



**The Lawrence County Genealogical Society, Inc.
OGS Chapter 74**

**Lineage Society Rules
and
Application Procedures**

The following rules and procedures apply to all applications for **First Families of Lawrence County, Settlers & Builders of Lawrence County, Century Families of Lawrence County, and Civil War Families of Lawrence County**. Each society is a separate entity. Applicants must submit an application, the application fee and full documentation to each society they wish to join. Documentation is not shared by the four lineage societies.

Membership Requirements and General Information

1. Applicants must be current members of the Lawrence County Genealogical Society, Inc.
2. Applicants must prove:
 - For **First Families of Lawrence County, Ohio (FFLC)**, that their ancestor(s) resided in Lawrence County for some portion of the time prior to 31 December 1840.
 - For **Settlers & Builders of Lawrence County, Ohio (SBLC)**, that their ancestor(s) resided in Lawrence County for some portion of the time between 1 January 1841 and 31 December 1870.
 - For **Century Families of Lawrence County, Ohio (CFLC)**, that their ancestor(s) resided in Lawrence County for some portion of the time between 1 January 1871 and 31 December of the year ending 100 years prior to the current year
 - For **Civil War Families of Lawrence County, Ohio (CWFLC)**, that their direct ancestor(s) or collateral relative(s) served in the Civil War (for the Union or for the Confederacy). The ancestor(s) or relative(s) must have lived in or served from Lawrence County, Ohio. Dates of service must be between 12 April 1861 and 18 April 1865. Service is not limited to an Ohio Unit. Squirrel Hunters and spies are also eligible. Female ancestors or relatives who served in some capacity (i.e. nurses) are eligible.
3. Except for Civil War Families collateral lines, only blood lines are eligible. Adoptive lines are not eligible.
4. Illegitimacy is not grounds for denial.
5. Eligible ancestors:
 - Ancestors eligible for First Families of Lawrence County will not be approved for Settlers & Builders of Lawrence County.
 - Ancestors eligible for Settlers and Builders of Lawrence County will not be approved for Century Families of Lawrence County.
 - Ancestors eligible for Civil War Families of Lawrence County can also be approved for First Families of Lawrence County or Settlers & Builders of Lawrence County if they meet the criteria for these societies.
6. A \$20.00 application fee must accompany the application. This fee is non-refundable.
7. There is no fee for supplemental applications. A supplemental application is one submitted by a person who has already been accepted by the lineage society to which the additional application is sent.
8. Applications which are not accepted during the year in which they are received will be filed and the applicant will have two years in which to submit sufficient documentation for acceptance. After this two year period, applicants will be given notification and if additional proof documents are not submitted and the applications are not approved within a six month period, the applications will be donated to the family files of the Phyllis Hamner Room for Local History and Genealogy, in the Briggs Lawrence County Public Library.
9. This application and accompanying documents become the property of the Lawrence County Genealogical Society, Inc. The privacy of living persons will be protected by deleting their personal information from the copy of the application papers that are shelved in the Hamner Room.
10. Please read the statement at the bottom of page four of the FFLC and SBLC applications or on page one of the CWFLC application, and sign it before mailing to the Lawrence County Genealogical Society, Inc. Applications will not be reviewed without this certification signature.

Application Procedures

1. Please use dark blue or black ink when filling out applications by hand.
2. Submit the completed application(s) with photocopies of proof documents. Do not send original documents as they will not be returned. Photocopies should be 8 1/2 x 11 whenever possible.
3. All photocopies submitted must be legible or must be accompanied by a transcription certified as a True Copy by a third party not related to the applicant, preferably a librarian or court official. A True Copy certification means that a third party has viewed the original and the transcription and finds them to be identical.
4. When a photocopy is not possible, applicants may substitute a typed, hand-printed, or written transcription of documents. Transcriptions must be certified as True Copies.
5. Only one photocopy of any document is necessary even though that document may be used as proof for more than one event, more than one generation, or more than one applicant. If you are submitting applications for multiple family members, the Lawrence County Genealogical Society only needs one photocopy of documentation for common ancestors. Multiple photocopies of the same document will be discarded due to storage limitations.
6. If you are submitting a supplemental application, do not duplicate the documents that were included with your original application. Including a photocopy of pertinent pages of that application is helpful.
7. Fill out the application blanks citing the proof documents that will accompany the application. Do not write any information on the application for which you do not have appropriate evidence. If you do not have proof, leave that specific application space blank. It is not necessary to fill every space.
8. Because all applications will be stored in letter size archival file folders and will be microfilmed or digitized for use by future researchers, please follow these directions for preparing proof documents:
 - Do not use highlighter, staples, tape of any kind, white-out products, gummed labels, sheet protectors, or binders.
 - To indicate specific evidence in difficult-to-read document photocopies, use a red pen or pencil to mark an arrow in the margin of the document or use a blue, non-photocopying pencil to underline. These pencils are available at hobby and art supply stores.
 - Print, type or computer print your full name on the back of each piece of evidence. Please do not use gummed address labels.
9. Organize your proof documents by generation before beginning to number them. Number each piece of evidence in the upper right-hand corner according to its corresponding number on the Documentation Record Sheet. You may substitute a numbered list of proof documents produced on a computer or typewriter instead of using the Documentation Record Sheet provided.
10. All females must be identified by their maiden names in order to be approved. Exceptions are made only in the case of African Americans and Native Americans, and only when such ethnicity and lack of surname is proved.
11. Married applicants must include a photocopy of their marriage record and their spouse's birth (and death, if applicable) record(s). Each legal name change must be documented when necessary.
12. Information for additional ancestral lines may be included on additional applications or on the extra un-numbered generation application sections provided at the end of each application. The application may be photocopied.
13. If an ancestor has been previously proved by another individual, the applicant may submit proof only to the nearest common ancestor. A citation to the name and number of the appropriate lineage society member must be included. Including a photocopy of pertinent pages of that application is helpful.
14. Only one lineage society pin or medal will be issued to each approved member. Supplemental ancestors will be added to the original certificate if the member returns the certificate to the Lawrence County Genealogical Society. New certificates or replacement medals may be purchased for a \$5 fee.
15. Please submit a pedigree chart/s showing all lines submitted in this application.
16. The Lawrence County Genealogical Society lineage society chairs recommend that you keep photocopies of your application and all accompanying documents.
17. Deadline for receipt of applications is the first Tuesday of September each year.
18. The final application approval decision rests with each society's committee chair(s). Please remember that all Lawrence County Genealogical Society lineage society chairs and committee members volunteer their time.

Rules of Evidence

The rules of evidence applying to membership in **First Families of Lawrence County (FFLC), Settlers & Builders of Lawrence County (SBLC), Century Families of Lawrence County (CFLC), and Civil War Families of Lawrence County (CWFLC)** follow and are the standards by which all proof is judged. There are no exceptions.

The nature and extent of the evidence submitted as proof in all applications shall be sufficient to prove that the applicant is directly descended from the ancestor(s) named in the application, and shall be sufficient to differentiate between any two persons of the same name residing in the same area at the same time.

For Civil War Families of Lawrence County, a collateral line relationship must be documented. You must prove your direct ancestor and the collateral soldier are the children of the same parent(s).

Documents used as proof, either alone or in conjunction with other acceptable documents, must state the fact to be proved. Inferred proof is not acceptable. See # 19 below for examples.

For Civil War Families of Lawrence County, proof of military service can be found in enlistment, discharge, pension or other Federal, Confederate or state government documents.

All documents must include a full citation to the original source. Citations should be written on the front of the photocopy (or *True Copy* transcription), or you may include a photocopy of the title page showing all bibliographic information.

- Give state, county, volume and page for all court documents.
- Give all bibliographical information for published works.
- Give all identifying information for military records such as packet number, microfilm roll number or other necessary information.
- Family Bible pages must be accompanied by a photocopy (or *True Copy* transcription) of the Bible's title page and any section showing the publication date of the Bible. Bibles must be contemporary with the information they prove. Please list the current owner of the Bible.
- In some cases, family records were kept in other ways. Old family papers may be accepted if the provenance of the papers is stated. *Provenance* is defined as evidence of the history of the ownership of a particular item.
- Census photocopies should show, or have written in, all necessary finding information.
- Photographs must be identified, preferably on the back side.

1. Documentation must be provided for each date, place or name written on the application.
2. Dates should be written in day, month and year format, i.e. *12 May 2006*. Dates may be estimated using censuses or tombstones. If estimating a date (*circa*), write it like this: *c 1810*. Dates calculated (e.g. from censuses or tombstones) must have *cal* written after the date.
3. Evidence from vital statistics, courthouse or other government records, and church records usually is considered excellent proof. Other evidence such as Bible records, diaries or letters, censuses, newspaper clippings, county histories and family records contemporary to the facts reported are considered as corroborating evidence.
4. Oral, written, or published family traditions may be in error and cannot be accepted as evidence.
5. Printed or manuscript genealogies, genealogical records or compilations, family group sheets and charts, family reunion records and similar material are not considered proof unless the document is contemporary with the information being proved and is supported by other evidence.
6. Old letters or family records can be accepted as proof for only the facts that the writer could logically know as contemporary knowledge. Identification of the writer and the document date is necessary as is a statement of the document's provenance.
7. Unsupported information from an amateur or professional genealogist is not acceptable, including such records printed in genealogical, historical, or similar publications. Scholarly journal articles that are supported by citations to acceptable documentation may be acceptable.

8. Published or manuscript material authored by the applicant or his family will not by itself be accepted as proof but may be included with other qualifying proof.
9. A marriage license is not acceptable proof for a marriage; it only proves intent. If no marriage return or record exists, write the word *Lic* after the license date on the application.
10. Pre-1880 censuses cannot be used as sole proof of relationship.
11. Pre-1850 censuses cannot be used as sole proof of residence for anyone other than the head of household.
12. Land or real estate tax records are acceptable only if they specify that the individual was a resident of Ohio.
13. Photographs of tombstones are acceptable for proof of birth and death dates and for relationships actually stated on the stone. Include the name and location of the cemetery in which the tombstone is found. Most published compilations of tombstone readings are acceptable. Tombstone photographs must be transcribed when they are difficult to read. Tombstones must be contemporary in style with the ancestor's death date.
14. Documents written or printed in a foreign language must be accompanied by a translation into English and the translation certified as a *True Translation* by the translator (a third party; not the applicant or his/her family member).
15. Lineage applications, accepted or unaccepted, from other patriotic or hereditary societies are not considered proof.
16. E-mail is not considered proof.
17. Information taken from Internet resources must be acceptable evidence in its original form. The original source and the URL must be fully cited. Examples:
 - Images of actual documents and records that are available on-line are acceptable but must include the original document citation and also the URL citation.
 - Transcriptions and abstractions from web sites such as Heritage Quest, Ancestry, and many genealogical organization sites are considered acceptable evidence but must have the original source fully cited as well as the URL citation. Web site information will be judged on an individual basis by the individual lineage society chair(s) as to the credibility of the data presented.
 - The IGI may be used as a finding aid to original records. Every attempt must be made to obtain the original record rather than to use the IGI citation as proof
 - Ancestral File (and similar undocumented genealogical databases) information is not acceptable.
 - The Social Security Death Index (and similar documented or governmental indexes) may be acceptable.
18. DNA evidence and supporting documentation will be handled on an individual basis.
19. Examples of implied proof which are not acceptable are:
 - Unnamed individuals specified in court records as *heirs or heirs-at-law* unless it is known that applicable laws at the time included only bloodline descendants.
 - A father is not proved as being in an area just because his child was born there. The birth only proves the mother and child were there.
 - Blood descent is not necessarily proved by owning the same land as an earlier owner by the same name.
 - Census proximity does not prove relationship.

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