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Revised – October 1997 (Article III - Membership Classifications)
Revised – August, 2016 (Article III – All Parts)

STANDING RULES

of

The Marion County Historical Society
Marion, Ohio

(Standing Rule Mandates from Bylaws are in Italics)

AFFILIATION

The Society shall maintain membership in The Ohio Historical Society and in The Ohio Association of Historical & Museums, paying dues in each.

ARTICLE IV - GOVERNING DOCUMENTS

Bylaws Article IV, Section 3C: *The Standing Rules of The Society setting forth procedures, which shall be adopted, amended, or repealed by a majority vote of the Board assembled as necessary to constitute a quorum as defined in these Bylaws.*

ARTICLE III – MEMBERSHIP

Bylaws Article III, Section 4: *Membership classifications, dues structure, and billing procedures shall be set forth by the Board of Trustees (hereinafter referred to as the Board) in the Standing Rules of the Society.*

Membership Classification and Dues Structure:

1. Student: Dues \$10 yearly. Must be a full-time student.
2. Individual: Dues \$25 yearly.
3. Family: Dues \$35 yearly. All members of family living at same address.
4. Name TBA: Dues \$60 yearly.
5. Name TBA: Dues \$100-\$499 yearly.
6. Name TBA: Dues \$500-\$999 yearly.
7. Name TBA: Dues \$1000-\$1999 yearly.
8. Name TBA: Dues \$2000 or more yearly.
9. Honorary Life: The Board may bestow Honorary Life Membership upon individuals or organizations that have contributed to the growth of the Society or made outstanding contributions. Honorary Life members are exempt from dues.

Membership Benefits:

1. The Executive Director, working with such groups or individuals as deemed necessary, shall develop and implement specific benefits for each membership classification.
2. These benefits may be changed and revised as deemed necessary by the Executive Director without requiring updates to the Standing Rules.

Billing Procedures:

1. Billing procedures will be carried out under the direction of the Executive Director through the office of the Administrative Assistant.

ARTICLE V - BOARD OF TRUSTEES: (Hereinafter referred to as the Board)

Eligibility: All members of the Board shall be members of the Society.

Bylaws Article V, Section 2: *The Board shall consist of the officers of the Society: President, vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and fifteen trustees who shall be elected by the membership at the Annual Meeting. The Board shall take office on the following January 1.*

- A. *The immediate past President shall be an ex-officio member of the Board with full voting privileges.*
- B. *The Board may elect current or former Board members as Trustees Emeritus to serve on the Board with full voting privileges. Trustees Emeritus shall have a lifetime appointment or until such time as they present their written resignation to the Board.*

Constituents: All officers, trustees, the immediate past President, the Director, and Trustees Emeritus are members of the Board.

1. Committee chairmen are urged to attend.
2. Other Society members may attend.

Voting: Voting shall be vested in trustees, officers, immediate past President, and the Trustees Emeritus.

Election of Board of Trustees:

Bylaws Article V, Section 3: *The Board shall be elected by the membership of the Society at the Annual Meeting of the Society. Procedures for nomination and election shall be set forth in the Standing Rules.*

1. The Nominating Committee shall present a slate of officers and trustees to the Board no later than the September meeting of the Board for their approval and recommendation to the membership for election.
2. At the Annual Meeting, upon presentation of the slate recommended by the Board, nominations will be received from the floor if the nominee has expressed willingness to serve.
3. Election shall be by voice ballot unless a written ballot is requested.
4. The Board of Trustees shall have the option of naming as a "Trustee Emeritus" retired members of the Board who have made outstanding contributions to the Society.

Duties of Board of Trustees:

Bylaws Article V, Section 5A: *Officers and trustees shall perform those duties usually associated with their office as specifically set forth in the Standing Rules.*

1. Determine the policies of the Society.
2. Hold title to and manage all funds and property, both real and personal.
3. Be responsible for the development of adequate funding to meet present and future needs of the Society.
 - a. Establish and maintain a financial program designed to encourage giving of money and tangible assets to carry out the purposes of the Society.
4. Maintain records of finances and all proceedings and report its actions at the Annual Meeting.
 - a. The annual report of the Trustees shall be filed with the records of the Society and an abstract thereof entered in the minutes of the proceedings of the Annual Meeting of the members.
5. Upon the recommendations of the Personnel Committee, seek, investigate, and employ the Director, and other staff of the Society.

6. Upon the recommendation of the Executive Committee, fill vacancies in the positions of elected officers and trustees for unexpired terms.
7. Approve scheduling of Society activities.
8. Adopt a budget for the current fiscal year.

Duties of Officers:

President:

1. Shall provide leadership and inspiration to the Society.
2. Shall also be President of the Board and shall preside at all meetings of the Society and of the Board, and of the Executive Committee.
3. Shall exercise general charge and supervision of the affairs of the Society; and shall perform such other duties as may be assigned by the Board.
4. With the approval of the Board, shall appoint all committee chairmen
5. Shall execute legal and financial documents upon the approval of the Board.
6. Shall perform such other duties as the Board may direct.

Vice-President:

1. At the request of the President, or in the event of the President's absence or disability, the vice President shall perform the duties and possess and exercise the powers of the President.
2. Shall perform such other duties as may be assigned by the Board, including the signing of legal documents.

Recording Secretary:

1. Shall keep accurate minutes of all meetings of the Society, including Board, Executive committee, and membership, and special meetings.
 - a. These minutes shall be submitted to the Executive Committee within one week of any meeting.
2. Shall have charge of such books, documents, and papers of the Society as the Board may determine.
 - a. Shall deposit a copy of all minutes in the public file in the office at Heritage Hall.
3. Ensure that a record is kept containing the names of all persons who are members of the Society, showing their places of residence.
 - a. Shall keep a copy of a current membership list in the Secretary's book, and deposit a copy in the office file as prescribed by law.
4. May sign, with the President or vice President, any contracts or agreements authorized by the Board.

Corresponding Secretary:

1. Shall conduct the correspondence of the Society as directed by the Director, President, or the Board.
2. Shall act as Recording Secretary in the absence of that officer.
3. Shall give notice in writing to Board members least one week prior to the Board meeting, and give notice to Board members of any special meetings of the Board.
4. Ensure that proper notice is given of all meetings of the Society.
 - a. Publication of notice in *Hallmarks* shall be considered proper notice.

Treasurer:

The Board shall, upon their discretion, provide for securing bond on the Treasurer who may be bonded for the faithful performance of his duties, in such sum and with such sureties as the Board may require.

1. Shall in general, perform all the duties incident to the office of Treasurer, subject to the control of the Board.
2. Shall serve as chairman of the Finance Committee, and of the Budget Committee.
3. Shall perform the following duties for the Society
 - a. Ensure that an accurate record is kept of all revenues received and all disbursements made.
 - b. Ensure that all checks, notes, and other obligations are endorsed for collection , and shall deposited to the credit of the Society at such bank or banks as the Board may designate.
 - c. Ensure that all payments are executed that are authorized by the budget or approved by the Board as are proper on behalf of the Society.
 1. Two signatures are required on each check issued by the Society from among the Director, President, and Treasurer.
 - d. Ensure that a written monthly statement of all accounts to the Board.
 - e. Ensure that all required reports are filed with the Internal Revenue Service and the State of Ohio.

Reports of Officers:

1. All officers shall submit a written report to the membership of the Society at the Annual Meeting.

Bylaws Article V, Section 7: *Provisions for resignation and filling of vacancies shall be set forth in the Standing Rules of the Society*

Resignation or Removal:

1. Resignations from the Board shall be submitted to the Board in writing.
2. Any Officer or Trustee may be removed from office for any of the following reasons by the affirmative vote of two-thirds (2/3) of all the members of the Board at any regular or special meeting called for that purpose:
 - a. For neglect of duty.
 - b. For conduct detrimental to the interests of the Society,
 - c. For lack of sympathy with its objectives,
 - d. For refusal to render reasonable assistance in carrying out its objectives.
3. If a Board member is absent from four consecutive Board meetings without excuse, and inquiry reveals that they no longer wish to serve, the position is considered vacated.

Filling of Vacancies:

1. The Executive Committee shall make a recommendation from the membership of the Society to the Board to fill a vacancy on the Board.
2. Upon approval by the Board, such recommendations shall be appointed by the President to fill the vacancy.

ARTICLE VI – MEETINGS:

Bylaws Article VI, Section 1A2: *The Agenda for the Annual Meeting shall be set forth in the Standing Rules*

Agenda for Annual Meeting: (Secretary should record attendance for the meeting.)

Pledge of Allegiance to the Flag
 Secretary's Report of last Annual Meeting
 Yearly Reports from Board, Officers, and Committee Chairmen
 Report of Nominating Committee
 Election of Officers
 Installation of Officers
 Amending of By Laws (if applicable.)
 Old and New Business

Bylaws Article VI, Section 2: *The Board Meeting shall be held at least ten times during the year at such dates and places as the Board shall fix.*

Board of Trustees Meetings:

1. 1. The monthly Board Meeting shall be held at Heritage Hall on the third Tuesday of each month at 7:00 PM unless otherwise voted by the Board.
 - a. All Board members shall be notified of the meeting by the Corresponding Secretary in writing one week in advance.
 - b. A Copy of minutes of the previous Board and Executive committee meetings shall be included with the notice.

ARTICLE VII – COMMITTEES:

Bylaws Article VII, Section 12: *Standing Committees of the Society shall be named and their duties set forth in the Standing Rules of the Society.*

Duties of Committee Chairmen:

1. Be aware of the duties of the committee as stated in the Standing Rules.
2. Provide leadership and ensures that goals are set for the committee.
3. Serve as liaison between the committee and the President, Executive Committee, and Director.
4. Ensure that a budget is prepared to carry out the activities of the committee.
5. Submit an annual activity and financial report, including inventory, to the Board.
6. Review periodically all policies pertinent to their committee.
7. Assure that activities of their committee are covered by press releases to the *HALLMARKS* editor and public media through the Publicity chairman.
 - a. Copies of these should be furnished to the Director before release.

The Executive Committee shall:

1. Meet regularly between Board Meetings and upon the call of any two members of the committee
2. Consider, and recommend to the Board for action, matters brought to their attention by Committee Chairmen.
3. Cooperate with and supervise the Director in carrying out of the duties of that position.
4. Assist the following committees in carrying out their responsibilities.
 - a. "Strategic" Planning
 - b. Personnel

The Buildings and Grounds Committee shall be responsible for:

1. Planning, and carrying out plans following approval by the Board, for all alterations to properties owned by the Society.
 - a. Submissions to the Board shall include estimated cost.
 - b. Any alterations to Heritage Hall must comply with the covenant in our deed from the U.S. Postal Service to preserve the exterior of the building and the lobby.
2. Major maintenance of Society properties.
 - a. Any project costing over \$100, or not included in the budget, shall be submitted to the Board for approval.
3. Minor repairs and boiler operation.
4. Maintaining the exterior appearance of Heritage Hall and for maintaining the grounds.

The Collections Management Committee shall be responsible for carrying out the Collections Management Policy of the Society including:

1. Working with the curator to carry out their responsibilities.

2. Accepting all material donations to the Society as provided for in our Collections Management upon determining suitability for our purposes.
3. Recording all accessions with regard to currently recommended museum management procedures and nomenclature.
4. Storing all materials using accepted museum conservation procedures within our capabilities, and in a manner that they can be retrieved.
5. Acknowledging all accessioned items with a "Deed of Gift."
6. Recommending to the Board measures for the preservation of the collections.
7. Maintaining an "Educational Collection" to be developed for hands on use. (See Education Collection Policy)
8. Submit an annual report of all acquisitions.
9. Items in The Harding Collections shall be accessioned noting "Special Collection" information.

The Development Committee shall be the fund raising arm of the Society, and shall:

1. Plan for necessary capital improvements, maintenance, and operating expenses
 - a. Plan and carry out campaigns for raising the necessary funds to carry these out.

The Education Committee of the Society shall be responsible for:

1. Providing liaison with the community, and planning and carrying out activities that contribute to advancing Marion County history. This shall include, but not be limited to:
 - a. Determining the ways that the Society can encourage the study of local history in the academic community, focusing on programs for elementary students, and participation in History Day Activities.
 - b. Seeking funding for and preparing information on scholarships to be offered to students of history at The Ohio State University at Marion. They shall act as liaison between the Society and the University in presenting such scholarships.

The Events Committee shall:

1. Carry out the events approved by the Board of Trustees in a manner that will reflect positively upon the Society.
2. Maintain financial records of the events, and report such to the Board of Trustees at the next Board meeting after the event.
 - a. Suggested activities should be events that enhance the image of our Society such as the Marion County Fair, Popcorn Festival, OAHSM Region II Meetings, and tours of Marion.

The Exhibit Committee shall:

1. Be responsible for planning, researching, producing, installing and removing educational exhibits for the Museum of Marion County Historical Society Museum at Heritage Hall.
 - a. Some of these exhibits should be permanent, others will be temporary.
 - b. Artifacts in the collections of the Society should be collected with a view to being used in the exhibits

The Financial Committee shall:

1. Monitor the financial management of all funds of the Society with the assistance of the Treasurer and advise the Executive Committee on matters affecting the fiscal health of the Society.
2. Monitor all fund raising activities,
3. Recommend priorities to the Board of Trustee.
4. Prepare a budget for operating expenses and submit to the Board at their meeting in January
 - a. Advise the Board of deviations from the budget.

5. Ensure that all reports to the IRS and the State of Ohio that are required by law have been filed on time, including the 990 IRS form, Ohio State Sales Tax forms, and Continuing Operation documents, but not limited to them.
6. Cooperate with the Treasurer in recommending changes in procedures affecting collecting, Recording, banking and disbursing of funds of The Society.
7. Cause to be prepared a non-opinion review of the Treasurer's annual financial report.

The Historical Marker Committee shall:

1. Seek out historical sites in Marion County and recommended to the Executive Committee for commemoration.
2. Upon approval by the Executive Committee, the Historical Marker Committee shall prepare text for the marker, research costs, get site approval from owner.
3. Upon approval of the Executive Committee they shall submit the information to the Board.
4. Upon approval of the Board they shall carry out the erection of such markers.

The Legal Committee shall:

1. Ensure that all legal requirements for the operation of a non-profit organization as provided in the Ohio Revised Code and by the Internal Revenue Service be carried out through the activities of the committees.
2. Prepare for submission to the Board for approval all governing documents of the Society, including but including but not limited to The Articles of Incorporation, The Bylaws and Standing Rules, the Code of Ethics, and the policies of the Society.
 - a. Review the governing documents and policies annually to assure that current procedures conform to the documents, and if discrepancies are found they should be reported to the Board.
 - b. Recommend amendments to the Bylaws to the Board.
 - c. Maintain at Heritage Hall a file of all governing documents open to the public.
1. Ensure that the proper contracts be executed for carrying out the work of the Society.
 - a. Review all contracts annually and submit a report to the Board of Trustees" noting contracts in force or expiring.

The Membership Committee shall:

1. Maintain membership records including demitted and deceased member.
2. Notify members of the expiration date of their membership.
3. Provide members with a membership card.
4. Strive to increase membership
5. Honor deceased members with cards to their families.

The Nominating Committee shall be a standing committee of the Society

1. The committee shall consist of five members.
 - a. The President shall appoint the chairman and one member from the Board.
 - b. These two shall select three from the membership.
2. The Nominating Committee shall:
 - a. Present a slate of officers and trustees to the Board no later than the September meeting of the Board for their approval and recommendation to the membership for election.
 - b. Monitor the membership of the Society for recommendations to the Executive Committee for filling of vacancies on the Board.

The Operating Committee shall:

1. Ensure the efficient operation of the facilities for the activities of the Society by:
 - a. Being responsible for the day to day operation of Heritage Hall, including opening and closing the building.
 - b. Overseeing the volunteers, docents, and staff who carry out this committee's responsibilities.
2. Provide for scheduling and carrying out tours of the building.
3. Arrange for use of Heritage Hall by other groups.
4. Operate the Museum Shop including:
 - a. Securing of managerial personnel.
 - b. Purchasing of merchandise.
 - c. Setting of policies for the operation of the shop.
 - d. Maintaining financial, visitor, and volunteer records of the operation of the shop.
5. Recruit, train, and assign duty to all the docents that conduct tours and staff the museums and Heritage Hall museum shop during its regularly scheduled hours, and for all scheduled events of the Society, including other volunteers needed for such events.
6. Inasmuch as possible:
 - a. Encourage docents and volunteers to become members of the Society
 - b. Encourage docents and volunteers to keep records of their volunteer hours.
 - c. Honor docents and volunteers for service to the Society.

The Personnel Committee shall:

1. Recruit paid staff for the Society in cooperation with the Executive Committee and the Director.
2. Serve as liaison between the staff and the Board.
3. In cooperation with the Legal Function, ensure proper contracts are executed with all staff, and that all legal responsibilities are completed.

The Prairie Committee shall:

1. Be concerned with the preservation of all remnants of the Sandusky Plains that are owned or managed by the Society, and encourage preservation of other prairie remnants within the county.
2. Provide maintenance, educational material, and periodic tours of Marion County prairies.

The Program Planning Committee shall be:

1. Responsible for providing educational and interesting programs for the membership and the public at least four times a year.

The Publication Committee shall be responsible for all publications of the Society including:

1. The *Hallmarks* newsletter which shall be published to inform the membership of our activities, and to advance local history at least four times a year before each Program Meeting and the Annual Meeting.
 - a. The Board of Trustees may authorize more frequent distribution.
 - b. This includes ensuring the compiling, editing, printing and distributing of the newsletter under the direction of the editor.
 - c. A file of all issues of *Hallmarks* shall be maintained.
2. Encourage the publication of books and brochures authorized by the Board by assisting authors in researching, printing, and marketing.
3. Financial records for each project shall be maintained.
4. The Publication Committee shall recommend to the Board any publications suitable for nomination to the Awards Program of OAHSM.

The Public Relations Committee shall seek to inform, and foster a pleasant relationship with the community, through the following activities:

1. Publicity
 - a. Assure that news releases are prepared and distributed to local media for all activities of the Society in cooperation with the appropriate chairman and the Director
2. A Scrapbook shall be maintained of all publicity releases pertaining to the Society.
 - a. Copies of *HALLMARKS*, brochures, and other ephemeral publications of the Society should be assembled for posterity.
3. Acknowledgement of contributions and material gifts to the Society shall be made promptly.
 - a. Items accessioned into our collections will be acknowledged by the Collection Management committee staff.
4. Relations with other community organizations with like purposes shall be fostered.

The Rinker/Howser Resource Center:

The Rinker/Howser Resource Center shall be operated jointly with the Marion Area Genealogy Society.

1. A policy for the operation of the Rinker/Howser Resource Center shall be prepared by the Resource Center Committee.
 - a. It shall be approved by the Board of Trustees of MCHS and of MAGS.
2. Supervise the operation of The Rinker\Howser Resource Center" in cooperation with the Resource Center committee chairman.
3. Seek to improve the library collection and research resources of the Society including publications, genealogical materials, and electronic information.
4. Recommend measures to preserve the library collections and resource collections.

The Henney/Jenkins Reading Room, located in the west lobby, shall also serve as a Board Room.

1. The open shelves will provide research materials to the public which have been released from the archives or Resource Center such as:
 - a. Duplicates
 - b. Material not within our collections scope
 - c. Materials that are in poor condition.

The Social Committee shall provide social amenities at all functions of The Society, dividing responsibility equitably among the membership.

The Strategic Planning Committee shall give consideration to the long range needs and concerns of the Society and cooperate with other standing committees to make recommendations to the Executive Committee regarding current and future policies, procedures and operations.

The Transformation Committee shall assume the responsibility for the transformation of the former Marion Post Office building into Heritage Hall through the following committees:.

1. Heritage Hall Transformation Fund committee shall be responsible for:
 - a. Soliciting funds to be used for the renovation of Heritage Hall.
 - b. Maintaining records of receipts and expenditures for each project under this fund in cooperation with the Treasurer.
 - c. Ensuring proper recognition of donors in cooperation with the Public Relations Committee.
2. Heritage Hall Renovation Committee shall be:
 - a. Responsible for planning, and carrying out (following Board approval) for all alterations to Heritage Hall.
 - b. Plans submitted to the Board shall include estimated cost.
 - c. Any alterations to Heritage Hall must comply with the covenant in our deed from the U.S.Postal Service to preserve the exterior of the building and the lobby.

ADDITIONAL FUNCTIONS OF THE SOCIETY

Heritage Preservation Endowment Fund Trustees shall:

1. Invest and reinvest the endowment capital entrusted to the Fund, and interest, in the best interests of the Society.
2. Endeavor to increase the endowment capital in cooperation with the Development Committee.
3. Provide monies for operating expenses of the Society from funds generated by the Endowment Fund upon written request of the Board as authorized by the Board.
4. They shall provide financial statements at the annual meeting and to the Board in May and November, and at other times upon request of the Director. *See trust fund document for provisions for trustees of the Fund.*

COMPLEMENTARY ORGANIZATIONS

THE WYANDOT POPCORN MUSEUM shall operate under the Board of Trustees of that facility, under the contract with our Society, reviewed annually by the Legal Committee.

THE MARION CAMERA CLUB shall operate under their officers under the contract with our Society, reviewed annually by the Legal Committee

THE MARION AREA GENEALOGY SOCIETY shall operate under their officers under the contract with our society, reviewed annually by the Legal Committee.

121st OHIO VOLUNTEER INFANTRY CIVIL WAR REENACTMENT GROUP shall be sponsored by the Society but operate under their own rules.

1. Contributions for the benefit of this group will be received by MCHS and transferred to their treasury
 - a. An annual report on activities and financial status shall be provided to the Board by the 121st Volunteer Infantry Reenactment Group.

**Presented to Executive Committee
Recommended to the Board for approval, January 7, 1997**