

STANDING RULES OF THE MORAVIAN HISTORICAL SOCIETY

The Moravian Historical Society's mission is to present the story of the Moravian Church and its contributions to American history and culture.

The standing rules are designed to facilitate the work of Moravian Historical Society (MHS) to fulfill its mission.

BOARD OF MANAGERS (BOM)

Robert's Rules of Order shall govern the Board proceedings of MHS except in such cases as are governed by the constitution or the bylaws.

A simple majority of the BOM shall constitute a quorum.

Extraordinary BOM meetings will normally be called with one week notice, but may be called anytime in case of an emergency.

EXECUTIVE COMMITTEE

The Executive Committee shall ensure that the Standing Rules Document does not contradict the Bylaws, which shall not contradict the Constitution.

The Executive Committee shall set the BOM meeting agenda and action items for vote which shall be delivered to the BOM by staff one week prior to the meeting. Extraordinary meetings' agenda may or may not be sent in advance. The typical BOM agenda includes but is not limited to: Prayer, President's report, Secretary's report, Treasurer's report, Director's report, current business, and new business (which may include committee items for report and/or vote).

COMMITTEE CHAIRS

Committee chairs are to abide by the Expectations of the Committee Chairs of MHS document.

They may or may not be members of the BOM.

They are the primary conduit between staff and committee members.

Chairs do have to be MHS members.

Chairs serve at the pleasure of the BOM.

COMMITTEE MEMBERS

Committee members do not have to be MHS members, but are encouraged to be.

Committee reports shall be submitted to the liaison two weeks prior to regular meetings of the BOM.

Committee members serve at the pleasure of the BOM.

BOARD LIAISON

Liaisons are members of the BOM.

Liaisons report to the BOM on the work of the committees.

Liaisons shall be MHS members and do not have to be the committee chair.

Liaisons serve at the pleasure of the BOM.

GENERAL

MHS agrees to abide by the current Affiliation Agreement with the Moravian Archives, Bethlehem.

Committee minutes are approved by the committee and accepted by the BOM and shall be kept on file as part of official Board documents in the administrative offices of MHS.

COMMITTEES

The BOM has charged each standing and ad hoc committee with the responsibility to abide by the mission of MHS and increase MHS's efficiency and effectiveness through advisory, working, and strategic capacities.

The committee shall serve in a supportive role to the BOM and staff of MHS. Each committee shall have a staff representative, a chair, board liaison, and secretary. Committees may not enter into contract on behalf of MHS. Action items must be agreed upon at committee level and reported by the committee to the BOM through the board liaison's report. Committees must meet at least once a year.

Each committee reviews and makes and makes recommendations on long range planning and resources pertaining to their assigned areas. They consult with the staff regarding committee budget line items within the overall MHS budget.

STANDING COMMITTEES:

Executive: "The officers of the BOM shall constitute the Executive Committee (along with one BOM members who will serve as an at-large position, as elected by the BOM). This committee acts on behalf of the BOM between meetings." – *MHS Bylaws*

Nominating: This committee is appointed by the Executive Committee at least sixty days before the Annual Meeting to nominate officers and BOM. The committee shall submit a list of nominations at the BOM meeting prior to the Annual Meeting.” – *MHS Bylaws*

Collections: This committee is charged to assist the BOM and staff with the preservation and maintenance of the MHS collection. This committee works under the Collection Management Policy of MHS. Activities include but not limited to processing loan and reproduction requests, accessioning, de-accessioning, and cataloguing objects.

Exhibitions: This committee is charged to assist the BOM and staff with the development of exhibitions and continued maintenance of exhibitions. This committee works under the Collection Management Policy of MHS. Activities include but not limited to developing exhibition plans and upkeep of current exhibitions.

Development: This committee is charged to assist the BOM and staff with the overall fundraising including membership, special events, programs, grant writing, and sponsorship. The committee also helps identify and cultivate community supporters.

Maintenance & Grounds: This committee is charged with supporting staff in satisfying the general maintenance, safety and security requirements of MHS properties. In this capacity, the committee works to promote the preservation, stewardship and public enjoyment of the Society’s historic structures, sites and monuments.

Finance: This committee is charged with the responsibility to assist with the annual budget, overseeing the organization’s investments and holdings, and the performance of the organization in meeting its budgeted revenues and expenses. This committee shall support the work of the Treasurer upon request.

Publications: This committee is charged to assist the BOM and staff with all publications of MHS such as the newsletter, website, brochures, and social media. This committee selects the public presentation for the Annual Meeting and appoints representatives to the editorial board of the *Journal of Moravian History*. This committee shall support the work of the Secretary upon request.

AD HOC COMMITTEES:

“May be appointed by the President as directed by MHS or the BOM.” – *MHS Bylaws*

SUPPORT

In preparation of the Annual Meeting, the Development Committee shall review each level of support prior to listing in the business report. To effect a removal of membership and listing thereof, name(s) , they shall be presented to BOM for removal.

Membership: Annual dues shall be determined annually by the Development Committee and include categories for individual, student family and corporate.

Annual Appeal: To provide unrestricted income that supports the mission of the Moravian Historical Society and its operating budget, an annual request for funding of all membership and affiliates shall occur within each fiscal year – typically the spring. The budget includes a line item for the Appeal which is approved by the BOM.

Membership Appeal: Members are encouraged to renew their membership upon membership lapse. Once each fiscal year, non-members are encouraged to join the Society by email and through a mailer. This typically occurs in conjunction with the annual meeting timing.

Other drives: MHS may solicit funds by special campaign or efforts from time to time as recommended by the Development committee.

STAFF

Committee agendas will be created by committee chairs in consultation with the staff.

Staff will ensure chairs will be informed on matters pertaining to the committee.

Approved by BOM 5/16/14