

The Third Amended  
**CONSTITUTION** of the NILES HISTORICAL SOCIETY

Adopted \_\_\_\_\_

Amended \_\_\_\_\_ Article \_\_\_\_\_, Section \_\_\_\_\_

Amended \_\_\_\_\_ Article \_\_\_\_\_, Section \_\_\_\_\_

**Article I: General**

**Section 1.1 Name and Legal Status** The name of the organization is The Niles Historical Society, hereinafter sometimes referred to as the Society, a non-profit corporation organized under the laws of the State of Ohio. This Constitution shall serve as the code of regulations of the corporation.

**Section 1.2 Principal Office** The principal office of the Society shall be The Ward-Thomas Museum, located at 503 Brown Street, Niles, Ohio. The mailing address shall be P. O. Box 368, Niles, Ohio 44446.

**Section 1.3 Powers of the Organization** The Niles Historical Society shall have and possess all the powers permitted to nonprofit corporations under the laws of the State of Ohio, said powers to be exercised by a Board of Trustees, hereinafter referred to as the Board.

**Article II: Purposes**

**Section 2.1** The purposes of the Niles Historical Society are:

2.1.1 To encourage the preservation and promotion of the history of the Niles, Ohio area;

2.1.2 To collect, preserve, and exhibit for public education and enjoyment, books, records, pictures, papers, and artifacts relating to Niles area history;

2.1.3 To develop, preserve, maintain and operate as an historical museum and repository for historical materials, the Ward- Thomas house at 503 Brown Street, Niles, Ohio, in cooperation with, and as agent of, the City of Niles, Ohio.

**Article III: Membership**

**Section 3.1 Members** Membership in The Niles Historical Society is open to all interested persons regardless of race, color, creed, national origin, age, or sex. No inquiry or record as to any of the foregoing characteristics shall be made or kept in respect to any member or applicant for member.

**Section 3.2 Membership Dues** Any person who wishes to support the purposes of the Society may become a member upon payment of the membership fee, in an amount to be decided from time to time by the membership. Said membership fee shall be for the period from January 1st to December 31st of each year.

**Section 3.3 Voting Privileges** Only those members who are 18 years of age and whose dues are currently paid at the meeting prior to when they shall cast their first vote shall have the right to vote at the election of officers at the annual meeting. Only those members whose dues are currently paid shall have the right to vote at all other meetings. A statement of dues shall be sent to members prior to the commencement of each calendar year. Non-payment of dues by February 1st of each year shall terminate membership and voting privileges.

**Section 3.4 Member Code of Ethics** All officers, employees, agents and members of the Society shall adhere to the Code of Ethics for the Society, which is specifically incorporated in the Policy Manual.

#### **Article IV: Trustees**

**Section 4.1 Number of Trustees** The Board of Trustees shall consist of all elected officers serving the Society, all standing committee chairpersons, and the three *immediate* past presidents. When a new President is elected by the Society, the most removed past president shall vacate the Board in favor of the immediate past President.

**Section 4.2 Vacancies** In the event of a vacancy in office of any of the past president trustees, the vacancy shall be filled by the next most recent available past president, who shall fill out the term of office of the trustee whose term of office was vacated.

**Section 4.3 Powers** Subject to any limitations of the Articles of Incorporation, the Ohio Nonprofit Corporation Act of this Constitution, all powers shall be exercised by, or under the authority of, and the business and affairs of the Society shall be controlled by the Board of Trustees. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Trustees shall have the following powers:

4.3.1 The Trustees shall have the authority and responsibility of planning and promoting the purposes of the Society, as outlined herein, of making recommendations to the membership, and of seeing that the actions taken by the membership are carried out.

4.3.2 The Trustees shall meet upon call of the President. Any other two Trustees can also call a meeting of the entire Board. The Secretary shall keep complete and accurate minutes of the meetings of the Board, shall read the minutes of any Board meeting at the next regular membership meeting, and shall place the minutes of the meetings of the Board on file in the office of the Society within one week after each meeting.

4.3.3 The Trustees may take action without holding a meeting in an emergency situation only, providing that reasonable attempts are made to contact all Trustees, and that a two-thirds vote of the Trustees prevail in the matter.

4.3.4 The Trustees are particularly charged with the maintenance and protection of the Ward-Thomas house and museum property. Under this provision Trustees may contract for emergency expenditures not to exceed \$1000.00 should such expenditure be necessary to protect or preserve the buildings or assets of the Society. Should any action be taken under this emergency provision, the President, at the next regularly scheduled meeting of the Society shall report it to the membership.

**Section 4.4 Place of Meetings** All meetings of the Society shall be held at its principal office at The Ward-Thomas Museum, 503 Brown Street, Niles, Ohio, unless due notice is given of another location.

**Section 4.5 Annual Meeting** The annual meeting of the Society and the election of officers shall be held on the second Saturday of January. If for any reason the meeting is not held at that time, or is adjourned for lack of a quorum, the meeting shall be held or continued to the first Saturday of February, with notice given in accordance with provisions hereinafter stated.

**Section 4.6 Regular Meetings** A regular meeting of the Society shall be held on the first Saturday of each month, and, by vote of the membership, more frequent meetings may be scheduled. If any regularly

scheduled meeting falls upon a national holiday or on a Saturday where the following Monday is a national holiday, the meeting shall be held upon the following Saturday.

**Section 4.7 Special Meetings** Special meetings may be scheduled by the President or Secretary upon concurrence of a majority of the Trustees or upon a request signed by at least ten (10) members of the Society, filed with the Secretary. The purpose of the special meeting shall be stated in the meeting notice and no other business shall be transacted.

**Section 4.8 Notice of Meetings** A regular meeting of the Society may be held without prior notice. Notice of time and place of special meetings of the Trustees shall be given personally to the Trustees or sent by mail or other form of communication at least three (3) days in advance of such meeting. Such notice shall state the general nature of the business to be considered at the special meeting.

4.8.1 Notice of the annual meeting shall be by newspaper when available, online, and newsletter at least five (5) days in advance of the meeting.

4.8.2 No notice of regularly scheduled meetings need be given, except as the members or Trustees may decide. Newspaper notice that a regularly scheduled meeting will be omitted or postponed shall be published once during the week preceding the meeting.

4.8.3 Newspaper notice and written notice of a special meeting and its purpose shall be given at least three (3) days before the meeting.

**Section 4.9 Voting and Quorum** A majority vote upon any motion, resolution, or other action shall be sufficient for passage, provided a quorum is present. Said vote shall be made by a show of hands when the outcome of a voice vote is uncertain. At any meeting of the membership where less than ten (10) members, which constitutes a quorum, are present, the meeting may adjourn to a later date. Notice of the adjourned meeting shall be given as provided above.

**Section 4.10 Meeting Procedures** All matters presented at a regular meeting of the Society that are not on the agenda for that meeting should be referred by the President to the appropriate committee for that issue for consideration. The committee shall make a recommendation to the Board of Trustees concerning the issue. The Board of Trustees shall then consider the matter and present their recommendation to the membership for a vote. Robert's Rules of Order shall be used to resolve any parliamentary questions that shall arise.

**Section 4.11 Employees** Employees may attend meetings of the Board of Trustees when requested by the President. When a Museum Curator is hired, the Curator shall attend all meetings of the Board of Trustees to report on the operations of the museum, but shall not have a vote on the Board.

## **Article V: Officers**

**Section 5.1 Officers** The officers of the Society shall be: President, Vice-president, Secretary and Treasurer. The positions of Corresponding Secretary and Assistant Treasurer may also be filled by election if determined to be necessary by the membership from time-to-time.

**Section 5.2 Election of Officers** Any member wishing to run for office must have been a paid member for at least a twelve-month period prior to the election. The term of office of each elected officer shall be for one year. The term shall begin on February 1st, following the annual meeting and election of officers held in January of each year. Outgoing officers and committee chairpersons shall transfer all records to the incoming officers no later than two weeks after the election.

## **Section 5.3 Responsibilities of Officers**

**5.3.1 President:** The President shall be the chief executive officer and shall preside at all meetings of the Society and the Board of Trustees. It shall be the job of the President to see that the Society adheres to the purposes for which it was created, and that the letter and the spirit of the Constitution are followed. The President shall appoint all committee chairpersons and shall be an *ex-officio* member of all committees except the nominating committee. The President shall prepare an agenda of all topics to be considered at all regular meetings of the membership, which shall be available to the membership before the next meeting. The President will assign an officer to maintain the portion of the Policy Manual, Section B, that deals with monetary donations and fund distributions (Fiscal Review), as well as other actions involving changes to the Constitution and Policy Manual or major projects involving the museum property (Official Review). Said portion should be posted before the next meeting and will be kept online for ease of access.

**5.3.2 Vice-president:** The Vice-president shall, in the absence of the President, perform the duties pertaining to that office, including presiding at all meetings of the Board of Trustees. Should the President, for any reason, be unable to perform his/her duties, the Vice-president shall become President until the next annual meeting.

**5.3.3 Secretary:** The Secretary shall keep a record of all the proceedings of meetings of the Society and of the Board of Trustees and shall make a copy of said minutes available in the office of the Society within one week of said meetings. The Secretary shall include in the minutes a listing of all items approved for payment at each meeting. The Secretary shall handle correspondence for the Society as directed by the President.

**5.3.4 Treasurer:** The Treasurer shall receive all funds of the Society and shall deposit them in such bank or banks as the Trustees may designate. The Treasurer shall disburse these funds according to the operating budget of the Society. The Treasurer shall present a monthly financial statement to the Society, copies of which shall be available to the membership at each meeting. The report shall be filed in the Society's office for inspection after the meeting. The Treasurer shall also prepare an annual accounting of all funds of the Society and shall be responsible for overseeing the preparation of all forms required by federal and state tax authorities. The Treasurer shall maintain records in the following manner:

5.3.4 a A daily cash receipts and disbursements journal for general operating funds.

5.3.4 b An annual budget, presented to and approved by the membership. The annual budget shall be prepared using receipts and expenditures from the prior two years as a basis. The budget is to cover only generally recurring operating and maintenance expenses. All other expenditures are to be presented to the membership for approval before payment.

5.3.4 c A monthly financial statement showing all receipts and expenditures during that period shall be made available for inspection by all members at each regular meeting, and kept on file in the offices of the Society. This accounting shall show the amount budgeted in each category, receipts and disbursements in each category to date, encumbered funds, and the balance available of unencumbered funds.

5.3.4 d The treasurer will receive and present all monetary donations and estate bequests that are designated for the Endowment Fund to the Board of Trustees before forwarding them to the Endowment Advisory Board and depositing them in the Endowment Fund. The treasurer will present all undesignated monetary and estate bequests to the Board of Trustees before depositing them in the appropriate fund or account.

**5.3.5 Corresponding Secretary:** The Corresponding Secretary shall assist the Secretary in fulfilling the duties of the office.

**5.3.6 Assistant Treasurer:** The Assistant Treasurer shall assist the Treasurer in fulfilling the duties of the office.

## **Article VI: Committees**

**This Constitution establishes standing committees.** The standing committees for the Society shall be as follows:

**Section 6.1 Museum Collections Committee (in house & buildings)** Duties shall be to oversee the day-to-day operation of the museum, and collections, and cataloging, receiving, and processing non-monetary donations, and the purchase of museum's general operational supplies, according to the policies established by the membership. This committee shall be responsible for the care and cleaning of the museum's interior and the collection within, as well as the collections in other buildings on the property.

6.1.1 The Chairperson of the committee shall serve on the Board of Trustees and shall report to the membership at all regular membership meetings.

6.1.2 The Museum Collections Committee shall operate according to the Museum Collections Committee and Collection Management Policies that are made a part hereof and can be found in the Policy Manual.

**Section 6.2 Program Committee** Duties shall include community and school educational programs according to the policies established by the membership. This committee shall be responsible for scheduling and conducting tours of the museum.

6.2.1 The Chairperson of this committee shall serve on the Board of Trustees and shall report to the membership at each regular meeting.

6.2.2 The Program Committee shall operate according to the Program Committee Policies that are made a part hereof and can be found in the Policy Manual.

**Section 6.3 Property Committee** Duties shall include the repair and maintenance of the museum and outbuildings, as well as the general cleaning of the outbuildings. The committee shall be responsible for the security of the property and shall oversee the planting of the gardens and general landscaping, according to the policies established by the membership.

6.3.1 The Chairperson of this Committee shall serve on the Board of Trustees and shall report to the membership at each regular meeting.

6.3.2 The Property Committee shall operate according to the Property Committee Policies that are made a part hereof and can be found in the Policy Manual.

**Section 6.4 Communications Committee** Duties shall include contact with other organizations with similar purposes and for the distribution of news of the Society and its activities to the public. These duties shall include media, website, press releases, newsletters and other duties as described in the committee job description.

6.4.1 The Chairperson of this Committee shall serve on the Board of Trustees and shall report to the membership at each regular meeting.

6.4.2 The Communications Committee shall operate according to the Communications Committee policies that are made a part hereof and can be found in the Policy Manual.

**This Constitution permits the establishment of ad-hoc committees.** The President or Trustees may

establish ad-hoc committees as deemed appropriate. The ad-hoc committees shall have the duties and responsibilities as the Board shall designate. The ad-hoc committees for the Society may be as follows:

**Section 6.5 Fundraising**

**Section 6.6 Membership**

**Article VII: Fiscal Provisions**

**Section 7.1** The Niles Historical Society shall be a non-profit organization. All funds received as dues, gifts, or from any source whatever shall be used for the purposes of this organization above set forth. If there be funds or other assets remaining upon the dissolution of the Society, the same shall be distributed to the National McKinley Memorial Birthplace Association, Friends of the McKinley Memorial Library, or the McKinley Memorial Library, as the members may decide.

**Section 7.2** Fiscal Year The fiscal year shall be the calendar year.

**Section 7.3** Budget The Treasurer along with the Board of Trustees shall prepare and present a general operating budget to the membership as soon as possible after taking office by February 1 of each year. No expenditure shall be made without a vote of the membership until such budget is approved. After a budget is approved by the membership, expenditures that fall within the budget may be made without a vote of the membership if they do not exceed the \$1000.00 limit described below.

**Section 7.4** Contract, Purchases and Bids In the purchase of supplies or award of any contract for work, there shall be no discrimination in respect to race, color, creed, sex or national origin. A minimum of three bids shall be obtained before any contract in excess of the sum of \$1000.00 shall be given. Said bids shall be filed with the Secretary.

**Section 7.5** Disbursement of Funds, Withdrawals, Transfers The Treasurer, upon invoice, shall pay all bills and make all disbursements arising out of action taken by the membership or the Trustees under the emergency provisions herein. Expenditures of budgeted items can be made without an additional vote of the membership. However, all unbudgeted disbursements shall require an affirmative vote of the membership before purchases shall be made.

Transfer of funds and other investments in excess of \$1,000.00 shall be upon approval of the Board of Trustees and signed by the Treasurer and the President.

**Section 7.6** Audit At the last regular meeting of the calendar year, the President shall appoint an audit committee which shall audit the financial transactions and books of record after the end of the year. The committee shall consist of the present Treasurer, a member of the Board of Trustees, and a member of the general membership. The Audit Committee shall present its report to the membership by the first general membership meeting in March of each year.

**Section 7.7** Fundraisers All monies generated from fundraising events or drives held by the Society shall be deposited with the Treasurer and placed in the general operating fund.

**Section 7.8** Gifts for Specific Purposes Gifts which have been given for a designated project shall be placed in separate accounts as encumbered funds for the designated projects. Any proposed expenditure of such

funds shall be presented to the membership for approval and shall follow the bidding procedure outlined in the Constitution.

**Section 7.9 Sale of Society Property** All sales of museum property shall comply with the Museum Collections Committee Policy and Collections Management Policy adopted by the Society. The Treasurer shall place all funds derived from the sale of museum property in the general operating fund.

### **Article VIII: Endowment Fund**

An Endowment Fund was established by the Society in 1988 to yield income for the maintenance and improvement of the Ward-Thomas property, grounds, and buildings as an historical site and historical museum.

**Section 8.1 Endowment Advisory Board Membership** The Endowment Advisory Board shall consist of three members, being the President, one member of the Society who is elected by the membership at a regular meeting, and one Past-President who shall be appointed by the President.

8.1.1 Although a Chairperson may be asked to report to the Board of Trustees from time to time, s/he will not be a member of the Board.

8.1.2 It shall be the responsibility of the Chairperson of the Endowment Advisory Board to provide a quarterly report to the membership showing separately the total initial gifts, gifts received each quarter, and any specially designated gifts. The Endowment Advisory Board shall make investment recommendations. The Chairperson shall undertake a program to solicit additional gifts for the Endowment Fund.

**Section 8.2 Endowment Fund Management** The Endowment Advisory Board shall make all decisions regarding the type of investment for the fund and the manner of distribution of income therein.

8.2.1 The monies sum of \$164,677.90 in the Endowment Fund as of 3/5/11 shall be considered fully restricted funds from which only the income can be used for the general purposes of the Society.

8.2.2 All gifts made after 3/5/11 designated for the Endowment Fund by the donor or the Board of Trustees shall be placed in the restricted portion of the fund.

8.2.3 Any changes in the form of investments in which Endowment Funds are invested shall be made by the Endowment Advisory Board and approved by the Board of Trustees.

8.2.4 Transfers of earnings from the Endowment Fund to the General Fund shall be made only after a three-fourths vote of the Board of Trustees and shall comply with any restrictions described in the gifts earmarked for the Endowment Fund.

**8.3 Endowment Advisory Board Policies** The Endowment Advisory Board shall operate according to the Endowment Advisory Board Policies that are made a part hereof.

8.3.1 It is intended that income of said fund shall supplement the obligation of the City of Niles and supplement other funds of the Society for maintenance, repairs, and improvement of the Ward-Thomas property as a museum and historical site.

8.3.2 It is intended that the principal of the fund shall be held intact, and that income only shall be available for the purposes of the general benefit of the Society. Income shall not be used, unless necessary even for the stated purposes but shall remain invested.

8.3.3 In the event of an emergency requiring immediate repairs to the property, a majority of the Board of Trustees may authorize use of the income to the extent necessary if other funds are unavailable for said emergency repairs.

### Article IX: Amendments

**Section 9.1** This Constitution may be amended under the following conditions:

9.1.1 The amendment shall be presented at two consecutive meetings of the Society prior to the meeting at which the vote will be taken. The amendment shall be presented in written form. If the amendment is changed during the reading, it must be rewritten and read before a vote is taken.

9.1.2 Written notice of the meeting and the proposed amendment must be given to the membership at least one week in advance of the meeting.

9.1.3 A quorum of the membership shall be present to vote on such proposed amendments.

9.1.4 A two-thirds vote in favor of the amendment where a quorum is present shall be required for passage.

**9.1.5 All approved amendments must be recorded and inserted into the document in the article and section in which it belongs. It shall be recorded in the minutes and in the Official Review.**

9.1.6 Robert's Rules of Order shall be used to resolve any parliamentary questions that arise.

### Article X: Prohibition

**Section 10.1** Any action, which is taken contrary to any provision contained in the Constitution, shall be null and void; and, in the event any funds are expended, the expenditure shall be deemed a misapplication of funds.

*The foregoing Third Amended Constitution was adopted by a two-thirds majority vote of the members present at the meeting of the Niles Historical Society held on \_\_\_\_\_.*

1<sup>st</sup> reading \_\_\_\_\_ June 4, 2016 \_\_\_\_\_ 2<sup>nd</sup> reading \_\_\_\_\_ Sept. 3 & Oct. 1, 2016 \_\_\_\_\_

Adopted \_\_\_\_\_ Recorded/added \_\_\_\_\_

President & Secretary \_\_\_\_\_, \_\_\_\_\_



Amendment \_\_\_\_\_

1<sup>st</sup> reading \_\_\_\_\_ 2<sup>nd</sup> reading \_\_\_\_\_

Amended \_\_\_\_\_ Article \_\_\_\_\_ Section \_\_\_\_\_ Recorded/added \_\_\_\_\_

President & Secretary \_\_\_\_\_, \_\_\_\_\_

Amendment \_\_\_\_\_

1<sup>st</sup> reading \_\_\_\_\_ 2<sup>nd</sup> reading \_\_\_\_\_

Amended \_\_\_\_\_ Article \_\_\_\_\_ Section \_\_\_\_\_ Recorded/added \_\_\_\_\_

President & Secretary \_\_\_\_\_, \_\_\_\_\_

Amendment \_\_\_\_\_

1<sup>st</sup> reading \_\_\_\_\_ 2<sup>nd</sup> reading \_\_\_\_\_

Amended \_\_\_\_\_ Article \_\_\_\_\_ Section \_\_\_\_\_ Recorded/added \_\_\_\_\_

President & Secretary \_\_\_\_\_, \_\_\_\_\_

Amendment \_\_\_\_\_

1<sup>st</sup> reading \_\_\_\_\_ 2<sup>nd</sup> reading \_\_\_\_\_

Amended \_\_\_\_\_ Article \_\_\_\_\_ Section \_\_\_\_\_ Recorded/added \_\_\_\_\_

President & Secretary \_\_\_\_\_, \_\_\_\_\_

POLICY MANUAL of the NILES HISTORICAL SOCIETY

Adopted \_\_\_\_\_

Amended \_\_\_\_\_ Section \_\_\_\_\_

Amended \_\_\_\_\_ Section \_\_\_\_\_

**Section 1: General**

**1.1** The sections of the Policy Manual will mirror the sections of the Constitution. Where no section exists, the Board of Trustees will add a new section.

**1.2** The President will assign an officer to maintain the records of the Policy Manual.

**1.3** The Policy Manual Review section will be divided into two main categories: Official Review and Fiscal Review.

**1.4** The Official Review will contain dates, motions, and approvals of all actions involving changes to the Constitution and Policy Manual.

**1.5** The Fiscal Review will contain dates, motions, and actions/approval of all activities from all funds of the Society, each coded separately, except for the general fund, which will only contain information beyond the general/day-to-day maintenance of the museum and its properties.

**1.6** The Code of Ethics will govern all matters of the Society.

**Section 2: Purpose**

The purposes of this Policy Manual are:

**2.1** To establish a format to carry on the business of the Niles Historical Society.

**2.2** To provide a procedure for recording information concerning the business of the Society.

**2.3** To maintain a records review involving changes to the Constitution and Policy Manual or any changes to the different funds operated by the Society.

**Section 3: Membership**

**3.1 Purpose and Privileges** Membership in the Niles Historical Society provides the opportunity to support the purposes of the Society as stated in Article II of its Constitution. Members are entitled to free admission to the Thomas House when it is open and to attendance at all events, social or otherwise, except those events specifically designated. Additional incentives for volunteers may be provided.

**3.2 Membership Dues**

Membership is open to everyone in the following categories and fees:

Individual	\$20.00
Family	\$30.00 (Entitles dependent children to the same membership privileges listed above)
Patron	\$50.00
Businesses	\$100.00
Organizations	\$100.00
Life Membership	\$500.00 (All Life Memberships of \$500.00 and designated gifts shall be deposited into the Endowment Fund and treated as fully restricted Endowment Funds.)

**3.3 Voting Privileges** No Society member or employee of the Society shall vote on any matter from which they or a member of their family would derive financial benefit or personal privileges.

**3.4 Code of Ethics**

**3.4.1 Purpose** The Niles Historical Society, its officers, Board of Trustees, volunteers, appointees, and staff, subscribe to a credo that calls for responsible functioning both professionally and ethically of all

officers, Board members, volunteers, appointees and staff. Society staff members and Society officers accept their positions understanding fully that they or their activities are never totally independent of the Society, and that Society-related actions by the employees will reflect on the Society or be attributed to it.

- 3.4.2 The Collection** Board members, volunteers, appointees, and staff, of the Society may not acquire objects from the collection under any circumstances. In no way should the reputation and name of the Society be exploited for personal advantage or for the advantage of any other person or entity.
- 3.4.2a No officers, Board members, or staff members may use in their home or for any other personal purpose any object that is a part of the Society collection.
  - 3.4.2b Staff members must regard as confidential, matters of administrative and non-scholarly activities of the institution that an employee has access to in the course of his/her duties. Such information, not generally known or available to the public, is Society property. In referring members of the public to outside suppliers of services, i.e. appraisers or restorers, staff members must be circumspect, suggesting whenever possible more than one qualified source.
  - 3.4.2c No employee or officer may compete with the institution in any personal collecting. No Society officer or employee may use his/her Society affiliation to promote his/her or any associate's collecting activities, nor should an officer or employee deal in objects similar or related to objects by the Society.
  - 3.4.2d Outside employment, self-employment, or paid consulting activities, are acceptable, but always with the understanding that the activity will not interfere with his/her duties and will not compromise the professional integrity of the employee or the reputation of the Society.
  - 3.4.2e Society officers or employees must not accept gifts, favors, loans, or other things of value in connection with their duties. Salaries and related benefits are regarded as complete remuneration for all Society-related activities. Gifts of trifling value are not included in this category if receiving them did not influence judgments and decisions. Meals, accommodations, and travel services while on official business in the interest of the Society are also acceptable.

**3.4.3 Museum Management** All employees of the Society shall be hired by a majority vote of the general membership after a recommendation by the Board of Trustees. When hiring, the primary consideration should be the candidate's ability to fill the position regardless of race, creed, sex, age, or handicap.

- 3.4.3a Volunteerism is encouraged, and paid staff must be supportive, providing the appropriate training. Volunteers are expected to conform to the same job-performance standards required of paid workers. Conflict of interest restrictions placed on staff members apply to volunteers working with the museum collection as well. Volunteers as well as staff must treat matters of program function and administration as confidential.
- 3.4.3b Museum workers are expected to maintain good relationships with their colleagues and associates. Each should contribute his/her expertise and experience, acting productively within the total framework of the Museum.
- 3.4.3c Museum staff members shall work with similar institutions, schools, and the community in cooperative undertakings to promote the study of the history of Niles.

**3.4.4 Society Governance** Except as otherwise specified in the Constitution, The Niles Historical Society shall be governed by the general membership.

- 3.4.4a The Board of Trustees shall be the official representative of the Society, responsible for enforcing the policies, standards, and governing documents approved by the membership.
- 3.4.4b Officers and members of the Board must be loyal to the Society, must understand its Constitution and Policies, must act in accordance with these documents and relevant state and federal laws, must act as a Board for the Society as a whole and not individually for particular activities, must respect the confidentiality of those matters not properly in the public domain, and must act at all times according to the resolutions passed by the general membership.

3.4.4c The Board of Trustees must conduct their activities in such a way that no conflict will arise between their other interests and the policies, operations, or interests of the Society. Officers and Board members must avoid any actions which might impair the reputation of the Society. Officers and Board members must use museum property only for official purposes, making no personal use of the museum's collection, property, or services that is not available to the membership at large.

**3.4.5 Board of Trustees Employee Relationship** The general membership shall define the rights, powers, and duties of the museum curator or other employee, based on recommendations from the Board of Trustees. The Board will see that the employee follows the policies of the membership.

3.4.5a The Curator shall attend all Board meetings, general membership meetings and important committee meetings except executive sessions concerning him/her.

3.4.5b The Curator shall present to the Board of Trustees any questions concerning policy matters, shall carry out policies established by the membership, and shall adhere to the budget adopted by the membership.

#### **Section 4: Trustees**

**4.10 Order of Business** The order of business at meetings shall be as follows:

- Call meeting to order, Pledge of Allegiance
- Minutes of preceding meeting of membership
- Minutes of Trustees meeting
- Treasurer's Report
- Secretary's Report and Communications
- Committee Reports
- Old Business
- New Business
- Adjournment (Roberts Rules of Order, Volume 11)

#### **Section 5: Officers**

**5.3.1 President's Policy** The President shall follow the procedures as described in Robert's Rules of Order, Newly Revised, 2<sup>nd</sup> Edition, 2011. Where Robert's Rules are in conflict with the procedures established in the Niles Historical Society's Constitution, the Society's procedures will be in effect.

**5.3.2 Vice-president's Policy** The Vice-president shall follow the procedures as described in Robert's Rules of Order, Newly Revised, 2<sup>nd</sup> Edition, 2011. Where Robert's Rules are in conflict with the procedures established in the Niles Historical Society's Constitution, the Society's procedures will be in effect.

**5.3.3 Secretary's Policy** The Secretary shall follow the procedures as described in Robert's Rules of Order, Newly Revised, 2<sup>nd</sup> Edition, 2011. Where Robert's Rules are in conflict with the procedures established in the Niles Historical Society's Constitution, the Society's procedures will be in effect.

#### **5.3.4 Treasurer's Policy**

5.3.4a General Financial Responsibilities: The Treasurer and Assistant Treasurer, if any, shall perform the following duties:

1. Keep the financial records of the organization.
2. Prepare an annual budget and monthly financial statements.
3. Safeguard and manage the organization's financial assets according to the regulations outlined in the Constitution.
4. Anticipate financial problems and advise the Board of Trustees.
5. Comply with the necessary Federal and State reporting requirements.

- 5.3.4b **Basic Accounting and Record Keeping:** The financial records of the organization shall be complete and accurate, with a record being kept of all funds received and disbursed. The record shall indicate the date, source, and purpose of all transactions so that they may be compared to outside records such as bank statements, invoices, and other records without discrepancies. The following journals or records shall be kept:
1. Cash receipts journal
  2. Cash disbursements journal
  3. Subsidiary journals for Endowment Funds and membership dues shall be kept by the respective committees, with a summary being provided to the Treasurer.
  4. Monthly statements and an annual summary report
  5. Annual Budget.
- 5.3.4c **Internal Control:**
1. All receipts shall be deposited intact on a timely basis.
  2. All disbursements shall be made by check and supporting documentation or other generally acceptable non-cash instrument shall be kept.
  3. Securities or other marketable instruments shall be kept with a qualified custodian.
  4. Funds specifically designated for the Endowment Fund shall be kept in a separate account. Fidelity Insurance should be carried.
  5. Funds received from the sale of any item from the collection shall be placed in the general fund and encumbered for the Acquisition Fund for future purchases and shall only be used to benefit the collection.
  6. An audit of the books and records shall be made once a year.
- 5.3.4d **Budgeting:**
1. A budget shall be prepared at the beginning of each calendar year showing the Society's anticipated receipts and disbursements for that year. The budget shall be prepared using the previous two-year's figures as a guideline. On a monthly basis the budget shall be compared to actual receipts and disbursements in the monthly report submitted by the Treasurer. The budget shall be prepared with input from all officers and committee chairpersons.
  2. Once a preliminary operating budget is prepared, it shall be presented to the membership for their approval. After approval of a final budget, copies should be prepared and distributed to the membership.
  3. Financial statements shall be presented on a monthly basis to the membership so that financial progress can be monitored and evaluated. The statements will be prepared on the forms provided in the "Section A – Forms & Guides" section of this document.
- 5.3.4e **Federal and State Reporting Requirements**
1. The Treasurer shall be responsible for filing all applicable forms with the Internal Revenue Service. Since the Niles Historical Society is a non-profit organization under Code Section 501(c)(3), it is required to file Form 990 when its gross receipts exceed \$25,000.00.
- 5.3.4f. **Gifts & Funds of the Society**
1. All gifts designated for the Endowment Fund shall be placed in the restricted portion of the fund. A record of such gifts shall be kept on the premises and published in the newsletter. Acknowledgement will be sent to the donor and the person honored if noted.
  2. All gifts with other designations, such as to a building or capital improvements project, shall be placed in a separate fund for that project.
  3. All gifts made with no designation shall be deposited into the general operating fund of the Society.
  4. All Life Memberships of \$500.00 or more and stock dividends shall be deposited into the Endowment Fund and treated as fully restricted Endowment Funds.
  5. All undesignated bequests from estates shall be reviewed by the Board of Trustees and placed into the fund and under the conditions that the Board determines will best benefit the Society at the time the gift is received.

6. At this point in time, no gifts of “time-shares” to the Society will be accepted.

## **Section 6: Committees (Standing Committees)**

**6.1 Museum Collections Committee Policy** The responsibilities of the Museum Collections Committee shall be as follows:

**6.1.1** Prepare donations for long-term preservation and display, properly record and enter all donations, obtain gift acknowledgements for each donation, and see that donors are acknowledged by the Society. Preservation of items related to Niles area history shall be the first priority of the Museum Collections Committee.

6.1.2 Establish a suggested annual budget and present it to the President for inclusion in the budget presented to the membership.

6.1.3 Monitor activities in the office, purchase supplies as needed and permit no original records to be removed from the files. Only copies shall be made available for use. Keep the office closed and secure when not occupied.

6.1.4 Maintain current tour information for tour hostesses, including information about special displays

6.1.5 No artifacts shall be handled or moved without the prior approval of the Chairperson of the Museum Collections Committee. Any approved rearranging of artifacts shall be properly accounted for in the database.

6.1.6 Follow the Collection Management Policy as previously adopted and included in section 6.1 A

6.1.7 Clean the museum and collection on a monthly basis consisting of dusting, vacuuming, and removal of fingerprints from glass cases. More extensive cleaning will be undertaken as needed.

6.1.8 The Museum Collections Committee Chairperson shall report at monthly meetings of the membership any new acquisitions and any pending display changes.

6.1.9 The Chairperson of this committee shall serve on the Board of Trustees. The Chairperson or the representative shall report to the membership at each regular meeting the activities of the committee.

**6.1.10A Collection Management Policy** The mission of the Niles Historical Society, as stated in the Constitution is to:

1. Encourage the preservation and promotion of the history of the Niles, Ohio area;
2. Collect, preserve, and exhibit for the public education and enjoyment, books, records, pictures, papers, and artifacts relating to Niles-area history;
3. Develop, preserve, maintain, and operate as an historical museum and repository for historical material, the Ward Thomas house at 503 Brown Street, Niles, Ohio, in cooperation with, and as agent of, the City of Niles, Ohio.

**6.1.10B Scope of Collection** In order to carry out these purposes, the Niles Historical Society has adopted this Collection Management Policy to be carried out by the Museum Collection Committee. The scope of the Collection:

1. Items acquired by the Society shall relate to the history of the Niles area.

2. All items acquired shall have historical value determined by documentation available and their physical condition.
3. Materials that lack complete documentation may be collected as long as they contribute a clearer understanding of the history of the Niles area.
4. All items will be placed in the permanent collection or the teaching collection. The items in the teaching collection are duplicates and are not in the database.

**6.1.10C Management** The Management, proper care, and conservation of the collection of the Niles Historical Society shall be under the supervision of the chairperson of the Museum Collection Committee, as appointed by the President. The primary consideration for display and storage of the collections must be the preservation of the items.

**6.1.10D Acquisitions** Acquisitions may be acquired through donation, bequest, or purchase, solicited or unsolicited. Each donation **MUST** be accompanied by a release (see Section A, Forms & Guides) or a copy of a will that transfers ownership rights to the Niles Historical Society. Accession records show clear title to the items. Duplicates records are mandatory and shall be kept in a separate location. Each donor shall have access to the Collection Management Policy. No restrictions may be placed on the use of the item by the donor. The Niles Historical Society may dispose of the item according to the guidelines stated in the Collection Management Policy if it has no value to the collection. Items will not be accepted if the Niles Historical Society has no provision for adequate care of them. Potential donors will be asked to supply as complete documentation as possible, including a chronological history of the object and its owner. All legal, moral, and ethical implications of the acquisition must be considered before accepting items. The Niles Historical Society will **NOT** make appraisals of prospective donations for tax purposes. The Niles Historical Society operates as a non-profit corporation that falls under IRS code Section 509(a) (2). We are exempt from taxation under Section 501(c) (3).

**6.1.10E Record System** The Museum Collection Committee shall maintain a record system containing appropriate information about each item or group of items in the collection. This record shall contain, but not be limited to:

1. Name and address of donor, previous owner and all known historical information and dates available.
2. Date of acquisition.
3. Signed release form.
4. Notation of date of thank-you sent.
5. Code number assigned and accession forms completed.
6. Location of item in the museum.
7. Completed full description of item.
8. The database will supply convenient access to the records by all members entitled to such access.  
(No item is to be displayed to the public until all cataloging is complete.)

**6.1.10F Registration** All items donated to the Niles Historical Society for the museum **MUST** be accompanied by a signed Release Form (Section A, Forms & Guides) containing complete information as outlined in The Revised NOMENCLATURE FOR MUSEUMS CATALOGING, copyright 1988 by the American Association for State and Local History.

1. Once an item or collection of items is brought into the museum a number is assigned to it. This will be a two-or three-part number, depending upon whether the gift is one item or a collection of items.
2. Items accessioned for each calendar year are numbered consecutively in the order of their receipt. To distinguish one annual series from another, the last two digits of the current calendar year are written first, followed by a decimal point. The next number indicates where the gift comes in the series of gifts made during that year. For instance, the number 90.27 indicates that the item is the twenty-seventh gift in the year 1990. The number 70.1.3 indicates that the item is the third part of the first gift given to the

Society in the year 1970. Some gifts are made up of many items as a dresser scarf set, jar with a lid, etc. The number 90.5.(3) indicates that there are 3 of the exact same items.

3. The Registration-Accession number is permanently attached to the article, to the Release Form, and to all documents and correspondence connected with the gift. When the number is assigned, every piece of available information about the item is entered in the database.
4. A copy of the Release Form (Section A, Forms & Guides) is kept on file and the original is placed in the fireproof file cabinet. At the time that the item is entered in the database, a note of acknowledgement is sent to the donor. If it has not already been signed, a Release Form is sent at that time for the donor to sign and return with a stamped envelope for the return form. The date is noted in the database.

**6.1.10G Accessioning** Once the registration process is complete, the items are inspected for possible cleaning or repairs using guidelines established by the American Association of Museums. The assigned number is permanently attached to the item in as inconspicuous a place as possible.

1. Paint, white-out, or indelible ink are used on wood, ceramic, or metal items; for fabric, the number is typed or written with archival ink on a piece of cotton-twill tape and sewn to the article on a corner, lining, or reverse side. Small tags may be attached in some cases. The number should not wear off, tear off, nor rub off. A thin coat of clear lacquer (nail polish) is sometimes painted over as a protection on some metals or highly glazed surfaces. Paper objects are the only exception to indelible markings; on these items, such as valentines, old letters, etc., a medium pencil is used to avoid indentations and ink bleeding.
2. When the item is marked and all cataloging is complete, the item is then placed wherever it will go in the museum, and its location is marked in the database.

**6.1.10H Cataloging** Cataloging begins only after registration and accessioning have been completed. Registration and accessioning are of the highest priority and must be done immediately.

1. Sometimes more than one category is filled in. For instance, the glass toothpick holder given by Attorney Westenfield is also marked "Niles, Ohio," so it is filed as "Glass, toothpick holder" and "Niles".
2. Headings are as specific as possible and as much cross-referencing is done as is necessary to make the system responsive to the needs of the museum.
3. It is the primary duty of the Society to keep history before the public, which is the reason for writing a column and preparing publications. All pictures are cataloged separately. Their cataloging identification number will start with the letter "P," for picture. The committee is responsible for:
  - a. identifying photographs donated to the Society,
  - b. thanking the donor in writing whenever possible,
  - c. making a record of the donation,
  - d. assigning a catalog number to each photo, indicating the negative,
  - e. recording the ID number and such information as location of photo, title, description, size, name of donor, location of negative, and classification of the photo. (ID100.5),
  - f. posting the information in the database, storing picture in ID numerical file in archival sleeves, folders, and hanging files in fireproof cabinet,
  - g. filing negatives and keeping record as to where they are located,
  - h. answering written and/or oral queries if possible. A card file contains any information found in the microfilm (Example-under the title of Merchants - Niles Merchant Picnic, 18 July, 1910 f.p. Niles Daily News)

**6.1.10I Deaccessioning** From time to time the collection of the Niles Historical Society shall be examined to determine if it contains items that should be removed from the collection. Money acquired from the sale of any



item from the collection shall be placed in the general fund and encumbered for the Acquisition Fund for future purchases.

**6.1.10Ia.** The following criteria shall be used to determine such removal:

1. The object is duplicated by a better or more representative example of the type or class of material.
2. The item has deteriorated physically so that it is no longer useful.
3. The item is incompatible with the purposes of the Niles Historical Society.
4. The Niles Historical Society can no longer preserve or care for the object properly.
5. The item would contribute more to and have greater significance in another museum or organization.
6. The item is not significant and cannot be used for research, exhibition, or loan.

**6.1.10Ib** The Chairperson shall maintain a separate record for deaccessioned items from the collection. It shall contain the above information as well as the date and method of deaccessioning, and the reason for doing so. It is noted on the bottom of the article's main page in the database. The Niles Historical Society recognizes the potentially sensitive nature of the disposal process and directs that the following guidelines be followed in the disposition of material:

1. It shall be the responsibility of the Museum Collections Committee Chairperson and the Curator to recommend to the membership what items should be disposed of and by what means.
  - a. Return to donor.
  - b. Exchange, give, or sell to another museum.
  - c. Sell or auction publicly.
  - d. If not sold, discard.
2. The membership shall be responsible for taking the final action on the chairperson's recommendation, determining whatever disposition is most appropriate.
3. Insofar as is practical, any restrictions that have accompanied an item at the time of its acquisition will be honored.
4. The integrity of topical collections that have been accessioned as a unit should be maintained, insofar as is practical.
5. No staff member, trustee, or agent of a staff member or trustee shall acquire items from the Society's collection.
6. The Society shall receive fair market value for the items that are sold. The sale of items should only be undertaken under the guidelines established by the American Association of Museums.
7. Funds received from the sale shall only be used to benefit the collection. Proceeds may not be used for general operating expenses.

**6.1.10J Records Maintenance** Both the records of acquisitions and the records of deaccessions shall be permanently maintained by the Niles Historical Society. A copy of the release form and deaccession shall be on file. Originals are to be stored in the fire-proof file with the copies elsewhere. They are regarded as public documents and therefore open to the public inspection, after a written request has been received.

**6.1.10K Annual Report** A report shall be submitted annually to the membership of the Niles Historical Society enumerating the acquisitions and enumerating the items that have been deaccessioned during the year. Both loaned and borrowed items shall be listed clearly in the report.

**6.1.10L Access to the Collection Policy** The Society believes the collection should be used to advance knowledge and therefore will make it accessible to serious students and scholars for research. A primary consideration of availability of items for examination and use will be based upon the condition of the item(s) and availability of other sources, copies, or information. Access to the collection is secondary to preservation of the collections.

**6.1.10M Procedures for Access to the Collection**

1. A written request by the person, stating the purpose of access and anticipated use of their research.
2. Authorization for the access will be given or denied by the Chairperson of the Museum Collections Committee.
3. Persons wishing to use objects or archival materials for profit-making ventures must adhere to all copyright designations and enter into a licensing agreement with the Society.
4. No item from the collection may be removed from the premises without permission from the Chairperson of the Museum Collections Committee.

**6.1.10N Security of Collections** The primary concern shall be the preservation of the collection in the museum. The President shall be responsible for determining the number of keys and access codes assigned, limiting them to a maximum of six. The President, Property Committee member in charge of maintenance, the Museum Collections Committee chairperson, the Trustee (designated by the President), the Office Secretary, and the Curator should have access to a full set of keys. Other keys for building access, as well as access codes to the security system will be distributed at the discretion of the President to the standing committee chairpersons and officers who require frequent access to the Ward-Thomas House to perform their duties. In order to protect the security of the buildings and collections, access codes and keys are not to be shared. The President will appoint one member to have access to the post office box. All keys shall be returned when officers and committee chairs complete their terms. The President is the only person authorized to approve duplicate keys.

**6.2 Program Committee and Policy** In keeping with the Constitution of the Niles Historical Society, it shall be the goal of the Program Committee to promote interest in the history of Niles and to help to disseminate information concerning Niles history to the community, schools, and membership. The program committee shall oversee the following activities of the Society:

**6.2.1** Niles history in the schools' educational programs including student tours and a traveling trunk demonstration of the Niles history.

**6.2.2** Community outreach programs, including a traveling trunk of Niles history, speakers, and slide presentations.

**6.2.3** Tours of the Ward-Thomas Museum and grounds. Hostesses are encouraged to remind visitors not to touch artifacts because the oil on their hands hastens the deterioration of such objects.

**6.2.4** Assistance with publicity for the Society events.

**6.2.5** The Chairperson or the representative shall report to the membership at each regular meeting on the activities of the committee.

**6.2.6** The committee chairperson shall review all notices, newsletters, website content, and correspondence to be published, mailed, or otherwise presented to the public on behalf of the Niles Historical Society in advance of said publication, mailing or posting on the website.

**6.2.7** The chairperson may delegate such authority as is necessary to committee members to conduct the several activities over which this committee shall preside.

**6.2.8** The chairperson of this committee shall serve on the Board of Trustees. The Chairperson or the representative shall report to the membership at each regular meeting of the activities of the committee.

**6.3 Property Committee and Policy** The Committee recognizes that the Ward-Thomas house is registered with the Ohio Historic Site Preservation Advisory Board and has been included in the National Register of Historic Places of the National Park Services, United States Department of the Interior, for its historical and architectural significance. Consequently, any maintenance work should be in keeping with the original structure. Any remodeling to the buildings first requires the approval of the National Park Service.

In accordance with the goals of the Society to create a museum as outlined in its Constitution, and recognizing that the Society is the agent of the City of Niles, the rightful owner of the property, the following guidelines shall be established:

**6.3.1** The Committee shall establish long- and short -term goals and a working budget which shall be presented to the membership for approval.

**6.3.2** The Committee shall present written layouts of proposed changes to plantings or landscaping to the membership for approval.

**6.3.3** The Committee shall present proposals for needed repairs to buildings to the Board of Trustees along with three bids for those repairs costing in excess of \$1000.00.

**6.3.4** The Committee shall research authentic plantings of the 1800s for use in its designs whenever possible, in keeping with the historic nature of the home. Since tours are conducted throughout the year, it is understood that the grounds immediately around the house must have special attention on a regular basis.

**6.3.5** No trees on the property will be cut down without prior written approval of the Parks Director of the City of Niles and the membership of the Society since the trees are considered a part of the history of the site, having been planted by an arborist for the Thomas family. When a tree is damaged and becomes a threat to public safety, it may be removed by the Property Committee without approval of the Parks Director or the Society membership.

**6.3.6** The Committee shall supervise all seasonal and permanent plantings on the grounds.

**6.3.7** It will be the responsibility of the Property Committee to oversee the planting of the garden and general landscaping immediately surrounding the Ward-Thomas house, as well as the maintenance and repair of the museum building and outbuildings, and the maintenance of the lawn equipment.

**6.3.8** The chairperson of this committee shall serve on the Board of Trustees. The Chairperson or the representative shall report to the membership at each regular meeting of the activities of the committee.

**6.4 Communications Committee** The Communications Committee will be responsible for all communications for the Society.

**6.4.1** The Committee will provide membership communication through a newsletter.

**6.4.2** The Committee chairperson shall prepare or assist in the preparation of all notices, newsletters, website content, and correspondence to be published, mailed, or otherwise presented to the public on behalf of the Niles Historical Society in advance of said publication, mailing, or posting on the website.

**6.4.3** Any person preparing such notice, newsletter, or other correspondence shall first present it to a member of the committee in charge for approval. The committee in charge of the event shall have editorial control over any submission.

**6.4.4** All pictures or content that is property of the Society will be watermarked before being placed on the website and all copyright laws will be observed.

**6.4.5** The chairperson of this committee shall serve on the Board of Trustees. The Chairperson or the representative shall report to the membership at each regular meeting of the activities of the committee.

### **Ad-hoc Committees**

#### **6.5 Fundraising Committee**

#### **6.5 Membership Committee**

### **Section 7: Fiscal Provisions**

#### **Section 8: Endowment Advisory Board**

**8.1 Establishing the Endowment Advisory Board** The Niles Historical Society's Endowment Advisory Board recognizes the need for guidelines to be established in keeping with the resolution passed Feb. 6, 1988. Said resolution stated in part:

**8.1.1** The general purpose is to create a fund which, with additions that may be made thereto, when invested, will yield income to be used for the maintenance and improvement of the Ward-Thomas property, grounds, and buildings as an historical site and historical museum.

**8.1.2** It is intended that the principal of the fund shall be held intact, and that the income only shall be available for the purposes of the fund. While the initial transfer from the Niles Historical Society remains subject to the control of the Society, gifts to the Endowment Fund by other donors shall be used only to increase the principal of the fund, unless specified otherwise by the donors.

**8.1.3** Income of the Endowment Fund shall not be used, even for the stated purposes of the fund, unless necessary, but shall remain invested to enlarge future income. Income not used currently shall nevertheless remain available in case of future need.

**8.1.4** It is intended that income of said fund shall supplement the obligation of the City of Niles and supplement other funds of the Society in maintenance, repairs, and improvement of the Ward-Thomas property as a museum and historical site. It is not intended that Endowment Fund income shall take the place of such other sources of income for maintenance and repairs, so long as said other sources are available.

**8.1.5** The Endowment Advisory Board shall consist of the President of the Historical Society, one member elected from the membership for a term of two years, and one past president assigned by the president. This committee will make investment decisions. Any change in the form of the investment shall be an Endowment Advisory Board decision.

**8.2. Endowment Advisory Board Policy** Therefore, in keeping with the purposes for which the Endowment Fund was established, the following guidelines shall be followed:

**8.2.1** Duties of the Endowment Advisory Board shall be to oversee all fund-raising efforts of the Endowment Fund, and record its deposits.

When donations are received, the money is taken to the bank maintaining the endowment account. The donation will then be invested according to the policy of the Endowment Advisory Board.

- a. The name of the donor is marked on the back of the deposit copy the bank gives for future reference.
- b. A thank-you note from the Corresponding Secretary is sent to the donor
- c. The Treasurer must keep very accurate records separating gifts from income at all times. The money received is invested in various securities. It is the committee's duty to keep accurate records as the initial deposit may not be withdrawn, only the income received from it. Record the name, address, date received, amount of donation, any special notations (as in memory of \_\_\_\_\_). Donation records are kept in the Endowment File in the Society's office.

**8.2.2** Occasionally gifts may be made to the Endowment Fund with their earnings designated to a particular purpose. In such cases, the Chairperson of the Endowment Advisory Board will see that said funds are invested separately, and that their principal and interest is reported separately on all reports to the membership. Expenditures from such designated funds shall be made only in accordance with the terms of the original gift by a vote of the membership.

**8.2.3** A copy of the resolution establishing the Endowment Fund should be available to all donors if requested and a printed brochure explaining the Endowment Fund shall be available to all visitors to the Ward-Thomas House.

**8.2.4** Transfers of the earnings from the Endowment Fund to the General Fund shall be made only after three-fourths vote of the Board of Trustees at which a quorum is present and shall comply with any restrictions described in the gifts earmarked for the Endowment Fund.

**8.2.5** In the event of an emergency requiring immediate repairs to the property a majority of the Board of Trustees may authorize use of the fund earnings to the extent necessary if other funds are unavailable for said emergency repairs. Funds shall be transferred to the Society's General Fund from which all expenditures shall be made.

**8.2.6** A report from the Chairperson of the Endowment Advisory Board will be given to the membership as to the status of the Endowment Fund on a quarterly basis. Said report shall be kept on file in the offices of the Society and recorded quarterly in the Fiscal Review.

**8.2.7** If, for any reason, the Ward-Thomas property ceases to be available to The Niles Historical Society for the purposes of a museum and historical site, the Endowment Fund shall nevertheless remain intact, but the income shall be available for other purposes of the Society as stated in its Constitution.

**8.2.8** In the event of the dissolution of the Society, the Endowment Fund, together with other funds of the Society, shall be distributed to: The National McKinley Memorial Birthplace Association, Friends of the McKinley Memorial Library, or The McKinley Memorial Library, as the members may decide.

**Section 9: Amendments**

**9.1 Policy Manual Amendment Process** This Policy Manual may be amended under the following conditions:

**9.1.1** The amendment shall be presented at two consecutive meetings of the Society prior to the meeting at which the vote will be taken. The amendment shall be presented in written form. If the amendment is changed during the reading, it must be rewritten and read before a vote is taken.

**9.1.2** Written notice of the meeting and the proposed amendment must be given to the membership at least one week in advance of the meeting.

**9.1.3** A quorum of the membership shall be present to vote on such proposed amendments.

**9.1.4** A two-thirds vote in favor of the amendment shall be required for passage.

**9.1.5 All approved amendments must be recorded and inserted into the document in the Article and Section in which it belongs. It shall be recorded in the minutes and in the Official Review.**

**9.1.6** Robert’s Rules of Order, Version 11 shall be used to resolve any parliamentary questions that arise.

The foregoing Policy Manual was adopted by a two-thirds majority vote of the members present at the meeting of the Niles Historical Society held on \_\_\_\_\_.

1<sup>st</sup> reading June 4, 2016 2<sup>nd</sup> reading Sept. 3 & Oct. 1, 2016

Adopted \_\_\_\_\_ Recorded/added \_\_\_\_\_

President & Secretary \_\_\_\_\_, \_\_\_\_\_

Amendment \_\_\_\_\_

1<sup>st</sup> reading \_\_\_\_\_ 2<sup>nd</sup> reading \_\_\_\_\_

Amended \_\_\_\_\_ Article \_\_\_\_\_ Section \_\_\_\_\_ Recorded/added \_\_\_\_\_

President & Secretary \_\_\_\_\_, \_\_\_\_\_

Amendment \_\_\_\_\_

1<sup>st</sup> reading \_\_\_\_\_ 2<sup>nd</sup> reading \_\_\_\_\_

Amended \_\_\_\_\_ Article \_\_\_\_\_ Section \_\_\_\_\_ Recorded/added \_\_\_\_\_

President & Secretary \_\_\_\_\_, \_\_\_\_\_

Amendment \_\_\_\_\_

1<sup>st</sup> reading \_\_\_\_\_ 2<sup>nd</sup> reading \_\_\_\_\_

Amended \_\_\_\_\_ Article \_\_\_\_\_ Section \_\_\_\_\_ Recorded/added \_\_\_\_\_

President & Secretary \_\_\_\_\_, \_\_\_\_\_

Amendment \_\_\_\_\_

1<sup>st</sup> reading \_\_\_\_\_ 2<sup>nd</sup> reading \_\_\_\_\_

Amended \_\_\_\_\_ Article \_\_\_\_\_ Section \_\_\_\_\_ Recorded/added \_\_\_\_\_

President & Secretary \_\_\_\_\_, \_\_\_\_\_

Amendment \_\_\_\_\_

1<sup>st</sup> reading \_\_\_\_\_ 2<sup>nd</sup> reading \_\_\_\_\_

Amended \_\_\_\_\_ Article \_\_\_\_\_ Section \_\_\_\_\_ Recorded/added \_\_\_\_\_

President & Secretary \_\_\_\_\_, \_\_\_\_\_

Amendment \_\_\_\_\_

1<sup>st</sup> reading \_\_\_\_\_ 2<sup>nd</sup> reading \_\_\_\_\_

Amended \_\_\_\_\_ Article \_\_\_\_\_ Section \_\_\_\_\_ Recorded/added \_\_\_\_\_

President & Secretary \_\_\_\_\_, \_\_\_\_\_

**Section A Forms & Guides**

**(To be stored in the office and electronically and are not subject to the amendment process)**  
**pages**

**Donations to the Collection Forms**

**Donations to the Niles Historical Society Forms**

**Deaccession Forms**

**Correspondence Forms**

Official Niles Historical Society letterhead  
Thank you note samples

**Program Guides**

Third grade Presentation  
Harry Stevens Day  
McKinley Christmas  
Spring Banquet  
Princess Tea

**Membership Forms**

**Scholarship Forms**

**Tour Forms**

**Section B - Reviews**

**(To be stored in the office and electronically and are not subject to the amendment process)**

**Official Review – Copies of approved language to amendments to the Constitution or Policy Manual, including dates. Summary of each to be filed online.**

**Fiscal Review (general)– Copies of approved language for expenditures, including dates. Summary of each to be filed online.**

**Fiscal Review (endowment)– Copies of status of the Endowment Fund (quarterly), including dates. Summary of each to be filed online.**