

MAYWOOD HISTORICAL GROUP OF SIDNEY CENTER, INC.
(A Non-Profit New York Corporation)

2026 AMENDED STANDING RULES OF PROCEDURES
THESE AMENDED AND RESTATED BY LAWS COMPLETELY REPLACE,
SUPERSEDE, AND RESTATE ALL PRIOR BY LAWS AND AMENDMENTS OF THE
CORPORATION ADOPTED PRIOR TO THE DATE HEREOF.

I. MEMBERSHIP AND DUES

A. MEMBERSHIP CLASSES

1. The four (4) classes of Membership and annual dues are hereby set as follows, but may be amended as the Corporation deems necessary:

Single membership	\$5.00
Couple membership	\$10.00
Life membership	\$25.00 (single or couple)
Honorary	(no dues)

Honorary membership is a complimentary title of respect, which may be bestowed upon any person or persons that the Group may designate from time to time. Such membership shall be for the duration of such person's life and shall entitle the honorary member to attend all meetings, but such members may not propose motions, vote on motions, or be counted in a quorum. No duties or active membership rights are imposed by this title.

B. DUES, ACTIVE AND INACTIVE MEMBERSHIP

Membership dues are payable as of June 1st each year. Any member whose dues are not paid as of October 1st of a calendar fiscal year (January 1 – December 31) will be put on an "Inactive Member List". If all delinquent dues have not been paid up-to-date as of December 31st, then such membership shall be terminated. Even though membership dues are paid, the member shall be considered an Inactive Member unless he or she attends at least four (4) regular monthly business meetings during the previous 12-month period. Inactive Members may not

nominate or vote for election of officers or trustees or hold any office of the Group until they have met the requirements of becoming an Active Member.

C. DUTIES OF ACTIVE MEMBERS

1. Keep dues paid current and on time.
2. Attend at least four (4) regular monthly business meetings within the previous 12-month period.
3. Participate in meetings, discussions, decisions. Avoid speaking upon any matter until it is properly brought before the meeting by Motion and abstain from all personalities in discussions. If you have thoughts about a matter, state them in the meeting – don't wait until later and tell them to others, especially outsiders. This includes any communication via social media platforms (ie. FaceBook, Instagram, TikTok, LinkedIn, etc.) This leads people to believe there is disharmony in the Group and they won't want to associate with us or donate to our causes, therefore, defeating the Group's purposes.
4. Volunteer to work on and/or with Committees. Perform duties of office or committee diligently and in the best interests of the Group.
5. Abide by decisions of Committees and/or Group, even though you may have different ideas or ways of doing things. Honor and abide by By-Laws of Procedure and Creed of Group and conduct yourself in accordance with same.
6. Avoid personal ambitions, feelings and conflicts. Say and do all things to keep peace and harmony with others and to promote the best interests of the Group and its purposes. The purposes of the Group being to acquire and collect pictures, memorabilia, objects, artifacts, research information and materials, to preserve and create a permanent record thereof and promote interest and support of others in the historical matter relating to the community of Sidney Center and vicinity and encourage others to join and participate, especially the community and younger generations to carry on this preservation of history for the future.
7. Be friendly, use tact and discretion in dealing with donors, visitors, and/or persons interested in our Group. Accept donations of money, memorabilia, historical information, membership dues, etc. on behalf of the Group, noting name, address, item and any pertinent information for the Group's records and deliver same to the proper officer or committee. Encourage others to

join and/or participate. Use caution and do not do or say anything that might discourage anyone from participating in our cause or purpose.

8. Do not keep, hold or use any money, pictures, memorabilia, materials, research information, etc. which have come into your possession as a member of the Group – it is property intended for the Group through you and it is illegal to withhold or use same.
9. Handle all monies and finances of the Group in a prudent manner, keeping itemized accounting of receipts (including donation of money or material items), expenditures and vouchers of all expenditures and deliver same to the Treasurer or designee. If you are in a position to purchase material on behalf of the Group, always check for best buys, obtain estimates and report same to your Committee or the Group for decisions involving amounts over \$1000.00, unless previously agreed upon. However, if immediate approval is necessary, the verbal approval of two (2) Trustees is required.
10. If you agree to work on a Committee or project, be sure to follow it through to completion to the best of your ability, unless physically unable to. Don't quit or give up just because you don't agree with it's handling.
11. If conflicts arise which you have been unable to resolve amicably, report the matter to a Trustee for the Board's attention, investigation, decision and action, always trying to communicate and compromise with the interest of the Group in mind. If the Board and Group determines that a person or persons are not desirable to have as a member, the member may be asked for a resignation from any office held and membership or the Board may recommend expulsion to the Group. Upon Motion made, seconded and a two-thirds vote of votes cast, the member may be expelled and membership terminated.

D. CREED OF MEMBERS

There shall be a Membership Creed, which shall be read at the discretion of the presiding officer at the opening of each meeting, after the Pledge of Allegiance and moment of Silence, to serve as a guideline for member's conduct and a reminder of the purposes of the Group, as follows:

**"I will do my best, to perform my duties, as a member
of the Maywood Historical Group of Sidney Center, Inc.;
to work and cooperate with other members in a peaceful and
harmonious manner, to promote the cause and purposes of the
Group, and encourage others to do the same."**

II. NOMINATIONS AND ELECTIONS

A. The Nominating Committee shall prepare a slate of one, two or more nominees for each of the officers and trustees whose terms of office will be expiring. After questioning and determining that each candidate is willing to serve, the slate of nominees shall be **submitted at the September Annual business meeting** of the Group and may be accepted, rejected, added to or changed by the Group.

B. The presiding officer shall call for nominations from the floor. It is the right and privilege of members to nominate other members from the floor by Motion, **which does not require a second or vote upon.**

C. A Motion to Close nominations may be made after sufficient time has been allowed for nominations from the floor. **Such a Motion does require a second and two-thirds vote.**

D. Elections will be conducted in an “Open Ballot” format unless circumstances dictate utilizing a “Closed Ballot” format as a more appropriate option. The vote for elections shall be by Active Members indicating their choice for the office by a show of hands. The President shall have the right to vote. A candidate must have a majority of the total votes cast to be elected.

If a “Closed Ballot” format is utilized, then the ballots shall be counted by two (2) Trustees not being elected, reported to the Group and the winner announced and ballots turned over to the Secretary for safekeeping until it is obvious that the election will not be contested.

III. MOTIONS, VOTING & UNANIMOUS CONSENT PROCEDURES

A. Active members who are considered Active by attending meetings and dues paid current as set forth in these Standing Rules may propose Motions and vote on same.

- B. All matters requiring a vote must be presented in the form of a Motion and Seconded before any discussion. After discussion, the Motion shall be restated by the presiding officer and a vote called for. Reports do not require a Motion or vote.
- C. Active members may make a Motion, Second, and after discussion, vote on same by show of hands, voice or ballot, as determined in the meeting.
- D. Most Motions are carried by a **Majority Vote** which is one-half plus one of the votes cast.
- E. A **two-thirds Vote** shall be two-thirds of all votes cast (not counting blanks). A Motion to Close Nominations and a Motion to End Discussion on a Motion do not require a Second, but do require a two-thirds vote.
- F. A **Unanimous Vote** shall be the consent of all Active Members voting. If there is one objection or dissenting vote, it cannot be considered a unanimous vote. When there appears to be no objection to a Motion, after Second and discussion, the presiding officer may state, "Is there objection?" pause, then state, "The Chair hears none, so the Motion is agreed to unanimously."

IV. TERMS AND DUTIES OF TRUSTEES

- A. The Board of Trustees shall consist of a minimum of five (5) Trustees. Elections shall be held **at the September Annual business meeting** of the Group in the year their term expires. Trustees shall serve a term of at least three (3) years each from January 1 through December 31. The election of Trustees shall be staggered so that only two (2) are elected at a time. The fifth Trustee shall be the President in office at the time and shall change from time to time as the President changes. The President-Trustee shall be Chairperson of the Board of Trustees. If a Trustee is elected President of the Group, then a new Trustee must be elected to fill the unexpired term.
- B. Trustees may be re-elected to unlimited successive terms. Trustees may also serve in other capacities of the Corporation, such as an officer and on Group committees as a regular member.
- C. Trustees' Duties shall be:

1. **Act as an agent for the membership and serve the Corporation between regular business meetings.** Trustees shall report to the Group at its regular business meetings for approval and action.
2. **To sit on the Board of Trustees;** The Chairperson shall call meetings as often as necessary, but at least once a quarter. A **quorum of three (3) Trustees** shall be required to conduct a meeting. The Chairperson shall designate a Trustee to act as Secretary for each Trustee meeting to keep a record of the minutes of Trustee meetings. Trustee minutes shall not be read at the Group's membership business meetings.
3. **Be the custodian** of and responsible for all legal instruments and papers, their safekeeping either in a safe deposit box or know where and by whom they are kept and execution of legal documents as authorized by the Corporation.
4. **Evaluate the capital needs and goals** of the Corporation and develop income-producing plans for attaining and maintaining same. Assist and cooperate with the Group, coordinate and work in concert with the Treasurer, in the application and obtaining of grant funds and oversee all financial matters and work with any committees for the raising of funds for the benefit of the Group, the investment and proper use and application of such funds.
5. **Assist and advise** regarding the Group's policy for the acceptance or rejection of memorabilia, bequests, gifts, trusts, memorials and donations.
6. **Be responsible for, oversee and manage the buildings, real and personal property** of the corporation. The building and grounds create the first and lasting impression on people in the community and visitors and should be kept in a state of good repair and condition and maintained for historical preservation.
7. **Secure adequate property and liability insurance** with estimates from more than one source and evaluate the same before the anniversary date.
8. **Oversee contractors and volunteer workers** doing repairs, upkeep, maintenance and/or expansion of property.

9. **Assure that the grounds and building are kept clean and presentable** and facilities provided that are acceptable to all persons regardless of physical abilities; provide and maintain safety equipment and inspections all in accordance with governing rules and regulations.
10. Conduct an annual detailed and photographic (if possible) **inventory all property** of the corporation to be completed by July 1 and store in a safe, fireproof place.
11. **Develop a program of planned maintenanceupkeep, repairs and preservation** and keep a record of same. Trustees shall advise and assist in the purchase and/or replacement of equipment and consider the merits of system, refrigeration, typewriter, copier, etc.
12. Assist the Treasurer or designee in **preparing a budget** and submitting same to the Group at the September Annual business meeting to cover expenditures required for insurance, utilities, upkeep, repairs and maintenance of all real personal property of the Corporation.
13. Conduct an audit and inspection of the books, records and vouchers of the Treasurer by September annually.
14. Develop a **policy for use of the building and property** both by the Group and others and give approval or disapproval for use by others as necessary and oversee such use on behalf of the Corporation
15. To **act as communicators, mediators and interpreters of By-Laws and Rules**, keeping close contact with members and helping to promote peace and harmony in the Group, implement the purposes of the Group and a strong commitment to it. Trustees shall mediate any unresolved dissension between members by meeting with the parties and others, if necessary. If the matter cannot be settled amicably, or a formal written complaint is filed by a member or committee, then the Board shall appoint a committee to investigate the matter, interview the complainant, accused and others in the strictest of confidence. The committee shall report its findings and recommendations in a closed, confidential meeting of the Board. The Board may ask for the resignation of the accused from membership and office, if any. If it should become necessary for further

action, the Board shall meet with the Group in a closed session and a ballot vote may be taken. A two-thirds vote of the votes cast shall be required to expel the member. There shall be no written record kept or reason revealed of the dismissal from membership.

V. TERMS AND DUTIES OF OFFICERS

- A. Each officer shall serve for a term of one (1) year from January 1 through December 31. Officers and Trustees may serve in more than one capacity at the same time, such as both officer and a trustee and/or on committees.
- B. Other officers may be added as needed, such as sergeant-at-arms, doorkeeper, etc. Duties of the office should accompany the creation of the office.
- C. A copy of the Duties shall be provided to each Officer upon election.
- D. Duties of each Officer shall be as follows:

1. PRESIDENT

The President has two roles to play – that of Administrator and that of Presiding Officer.

(a) As **Administrator**, The President should use tact and discretion in human relations and should see the organization as a sum of all its parts and should be fair and impartial to all.

(b) Should be familiar with rules of parliamentary procedure, **preside and conduct meetings** in accordance with the By-Laws and Standing Rules of Procedure as set forth herein in a dignified manner, assuring the rights of all members, preserving order and regulating the assembly and its individuals, keep the meeting running in an orderly and timely fashion without unnecessary interruptions and talk no more than necessary when presiding.

(c) **Shall not permit any discussion or debate before a proper motion and second has been made.** The President shall refrain from discussing a motion

while presiding. After discussion, the President shall state the Motion and call for a vote.

(d) **Shall not participate in discussions or vote on Motions, but may cast a deciding vote in the event of a tie.** However, if the vote is by ballot, the President may vote.

(e) **Shall delegate all matters** to an officer, trustees or committee. The President shall state the Motion and call for a vote.

(f) **May serve on committees as a regular member,** except for the Nominating Committee.

(g) **Shall serve as a Trustee** and shall be Chairperson of the Board and perform other duties as the By-Laws and Standing Rules of Procedure provide.

(h) **Shall keep the Group's corporate book current,** which shall contain the corporate seal, original incorporation instruments as filed, the IRS Tax Exempt Status Letter, original New York State Sales Tax Exemption Certificate, By-Laws and Standing Rules of Procedure and Amendments of same. A copy of the Minutes of the September Annual Business meeting and election of Trustees and Officers shall also be placed in the corporate book.

2. VICE PRESIDENT

(a) Must be prepared to **assume the duties and responsibilities of the President** when the President is absent or to complete an unexpired term upon request or need. The Vice President may serve on committees, especially important ones or share in supervising a committee.

3. SECRETARY

(a) Is **required to be present for a meeting to be legal** or arrange for someone to substitute. The qualifications should include accuracy, orderliness and ability to prepare concise, accurate records of meetings.

(b) Should be familiar with parliamentary procedure and Rules of the Corporation. The Secretary **shall open the meeting in the event neither the President or Vice President are in attendance** and shall preside pending election of a presiding officer.

(c) **Send out notices of special meetings, invitations and correspondence** dealing with communication needs as specified in the By-Laws and required in accordance with decisions of the Group not covered by committees or offices.

(d) Coordinate with the Treasurer and ensure that all "Thank You's" are sent, including but not limited to, monetary donations received.

(e) Send greeting cards to members and others especially sympathy and get-well cards; send membership cards to each new member and members becoming life members, keep the Membership List, records of payment and non-payment of dues and send notice regarding same, ensure all monies received for payment of dues are promptly forwarded to the Treasurer. Keep names and addresses of Mailing List of the Group current and provide each officer and trustee with a copy of the mailing list annually and changes periodically.

4. TREASURER

(a) Shall keep an accurate, current record of all monies in complete book form of the Group's Checking Account and be **responsible for all OUTGOING FUNDS**. A check shall be written for any expenditure outside of Petty Cash in the Checking Account for transfer and deposit into the Group's designated savings account or any other form of investment specifically designated by the Group. However, if the Treasurer is aware of an upcoming large disbursement, it shall only be necessary to transfer sums into the savings in excess of the amount needed to cover such disbursement.

(b) All checks for expenditures under \$1000.00 may be signed by one (1) of the authorized officers. However, any expenditure over \$1000.00 must contain the signature of two (2) authorized officers. The officers authorized to sign on checks and/or any other bank accounts shall be the Treasurer, President, and two (2) designated Trustees. Said officers shall sign the signature cards, bank resolution and instruments required by the designated banking institution.

(c) A Petty Cash fund of not more than \$125.00 shall be maintained by the Treasurer and an itemized accounting kept.

(d) Shall be authorized to pay all daily operating expenses, bills and/or reimbursements, and any Grant related funds received and/or utilized, must be reflected in a Treasurer's report. All bills shall be paid as directed promptly and be sure there are vouchers for same.

(e) All vouchers, receipts, canceled checks, etc. shall be kept on file and the accounts balanced monthly with the bank statements. There shall be an audit of the books and vouchers, etc. by the Trustees prior to the September Annual Business meeting.

(f) A Treasurer's report shall be provided at each monthly business meeting with balances of all accounts, including financial activity contained in paragraph (d) above, for inclusion in the minutes.

(g) Keep a post office box rented, collect mail, keep a log of all incoming mail to the Group and mail sent by the Committee on behalf of the Group and should read correspondence without interpreting the letters on their merits. Letters requiring action should be presented under appropriate item on the agenda of a business meeting and/or delivered to the appropriate committee or officer.

(h) Shall implement a two person policy for counting funds received during fundraising activities (ie. Ice cream socials, merchandise sales, etc.).

VI. VACANCIES

A. In the event an Officer or Trustee resigns or is unable to complete his or her term of office, such vacancy shall be filled by election at the next business meeting by a majority vote to complete the unexpired term until the next general election.

B. Resignations must be in writing and presented to an Officer or Trustee. The Group will consider accepting same with regret and/or with the hope for reconsideration. The resignation shall be effective upon acceptance by the Group unless a date is specified or the resignation withdrawn by written notice.

C. At the discretion of the President, in the event of a vacancy prior to the expiration of a full term, a member can be appointed until regular elections are held.

VII. COMMITTEES

A. A Committee **shall always consist of a minimum of two (2) persons.** Committee Chairperson may either be appointed by the Nominating Committee or President appointing the Committee or may be elected amongst committee members. In the event only a Chairperson is appointed, then he or she may choose a member or members as additional committee members. **Each committee member shall be responsible for recruiting others to work, especially Inactive and non-members to become involved with the Group and assist with the committee's project.**

B. A Committee shall be assigned for a project, hold its own meetings, and be responsible for reporting to the Group at business meetings and take action carrying out plans, if voted upon by the Group. Any matters concerning expenditure of funds shall always be brought before the Group for approval with cost estimates. The committee person in charge of purchasing supplies shall furnish suppliers with the Group's New York State Sales Tax Exemption Certificate to avoid the cost of sales tax, if it is a supplier that does not already have one on file. A copy of the Sales Tax Exemption Certificate shall be obtained from the Treasurer and properly signed by an authorized officer – President, Vice President, Treasurer or a Trustee.

C. **A complete itemized written report of all receipts, including donations of money, supplies and expenditures together with the money shall be delivered to the Treasurer and reported to the Group.** Payment for supplies shall be by the Group's treasury check. There should be no cash expenditures by the Committee except for small, last-minute emergencies which should be approved by at least one (1) Trustee.

D. The publicity and advertising of all Committee projects shall be handled by the Publicity and Advertising Standing Committee. The specific committee **shall furnish data and information about its specific project to the Publicity and Advertising Committee.**

E. The Committee and Group should be in agreement on how to handle matters and **no one person responsible or act alone.**

F. **Standing Committees shall be appointed annually by the Nominating Committee at the October business meeting** and specific committees may be appointed by a Standing Committee Chairperson such as for a benefit supper which is a specific fundraiser or by the President from time to time at any business meeting as it is deemed necessary. Committees shall serve until their successors are appointed or it is abolished when it is no longer needed. If the project or matter is expected to occur again periodically, then it may be added as a Standing Committee and appointments made annually as provided.

1. STANDING COMMITTEES AND DUTIES:

TREASURER –

- Perform the duties as specified under Terms and Duties for Treasurer in these By-Laws
- Provide a Treasurer's Report containing all relevant financial activity as specified under Terms and Duties for Treasurer in these By-Laws.
- Bring to the attention of the Group any financial related information deemed important for the Group to be made aware of.

HISTORICAL CURATOR –

Members of this Committee and/or its helpers shall:

- Keep a calendar and be sure there is at least one (1) and preferably two (2) hosts any time the Historical Room is open;
- Be sure building and Historical Room, rest rooms and floors are clean and presentable, dust and clean glass showcases, arrange displays;
- Sell souvenirs, calendars, postcards, shirts or any other merchandise the Group may be selling or handling. Ensure a record of all transactions is documented.

- Accept pictures and memorabilia noting from whom, address, item and pertinent information for the Group's records and see that the same is delivered to the Curator for proper cataloging, making arrangements for preservation, display, etc., have thank-you notes and acknowledgements sent. If a large and/or valuable item, an item about which there might be a possible question of title in the future, a Title Transfer and Gift Agreement form must be signed by the Donor. The Historical Curator Committee must decide whether to accept the item or not; and if accepted, the form would be signed by a Committee member or Group Officer and a copy sent to the Donor;
- Work on cataloging, indexing, referencing, scrapbooks, albums, files, etc., keep the room neat, clean and orderly and see that memorabilia and property is not damaged or destroyed.
- Responsible for compiling research, searching the records, gather research data for replying to inquiries, organize historical material and files, identify and catalog pictures and accept or reject memorabilia.

FUNDRAISING –

- Work with Trustees in deciding feasible projects and planning of miscellaneous occasional special fund-raising events such as breakfasts, dinner, bake sales, craft & flea markets, etc.
- Responsible for all fund-raising activities and/or projects in general, but shall appoint, participate and oversee sub-committees to handle specific fund-raisers such as Calendar & Postcard, Souvenir, Sunday Night Social, etc.
- Responsible for income and expenditures for all fund-raising activities, shop around for most economic and practical prices and materials and shall keep an accurate itemized accounting (Coordinate with the Treasurer and implement a two (2) person rule for counting funds received) and provide same along with all moneys to the Treasurer.

GRANTS –

- Coordinate with all officers and committees to determine what, if any, applicable grant funds might be available and potentially beneficial to the Group.
- Present grant opportunities for consideration at regularly scheduled meetings for the Group to vote on before completing grant applications.
- Once approved by the Group prepare and submit applications.
- Once a grant is awarded, work in concert with the Treasurer and ensure that funds are properly applied and reported.
- Report on status of Grants at each regularly scheduled meeting.

PROGRAM & PLANNING –

- General committee responsible for all planning and preparing of special programs such as quarterly, seasonally, special occasions, meeting programs, Old Home Day, etc. but shall appoint, participate and oversee sub-committees to handle the specific programs such as Old Home Day.

PUBLICITY & ADVERTISING –

- Write news articles for publication regarding the Group, its activities and meetings and arrange for advertising of events for media publicity; Newsletters, etc. to keep members and public aware of meetings, activities, and programs and to encourage interest and support;
- Clip and save newspaper articles regarding Sidney Center, Obituaries of persons or relatives, currently or formerly living in or having connections with Sidney Center and deliver same to the Historical Curator for the Group's collection, indexing and research. Clip and save publicity about the Group itself, keeping a file, scrapbook or record for the Group.
- Operate and maintain a secure Group Website and all Social Media platforms, ie, FaceBook, Instagram, etc.

BUILDING AND GROUNDS-

- Perform all necessary duties to ensure the building and grounds are properly maintained. (ie. mowing, snow removal, etc.)
- Ensure that necessary maintenance is performed on all equipment. (ie. Mowers, furnace, water heater, etc.)
- Perform all tasks necessary to properly “winterize” the building during off season months.
- Identify any projects that are needed to keep the Building and Grounds properly maintained.
- Coordinate with Trustees on relevant matters as stated in Section “C”, paragraphs #6, 8, 9, 11, and 14, under Terms and Duties of Trustees.
- Coordinate with Trustees, Treasurer, and Grant Committee regarding any possible projects suitable for possible Grant funding.
- Provide monthly report on all committee activity, to include but not necessarily limited to, maintenance performed, monthly expenditures, project status. etc.

BY-LAWS & STANDING RULES -

Work with Trustees in interpreting, preparing, altering, amending and enforcing the By-Laws and Standing Rules of Procedure as adopted by the Group.

NOMINATING -

A committee of at least three (3) people shall be appointed by the Board of Trustees by the July meeting each year. The committee shall consist of a minimum of at least one (1) Trustee. The President is prohibited from serving on the Nominating Committee.

Choose and prepare a slate of nominees for Officers and Trustees whose terms are expiring and present same to the Group at its September Annual Business meeting for consideration and election. The slate of nominees may be accepted, rejected, added to or changed by the Group.

Appoint all or at least a chairperson of all Standing Committees except the Nominating Committee.

VIII. PROCEDURE OF MEETINGS

1. **Call to order** by presiding officer.
2. **Pledge of Allegiance, Moment of Silence.**
3. Optional, Presiding Officer read the **Group Creed**, reminding members to be always mindful of and abiding by same.

The presiding officer shall call for:

4. **Roll Call & attendance** by the Secretary.
5. Secretary to read the **Minutes of the previous meeting**, ask if there are any additions or corrections to be made; ask for a Motion, Second and vote for acceptance.
6. **Treasurer's Report** - Treasurer shall report balances of accounts with copy to be attached to and made part of the Minutes of the meeting; ask if there are any additions or corrections to be made; ask for a Motion, Second and vote for acceptance.
7. **COMMITTEE MEETING REPORTS:**

TRUSTEES – Report and recommendations.

HISTORICAL CURATOR- Historical Room hosting & visitors, setup & clean, pictures & displays.

Thank You's for pictures, memorabilia, acquisitions, donations, memorials.

FUNDRAISING – Sunday Socials, calendars, souvenir shirts, regular ongoing fundraising. Special fundraisers to be appointed as needed either by Chairperson or President.

PROGRAM & PLANNING – Old Home Day, Railroad Day, Singalongs, Special Events.

PUBLICITY & ADVERTISING – Webpage, Social media, Newsletters, publicize and/or advertise all fund raising events and programs in cooperation with committee chairperson.

GRANTS – Applications, Receipt & status of use and reports.

BUILDING & GROUNDS – report on any maintenance activity, equipment issues, project status, expenditures, etc.

BY-LAWS & RULES (when required)

NOMINATING (when required)

8. **OTHER COMMITTEE REPORTS**, if any.
9. **OLD (UNFINISHED) BUSINESS** (Committee reports should more or less eliminate this).
10. **NEW BUSINESS** (Committee reports and proposals should eliminate most of this). Any matters that do come up requiring action shall be assigned to the appropriate committee.
11. **SPECIAL BUSINESS**, if any, such as Nominations and Elections.
12. **REFRESHMENTS** for next meeting.
13. **ADJOURNMENT** – Meetings shall be adjourned by a majority vote after Motion made and Seconded.

IX. AMENDMENT

These 2026 Amended Standing Rules of Procedure, as adopted, shall continue in force until amended, altered or rescinded. Standing Rules may be amended, altered or rescinded, as deemed necessary, with seven (7) days prior notice, by Motion and Majority Vote made at any regular business meeting of the Corporation.

The foregoing 2026 Amendment was approved by a majority after Motion made and Seconded at the business meeting the 15th day of September 2026, and shall constitute the complete Standing Rules of Procedure incorporating the original and all amendments thereto previously adopted.

Secretary

(Corp. Seal)

ATTEST:

President