

Adopted _____
Revised _____

OPERATION AND PROCEDURES MANUAL OF WANAKENA HISTORICAL ASSOCIATION

I. Vision of the Wanakena Historical Association (WHA)

WHA brings local history alive through education and service. We have interactive programs and activities that keep traditions *alive* and share the knowledge and skills that enable our communities to learn, evolve, and thrive.

II. Mission

WHA actions and activities are generally intended to share the stories of our local communities' and the Ranger School's vibrant histories in order to celebrate our enthusiasm and pride with residents and visitors. From the founding of WHA in 2000, specific elements of the mission have included

- preserving historic sites and structures
- disseminating and encouraging knowledge of the history of Wanakena and the Clifton-Fine area
- gathering, preserving, displaying and making available materials relating to the history of Wanakena and the Clifton-Fine area
- encouraging suitable marking of sites of historical interest
- promoting and encouraging original historical research
- additional mission elements as determined by the Board of Trustees

III. Membership

Membership is open to any individual or family that has an interest in the WHA mission. By majority vote, the Board of Trustees may confer honorary Memberships. Membership is concurrent with the fiscal year and begins when dues have been paid as follows on an annual basis:

- individuals – \$10 or 3 years for \$25
- families – \$25 or 3 years for \$60
- contributing Membership – \$50
- lifetime Membership for individuals and families – \$100

By majority vote of the Board of Trustees, Membership may be canceled if dues are in arrears more than six months after the start or renewal of Membership. By majority vote of the Board of Trustees, any Membership may also be withdrawn, with or without cause, after paid dues have been returned to the Member.

IV. Committees

A. Committees of the Board (reference section 712 of the NY State Not-For-Profit Corporation Law).

1. Nominating Committee. This committee nominates new and continuing Members for Board of Trustees.

2. By majority vote, the Board may create such other Committees of the Board as it may choose. The Members of all such committees shall be Trustees of the Board.

B. Committees of the Corporation (reference NY Law as above).

1. Finance Committee. Chaired by the Treasurer. Members assist the Treasurer in developing an annual budget for the fiscal year, which shall be July 1 through June 30 of the following year; developing finance/endowment policies; overseeing investments and fundraising; collecting dues; and maintaining adequate financial records.
2. History Center Committee.
 - a) Oversees the care and upkeep of the Center at 21 Second Street, Wanakena, including the grounds.
 - b) Responsible for collecting, cataloging, caring for, arranging, and repairing all historical source materials and historic objects.
 - c) Oversees History Center exhibits, tours, and educational programs; sets History Center hours and staffing with volunteers.
3. Historic Sites Committee. Oversees the Otto J. Hamele Walking Tour and the Wanakena Footbridge. Also responsible for establishing the historic validity for sites proposed for marking; for marking historic sites; for arranging tours of the sites.
4. Communications. Responsible for publishing a newsletter; publicizing and promoting the WHA and its projects and programs through local media and social media; and encouraging research.
5. Membership Development. Responsible for attracting new Members and engaging them in WHA activities. Maintaining and updating the list of Members.
6. Common Thread Quilts. Within the WHA, a North Country community-building organization sharing the history and evolving art of quilting through creative projects, interactive educational programming, and special events.

V. Code of Ethics for Trustees

A. Fiduciary Duties

1. Duty of Care. All Trustees shall exercise the same standard of care that a reasonable person, with similar abilities, acumen and sensibilities, would exercise under similar circumstances at all times. Each Trustee shall endeavor to understand the consequences of his/her actions and/or the omissions.
2. Duty of Loyalty. No Trustee shall be permitted to engage in, or condone, any conduct that is disloyal, disruptive, damaging or competes with WHA. No Trustee shall be permitted to take any action, or establish any interest, that compromises his/her ability to represent WHA's best interest. All Trustees are expected to represent the interests of WHA at all times while serving on the Board.
3. Duty of Obedience. No Trustee shall be permitted to disobey or publicly contradict an authorized decision of the Board.

B. Conflicts of Interest and Related Party Transactions. WHA shall conform to section 715 of the NY State Not-For-Profit Corporation Law. The conduct of a Trustee shall not further his/her personal or business interests. Trustees shall not have any personal or business interests that conflict with their responsibility to WHA. Trustees shall avoid the appearance of impropriety when conducting WHA business. Breaches of this policy may result in removal from the Board. In certain circumstances as determined by the Board, a Trustee's personal or business interest may be advanced by an action of the Board as long as the Trustee does not participate in the decision. Furthermore,

Trustees shall provide full ongoing disclosure to WHA of any interest the Trustee and/or his/her family has in any entity that the Board transacts business with.

C. Statement of Nondiscrimination. WHA shall not discriminate against any person in the hiring of personnel, appointment of volunteers, election of Board Members, provision of service to the public, the contracting for or purchasing of services or in any other way, on the basis of race, color, sex, national origin, disabling condition, age, or any other basis prohibited by law.

VI. Strategic Plan

The Wanakena Historical Association Strategic Plan, 2019 – 2022 is incorporated in this Manual by reference. The Board of Directors may update the Strategic Plan as needed.

VII. Work Guidelines

A Work Guideline provides general guidance and additional advice to Trustees, Members, or volunteers to support that certain tasks are approached in a standardized way by different individuals. It gives general direction on how to perform a task or advice on how to proceed in a situation. A labelled binder will be maintained in the WHA office containing all current Work Guidelines. New Guidelines or revisions to Guidelines will be documented in Trustee meeting minutes. The approval date will be included on the front page of Guidelines.

Examples of WHA Work Guidelines are:

- Maintaining Membership Records
- Maintaining Records of the Collection; such as Documents, Photos, and Artifacts
- Training of Docents