy's Saturday Business Meeting at the Spring Conference.
- Rotation of the elected members of the Executive Council shall ensure that there are:
  - two members from private colleges and universities,
  - two members from state universities,
  - one member from public history,
  - one member from a two-year institution or regional campus, and
  - one member who is or has been a social studies teacher at the 7-12 level.<sup>10</sup>
- Filling a Vacancy:
  - In April 2011, the membership of the Academy endorsed the procedure recommended by the Executive Council for filling a vacancy on the Council.
  - According to what became Article IV, Section 8 of the Constitution: "If a vacancy should occur during the three-year term of any elected representative to the Executive Council, the President shall appoint the runner-up nominated for the same position to fulfill the remainder

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<sup>8</sup> In September 2012, the members of the Executive Council agreed that out-of-state colleagues could serve on the Executive Committee, and as Committee Chairs and members of Committees.

<sup>9</sup> Article IV, Section 4 of the Academy Constitution.

<sup>10</sup> Before 2003, the Academy Constitution mandated only that the Executive Council should include, beyond the Senior Officers, "six additional elected members, elected for three-year terms, two to be elected each year." At the April meeting in 2003, the membership of the Academy approved an amendment (#14) to the Constitution (Article IV, Section 4) continuing the rotation of elections, but also ensuring the balance in membership among the several academic institutions listed here.

of the term. If the runner-up is unable to serve, the Nominating Committee will select two new candidates from the same type of institution as the original nominees for a special election. The special election may be held by electronic ballot or at the following annual spring meeting. The winner of the special election will serve out the remainder of the original term.”

Responsibilities: As part of the Executive Council, At-Large Representatives help:

- conduct the affairs of the Academy,
- assist and advise the President,
- determine membership dues,
- determine the number, size, and function of committees,
- authorize the President to appoint other Officers necessary to conduct the affairs of the Academy,
- approve or amend by email, documents, reports, and issues needing consideration as determined by the President between the Fall Retreat and the Spring Conference, and
- approve and recommend adoption of Constitutional changes at annual Spring Conferences.