

BYLAWS OF THE ANKENY AREA HISTORICAL SOCIETY (AAHS)

Mission Statement: The mission of the Ankeny Area Historical Society (also known as the Society) is to inspire in our community a sense of meaning and belonging by sharing the history and culture of the Ankeny area.

Article I Membership and Dues

Section 1. Any person interested in the history of Ankeny, Iowa, and the surrounding area including Alleman, Bondurant, Carney, Elkhart, Enterprise, Sheldahl, and Polk City who applies for membership in any classification of membership and who tenders the necessary dues shall thereby become a member of the Ankeny Area Historical Society.

Section 2. Annual dues for individual active members shall be twenty-five dollars (\$25.00).

Section 3. Annual dues for student membership shall be no cost.

Section 4. Annual dues for a family membership shall be fifty dollars (\$50).

Section 5. Annual dues for business or institution members shall be one hundred dollars (\$100).

Section 6. Annual dues shall be payable in advance, and members in arrears more than one year (1) after payment is due shall be dropped from membership.

ARTICLE II SCHEDULE AND QUORUM FOR MEETINGS

Section 1. Regular meetings of the AAHS Board of Directors shall be held monthly, January through November, on the fourth Tuesday. All regular meetings are open to the members. Members will only be allowed to participate in discussion of topics on the agenda as allowed by the president or designee. Only **the Board of Directors** shall be allowed to vote on motions brought forward on agenda items. (13 voting members include the four (4) officers (President, Vice President, Secretary, Treasurer) and nine (9) elected Board members. Article III, Section 6) Special meetings may be called by the President.

Section 2. Ten (10) active members of the Society shall constitute a quorum for regular members and special meetings. Five (5) members of the Board of Directors shall constitute a quorum at Board meetings.

Article III Duties of the Officers and Board of Directors

Section 1. The President shall have executive supervision over the activities of the AAHS within the scope provided by these Bylaws. The President shall preside at all meetings, including, but not limited to meetings of general membership, board meetings and any special meetings. Only the President shall select all committee members and delegates not otherwise provided for.

Section 2. The Vice-President will be shall assume the duties of the President in the event of absence, incapacity, or resignation of the President.

Section 3. The Secretary shall keep the minutes of meetings of the AAHS and of the Board of Directors.

Section 4. The Treasurer will be responsible for the safekeeping of the AAHS funds and for maintaining adequate financial records. The Treasurer, Office Manager, or their designee deposits moneys received to an institution designated by the Board of Directors in the name of the Ankeny Area Historical Society. Moneys shall be paid out by numbered checks signed by the Treasurer, President, or the President's designee. The treasurer will collect dues and meet with the Audit committee in order to render an annual report based on the calendar year. The Treasurer shall file a Treasurer's

Report to the AAHS Office Manager to be included in the minutes of member and/or Board of director meetings. The treasurer will also manage the budgets of the standing committees.

Section 5. All Officers of the Society shall serve for one (1) year, beginning in January, after their November election. Candidates for officers shall be nominated by the board of directors and elected by the AAHS membership. An officer cannot serve as the Office Manager of AAHS.

Section 6. The Board of Directors shall consist of 13 voting members including the four (4) officers (President, Vice President, Secretary, Treasurer) and nine (9) elected Board members. Ex-officio members of the Board are Past Presidents of the Historical Society and the Superintendent of Ankeny Schools. The Board shall decide questions of policy and shall have the power and duty to conduct all affairs of the Society.

The AAHS members shall elect the nine non-officer Board of Directors at the November Meeting. Members of the Board of Directors shall serve for a three (3) year term. One-third (1/3) shall be elected every three (3) years. Board of Director members may be reelected to their office. If an elected Board of Director resigns from their office, a replacement shall be selected at the next quarterly meeting to complete the remaining portion of the three (3) year term.

Section 7. Duties of the Board of Directors. A member who is elected to be on the AAHS Board of Directors shall attend Board of Director meetings and monthly museum meetings. Each Board of Director shall be in charge of hosting at least two museum open houses and finding additional hosts for that date during a calendar year. Each Board of Director shall be a chairperson of at least one AAHS Standing Committee.

Board members will also agree to the following stipulations. As a Board member of the AAHS, I will exercise the duties and responsibilities of this position with integrity, collegiality, and care. I pledge:

- A. To embrace and advance the mission of the AAHS.
- B. To understand and promote in a positive and supportive manner the organization's goals, policies, programs, services, strengths, and offerings.
- C. To be a community advocate for the AAHS and to attend the organization's sponsored activities, ensuring a Board presence at all events.
- D. To make attendance at all Board meetings a high priority. Board meeting absences that cannot be avoided should be communicated with the Board President or Office Manager prior to the meetings.
- E. To come prepared to discuss the issues and business at hand having read the agenda and relevant background material.
- F. To work with and respect the opinions of my colleagues who serve this Board; seek common ground on items of differing opinions and build consensus on issues to the betterment of the organization, its volunteers, and staff.
- G. To avoid conflicts of interest between my position as a Board member and my personal/professional life. If a conflict does arise, I will declare the conflict of interest and refrain from voting on matter in which I have a conflict.
- H. To support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such and agree to the confidentiality of boardroom discussions.
- I. To faithfully read and understand the organization's financial statements. Ask timely and substantive questions of items related to the financial commitments of the organization. Exercise prudence in expending funds. Assist in the identification of fundraising opportunities. Assist in leveraging gifts by identifying prospects, "opening doors", and assisting with "tasks."

J. To assist in the development of Board-authorized fundraising activities and strategies by sharing personal connections and relationships (corporate, individual, or community relations). Attend fundraising events and activities.

Article IV Office Manager

Section 1. The AAHS Office Manager will be hired for an hourly, part-time one year contract. The board shall set the number of hours and wages.

Section 2. The Office Manager oversees the day-to-day operation of the Museum office, provides support to the Board of Directors, and serves as a liaison to the Board and museum committees and members. The Office Manager will help schedule tours of the museum and work with the Board and members to complete the tours. The Office Manager shall be expected to embrace and advance the mission of the AAHS.

Section 3. The office manager shall not be an AAHS officer or a member of the Board of Directors.

Article V Standing Committees

Membership and Responsibilities of Committees

Section 1. The AAHS shall have the following standing committees: Exhibits; Public Relations; Programs/Tours/Open Houses; Nominations; Membership; Sustainability and Fundraising; Historical Sites/Research; Housekeeping/Landscaping; Major Maintenance and Repairs; and Audit. The president will appoint a Board of Directors member to be chairperson of each standing committee if no Board of Directors members volunteer. The president shall also appoint members to any other special committee(s). Non-board members can also volunteer for membership on committees and subcommittees.

Section 2. Each standing committee and its sub-committees shall have quarterly meetings. Special meetings may be called by the chairperson of the committee.

Section 3. Each standing committee and its sub-committee(s) shall provide information to be included in the quarterly newsletter which will be typed and formatted by the Office Manager for distribution to AAHS members. The newsletter will also be posted by the Office Manager on the AAHS web site.

Section 4. Each standing committee of the web page social media and its subcommittee(s) will provide information to be included in the Quarterly newsletter.

Section 5. Each standing committee shall propose a yearly budget (if possible) to the treasurer at the September meeting to be approved by the Board of Directors at the October Board meeting.

Section 6. Each Standing committee and sub-committee will provide the Public Relations (PR) committee their committee's activities in order for the PR committee to carry out and complete its duties.

Exhibits Committee

Section 1. Develop, create and construct exhibits from artifacts that have been collected, categorized, inventoried, and secured at the Ankeny Area Historical Society. The subcommittees will collaborate with each other in order to complete their duties. All new exhibits shall have a start and end time approved by the Board.

Section 2. Subcommittees

Collections: Responsible for collecting, cataloging, interpreting, inventorying, preserving, storage, and securing museum artifacts and holdings using the AAHS Collection Policy Guidelines in Article VI.

Exhibit Themes:

- A. Develop the museum's exhibit topics and themes. A preliminary proposal will be presented for Board approval before acting further.
- B. Write the script of the story to be told and, with collaboration with the Collection sub-committee, research the artifacts to be used.
- C. Design the space, determine the media to be used, and draw up the blue prints for the display with the collaboration of the Construction committee.
- F. Set a completion date for the exhibit.

Construction:

- A. Determining the tools, supplies, and materials to be used to construct the exhibit. Obtain Board approval for costs.
- B. Obtain or contract tools, materials and labor needed before beginning to construct the exhibit.
- C. Construct and complete of the exhibit.

Public Relations Committee

Section 1. Create an interactive online presence and access to museum information by developing and updating a Society webpage and other social media to attract new members and create communication between the public and the AAHS. The following sub-committees, along with the Office Manager, need to be in collaboration.

Section 2. Subcommittees

Public relations: Write and create press releases, bulletins, illustrations, graphics, special announcements, photos, etc. to be published to the Webpage and different types of social media to promote our presence in the community. Collect information from all committees and the office manager, including articles, photographs and graphics to be composed and/or included in the AAHS quarterly newsletter. The Office Manager will contact the print and broadcast media to publish AAHS public relations announcements.

Webpage, Social media: Using content created by the Public Relations subcommittee, this group is responsible for the routine construction, maintenance, and timely updating of the society's website. Their efforts also assist in acquiring social media followers through the use of tools such as Twitter, Facebook, and YouTube.

Audio, Video, Photography: The pre-production, production, and post-production of audio, video and photographic content for museum displays, web pages, social media, oral histories and documentaries. Maintenance and updating content on iPad kiosks, basement Apple TV and DVD's using the production computer. This committee will also produce and provide content to the Webpage, social media subcommittee.

Programs/Tours/Open Houses Committee

Section 1. Schedule, plan and attend, museum produced and/or professional productions of films, theater, authors, speakers, historical impersonators, or reenactments, etc. at the museum or off site. Working with Public Relations and Fundraising committees, they may help to host teas, dinners, and other events to raise money for the AAHS.

Section 2. Subcommittees

In-house productions: Develop topics, research, do casting, staging, and costumes. The sub-committee will help develop public relation materials for the Public Relations subcommittee.

Professional productions: Research, contact and contract professionals to present special programs at the museum. The sub-committee will help develop public relation materials for the Public Relations subcommittee.

Nominations Committee

Section 1. Make nominations for officers and members of the Board of Directors. The president will appoint the nomination committee. Nominations will be given at the regular October members/Board of Director's meeting for election held prior the November Board of Director's meeting. In person, mail, and/or electronics will be made available to membership.

Sustainability and Fundraising Committee

Section 1. Plan, coordinate, and publicize fundraising events as well as ensuring the sustainability of the AAHS. Work with the Office Manager and other appropriate committees to accomplish the goal.

Section 2. Ensure grants are written and applied for in a timely manner.

Section 3. Seek out and obtain charitable gifts and contributions from organizations and individuals. Establish a continuing list of items to be purchased by memorial monies or grants.

Section 4. Secure and maintain endowment funds to ensure the sustainability of the AAHS.

Membership Committee

Section 1. Conduct membership drives and process new candidates.

Section 2. Quarterly, working with the office manager, keep an updated membership data base including, but not limited to, the following contact information: name, address, phone number, email address, volunteer, committee opportunities, and fundraising opportunities. The data base software should be integrated into the email software for easy communication with members.

Section 3. Ensure all membership dues have been collected and deposited.

Historical Sites/Research Committee

Section 1. Research, establish historical validity, mark historical sites, and research historical information in the Ankeny Area.

Housekeeping and Landscaping Committee

Section 1. Working with the office manager, clean and do regular maintenance of the house and barn interiors and landscaping. The office manager and the housekeeping/landscape committee shall establish a budget from which to purchase needed supplies.

Major Maintenance Committee

Section 1. Working with the office manager, complete the contracted regular preventive maintenance of the house and barn buildings and certain equipment. This would include snow removal, mowing, and maintenance of the generator. Also handle the larger repairs needed to the property, with Board approval. The office manager and the Maintenance

Committee shall establish a budget from which to purchase needed supplies. They will maintain a list of companies to contact in case of needed repairs.

Audit Ad Hoc Committee

Section 1. The Audit Committee is selected by the Board of Directors and reports to them. The committee shall meet with Treasurer and Office Manger at least on an annual basis to review documentation on payment of bills and deposits made to the AAHS bank accounts. The Audit committee will do a random sample selection of checks and receipts from the general ledger and checkbook in order to review the debits and credits records and review back up documentation provided by the Treasurer. An audit report will be provided to the Board of Directors for their review.

Article VI

Collection Policy

Section 1. The Ankeny Area Historical Society is a historical and educational center with reference to local and regional history. The society will collect items for the purposes of preserving and interpreting the history of the Ankeny area and its immediate environs.

Section 2. The Society will collect: artifacts, manuscripts, records, books, and other written and printed materials; photographs, prints, paintings, and other visual materials; tapes, recordings, and other oral history materials; equipment, furnishings, clothing and other natural, commercial, and institutional and personal objects of the past. The society will accept memorabilia only if it represents important themes or episodes in the communities' past.

Section 3. Collections Committee will make decisions regarding the suitability of potential donated items based on specific guidelines. The Collections Committee may choose not to accept items which are in poor condition, which duplicate similar items in the collection, or which are not of the time period they are supposed to depict. Objects will not be accepted or otherwise acquired for the society's collection unless the following conditions are met:

A. The objects are relevant to and consistent with the purposes and activities of this society.

B. The society can provide the proper storage, preservation and protection of the object.

C. Donors must have clear, legal title to the gift.

D. Title to all objects acquired for the collection are obtained free and clear, without restrictions as to use or future disposition. The acceptance of a donation does not in any way guarantee immediate or permanent exhibition. If objects are accepted with restriction, however, they must be done so by approval of the Board of Directors and the conditions should be clearly stated and should be made part of the acquisition record for the object.

Section 4. All acquisitions must be recorded on a temporary receipt.

Section 5. The appraised value of a donation is the responsibility of the donor. Appraisals done by the society represent a conflict of interest. Donations are federally tax deductible under Section 501©(3) of the U.S. Internal Revenue Code of 1954; however, the acceptance of an item at its appraised value does not imply endorsement of the appraisal by the Ankeny Area Historical Society.

Section 6. All donors will receive two Deeds of Gifts that acknowledge their donations of artifacts to the Society at the end of the year. One to be signed by the donor and returned to the historical Society, and the other is for the donor's records.

Section 7. All objects acquired for the collection are to be accessioned and cataloged following the Society's accessioning procedure.

Section 8. All objects in the collection will be retained permanently if they continue to be relevant and useful to the purposes and activities of the Society and if they can be properly stored, preserved, and used. Deaccessioning of objects will be considered when these conditions no longer prevail.

A. Objects in the collection will be deaccessioned only by approval of the Board of Directors at the recommendation of the Collections Committee.

B. An adequate record of the conditions and circumstances under which objects are deaccessioned and disposed of will be made and retained as part of the Society's collection records.

C. Consideration will be given to disposing of the deaccessioned objects by:

1) Donating to another tax-exempt public institution wherein they may serve the purpose for which they were acquired initially by the society.

2) Donating to a non-profit organization or institution which serves the public.

3) Selling the object in a manner which will best protect the interests, objectives, and legal status of the Society, i.e., public knows, no buying/bidding by Society members, staff or volunteers.

4) In case of disposition of deaccessioned objects, any funds generated must be used to benefit the collection.

Section 9. Generally speaking, acceptance of items on loan to the Society should be discouraged. Acceptance of loans, however, must be made by two-thirds majority of the Board of Directors.

Section 10. Objects in the Ankeny Area Historical Society's collection will not be loaned to individuals. Loans to other historical institutions may be considered if the objects are not rare, singular, exceptionally valuable or fragile. Objects not meeting those criteria may be loaned to responsible institutions with the approval of the Board of Directors for specified periods of time. In such cases, a certificate of insurance, proper security and safe transportation must be provided to the Society for storage areas without permission of the Board of Directors.

Article VII

Parliamentary Procedure

Section 1. The rules contained in "Robert's Rules of Order, Newly Revised" shall govern the proceedings of the AAHS, except in cases where indicated in the AAHS Bylaws.

Article VIII

Amendments and changes to AAHS Bylaws

Section 1. These Bylaws may be changed and amended at any AAHS regular or special meeting of members by a two-thirds (2/3) vote of those present. The vote will be taken provided that notice of proposed changes was announced in writing at a previous regular or special meeting of members.

Amendment 1

Memorials and Donation Policy

Section 1. Money donated for a memorial will be held for one year. If a decision is not made by the AAHS about a memorial designation, it will be transferred to the general fund or other funds designated by the Board of Directors.

Section 2. A thank you letter will be sent for those donations that are made directly to the AAHS. Thank you notes for those donations made to the families and then donated to the AAHS as a memorial will be the families' responsibility to send out the thank you.