

# LIVING HISTORY ASSOCIATION POLICY BOOK

## SECTION NUMBER 3.

### OFFICERS AND THEIR DUTIES

#### 3A.) ELECTED OFFICERS

##### 3A.1) PREAMBLE:

The thrust of the Board of Directors, their By-laws, Policy, and all the officers and members of the Living History Association (LHA) is to bring volunteer reenactment and living history programs into the most professional forum possible. We have sought to accomplish this through communication with our various publications, through the proper performance of our officers, and through written policies, manuals, and regulations.

To insure a solid standard of performance the LHA operates all manner of publications, socials, events and programs as well as a General Membership Meeting, Board of Directors meetings, and Committee and Department Meetings.

For details of the nomination, election, and removal of Board Directors, see Section 3.1 of the LHA By-laws.

##### 3A.1.a) BOARD OF DIRECTORS AND THEIR DUTIES:

The LHA is governed by nine elected Board of Directors.

Nominations for the positions on the Board are presented during the LHA's Annual General Membership Meeting. Open positions on the Board will be filled in alternating years as follows: four (4) seats in one election and five (5) seats the next, and each position will be for a two-year term. Additionally, a slate of three alternates will be named from nominations to the board, each Alternate having a term of one year. Based on the number of votes each candidate receives, full Board member and Alternate positions will be filled, from most votes to least votes received. In the event of a tie in the voting, a blind draw will be held at the first meeting of the year to determine which candidate receives the senior position.

**Example:** Grant and Lee each receive the same number of votes in the Board election. To resolve the tie, both candidate names are written on slips of paper and placed in a hat. The Executive Director then pulls a name out of the hat, and that candidate becomes the senior member of the two.

Duly elected Alternates may to attend and participate in Board meetings, but will not be allowed to vote on any issues discussed during meetings. However, if an elected Board member is absent, the Alternates present, in order of election, will replace the absent member(s) and have all rights and voting powers that the absent member(s) would be entitled to.

If a position on the Board becomes available due to the resignation or other vacancy of a standing Board member, an elected alternate, in order of seniority determined by voting in the annual election, will be appointed to fill the position. The Alternate will become full-fledged Board member, having all the privileges and responsibilities of the Board member being replaced for the remainder of the former Board member's term.

**Example:** Ethan is elected to the Board as a full Board member for a two-year term beginning in January 2000. (Ethan's term will run through December 2001.) Ira is elected as First Alternate. (Ira's term will run through December 2000.) In September 2000, Ethan resigns from the Board. Ira, being First Alternate, is appointed to replace Ethan as a full-fledged Board member. Ira will now finish Ethan's term as a Board member through December 2001 and will be eligible to run for reelection for another two-year term beginning in January 2002.

For details of officers, elections of, nominations of, removal of, etc. see section # 1 By-laws.

The Board may make any suggestions as need be to the General Membership for changes and ratifications to the By-laws. The Board cannot change the By laws without the consent of the membership. Consent must be by two thirds majority vote at a duly warned (30 days in advance) General Membership or Special Meeting.

The main task of the Board of Directors is to create, maintain and enforce a policy that is consistent with the goals and objectives set forth in the Articles of Association and By-laws of the Corporation. Only the Board can create policy, although the membership can bring suggested policy before the Board. Once in place, this policy may be changed at any Board meeting, where a quorum is present, with a two thirds majority vote of the Board that is present. Additions to the Policy Book can be made at any Board meeting as circumstances demand, and again this must be by a two thirds majority vote of the required quorum.

Any contest or dispute over policy or any issue between any party within the membership will be decided by the Chairman of the Board, the Vice Chairman and Executive Director. The Board of Directors with a two-thirds majority vote of the quorum present can act as a final authority by reviewing the evidence to determine if the parties involved received a fair hearing by the Executive Committee. The Board may then make a recommendation to uphold or advise the Executive Committee of changes they would suggest in the outcome of the grievance. If an unsatisfied party still exists they may warn their grievances in the Living Historian or by newsletter no less than 60 days prior to the annual General Membership Meeting. The issue can then be brought onto the floor and can be decided by a simple majority vote of the General Membership.

It is also the responsibility of the Board of Directors to be sure that all of its officers, committees and appointees are operating within the letter and the spirit of the policy book. If they are not, then the Board may remove said individual or individuals by a two thirds majority vote of the quorum of the Board present. The Board may then find a replacement for the position or positions left open, or they may appoint the Executive Director to seek a temporary replacement using the Executive Committee as a guide.

In correcting an operational error of any Department or Committee which violated, either intentionally or unintentionally, a Policy Book rule; Board Members must act as a Board with the advice of the Executive Director, where possible. No action of any kind may be taken independently by a Board of Director other than a request for investigation to the Chairman of the Board in writing or by a call for an emergency meeting from the Chairman of the Board; otherwise the matter will be left for discussion until the next regularly scheduled Board Meeting. In all cases, prior to a meeting, action is at the discretion of the Chairman. Once at an emergency meeting only the item for which the emergency meeting was called may be discussed. All other new and old business must wait until a regularly called and duly warned meeting.

The Board of Directors is to meet no less than five times a year and meetings must be duly warned meetings to the Board membership. At least two meetings must be duly warned to the membership at large. Time, place, and agenda should be a part of each warning.

In all instances a Board quorum will be no less than five elected members.

At the first meeting of each year the Board will elect from the membership of the Board a Chairman, Vice Chairman and Secretary, and appoint a Chief Safety Co-ordinator, Quartermaster, and Authenticity Officer.

**3A.1.b) STANDING COMMITTEES OF THE BOARD OF DIRECTORS:**

**3A.1.bl.) BOARD SANCTIONED EXECUTIVE COMMITTEE:** The Board of Directors will allow the Chairman of the Board, Vice Chairman and Executive Director to form an Executive Committee for solving immediate problems, or making temporary appointments as need be for a duration not to exceed six months, at which time the Board must make a final determination. This committee is formed as “an immediate action emergency committee”.

**3A.1.b2) SAFETY COMMITTEE:** This Committee will be composed of a member of the Board of Directors who will volunteer or be appointed annually to act as Safety Co-ordinator, the Executive Director, the Membership Director, each Safety Officer of each Interpretive Department and Committee, and where the interest is shown, members of the membership at large may also participate. The purpose of this Committee will be to insure that each Department and Committee has a set of safety standards that it abides by. In addition the Committee will have a means for determining the battlefield and camp safety observed by those units and events that are covered by the L.H.A. insurance policy. The Committee will distribute L.H.A. Safety Regulations to members and it will report on its activities to the Board as needed, through the Board of Director chosen to head the committee.

The Committee will assist the Administrative Department in determining the suitability of units to continue with the L.H.A. insurance policy once they have had an accident.

**3A.1.b3.) MEMBERSHIP COMMITTEE:** This Committee will be composed of two members of the Board of Directors, who will co-ordinate their activities with the Executive Director and Membership Director. The purpose of this Committee will be to find or create new incentives for L.H.A. members to remain as members, and more benefits to attract new members. These ideas and programs will be brought before the Administrative Department for their ideas and additional information before being brought before the Board. Actual

recruitment will remain in the hands of the Administrative Department and the Interpretive Department and Committees.

**3A.1.b4.) FUND RAISING AND BUDGET COMMITTEE:** This Committee will be composed of no more than three and no less than two members of the Board of Directors and will be formed with the intent and purpose of directing some of the activities of the entire Board and the membership at large to making money for the Association. These activities may involve new fund raising projects, or the addition of new money making elements as part of annual projects which the organization currently engages in. Ideas for cutting expenses and saving funds will be a part of the Committees functions.

Each year in April the Committee will begin work on a budget plan for the next year. Budget meetings will be attended by the Executive Director and Finance Officer who can propose their own budget and who will have an equal say, and vote during budget meetings. The Committee will present their budget annually at the October Board of Directors meeting. They will update the Board as needed during the year on all budget and fund raising issues.

The L.H.A. Quartermaster will be an automatic appointee of this committee.

The committee will also meet to discuss and assemble proposals for employee salaries, and benefits; and to prepare work contracts with employees. It will also find methods to fulfill the needs of the employees of the Association. All employee related items will be brought before the Board of Directors for final approval citing recommendations by the Committee as a whole and making note of any areas of dispute that are not yet resolved on the issues of salary and benefits.

**3A.1.b5.) AUTHENTICITY COMMITTEE:** One Board member will be appointed as an Authenticity Co-ordinator to make sure that each Interpretive Department and Committee has a set of Authenticity Guidelines and an officer to enforce those guidelines. Each Interpretive Department and/or Committee Authenticity Officer will act as a part of the overall Authenticity Committee. The Board Member will keep these guidelines in a book which will act as the final authority and hence must be kept up to date. The Board member appointed as Authenticity Co-ordinator will work directly with Interpretive Department and Committee Authenticity Officers as needed. The Authenticity Co-ordinator will make regular reports to the Board of Directors.

**3A.1.b6.) EDUCATION COMMITTEE:** This committee will be composed of no less than one Board of Director the Executive Director, the Editor/Publisher, and representatives from each Interpretive Department and Committee, as well as interested members at large and Monument Video Productions. The Committee will devote its time to educational projects which either help to better utilize the capitol equipment resources of the Association or to create new educational materials to add to our resource base.

**3A.1.c) TEMPORARY COMMITTEES:**

**3A.1.cl.) SPECIAL FUNCTIONS COMMITTEE:** This Committee will be formed as needed to perform whatever duty or duties that the Chairmen feels need be accomplished. The duties of this Committee should be of short duration. The Chairman may form more than one Special Functions Committee at a time for more than one purpose, each with a title of delineation. Example: SPECIAL FUNCTIONS COMMITTEE; TO RESEARCH LEGALITY OF LEASE OF L.H.A. EQUIPMENT BY X-Y-Z UNIT.

**3A.2.) OFFICERS ELECTED FROM WITHIN THE BOARD:**

**3A.2A.) CHAIRMAN:** The job of the Chairman of the Board of Directors is to conduct Board meetings in an orderly and smooth flowing manner.

He will also act as a steering committee of one, so as to keep the Board moving in a progressive direction and within the confines of the Policy Book, and directives of the Board as pertains to Board appointed committees, etc. In order to do this he must stay up to date on all aspects of the Living History Association by communicating regularly with the President, members of the Administrative Department, Board Members, etc.

If more than two months passes between meeting, the Chairman will distribute or direct the Executive Director to see to the distribution of a newsletter as an update of what is currently happening to all the Board members and other officers as seems expedient.

Being at the hub of the organization the Chairman will advise the Board on every issue possible including every major aspect of the organization from publications to events.

It will be the duty of the Chairman to warn all Board meetings 30 days prior to the meeting. He may delegate this duty.

The Chairman will also accept ideas for policy sent to him by the General Membership which must then be brought before the Board of Directors for a determination. The matter must be brought before the Board no later than four months after the Chairman took said proposal into his possession.

The Chairman will also aid in problem solving and in making temporary appointments, that will later be confirmed by the Board of Directors. He may also appoint, or ask for volunteers, from the members of the Board for committees to carry out special Board projects. The Chairman is or may designate the Vice Chairman to act as ex officio member of all Board appointed committees

**3A.2B.) VICE CHAIRMAN:** The duties of the Vice Chairman will be the same as those of the Chairman upon the absence of the Chairman. In the event that the Chairman resigns from his/her position the Vice Chairman will assume the post of Chairman until such time as the annual election of officers is held. The Vice Chairman will assist the Chairman in the performances of his/her duties at the request of the Chairman. The Vice Chairman may also be assigned temporary duties by the Chairman in order to accomplish a task of benefit to the organization. The Vice Chairman will be a member of the Executive Committee.

**3A.2C.) SECRETARY:** The Secretary's job will be to take minutes at all Board of Directors meetings which will be the official record of each meeting. As such a copy should

be mailed to each Board member within two weeks after each meeting and these minutes will be brought to the next meeting for acceptance or revision. The minutes should be as accurate as possible, but the final responsibility for their accuracy resting with the Board as a whole. The minutes will be kept neatly in a book and in chronological order. The Secretary will advise the Board of “Directives” made at each meeting which should be logged into the Policy Book. Changes with updates will be made within 30 days of a Board ruling. The Scribe may act as an assistant or substitute for the Secretary. The Secretary may perform additional duties at the direction of the Chairman or the Board as a whole.

**3A.2D.) PRESIDENT:** The President shall be nominated annually by the Board of Directors and elected by the General Membership at the annual meeting of the Association. The President of the Living History Association shall be considered as the official representative of the L.H.A. membership and as the ceremonial and awards officer. The President will be responsible for overseeing the membership’s well being and the execution of ceremonies and awards. The President may attend Board of Director’s meetings and will be expected to act as the voice of the membership, and to report on pertinent items concerning events, policy, etc. which the membership have directed their concern to.

The President will aid in the operation of the General Membership Meeting, acting as chief ceremonial officer.

He will, at all times during the year, be willing to air grievances of the membership. Any member grievance must be put in writing, and although it can be brought directly to the Board of Directors, it may also be sent through the President. If a member wishes to go to the membership with a grievance the Presidents assistance can be sought to help determine the best format or avenues of approach.

The President is also encouraged to write articles for the “Living Historian” or to write special newsletters that bring to light issues for the membership or to answer questions or problems posed by the membership.

### **3B.) OFFICERS APPOINTED OR EMPLOYED BY THE BOARD.**

**3B.1) EXECUTIVE DIRECTOR:** The Executive Director shall be appointed by the Board of Directors by no less than a 2/3 vote of that body. It shall be the duty of the Executive Director to oversee all business functions of the Association. The Executive Director shall have the power to negotiate contracts and shall be responsible for the publication of the Association journal. The Executive Director reports directly to the Board of Directors and is further responsible for enforcing all policy regulations. The Executive Director may recommend policy changes that become necessary and also advise and recommend on business matters that become pertinent. The Executive Director may seek advice from qualified individuals for specific and necessary items.

He/She must operate within the spirit and letter of the By-laws. Where no rule or guide exists the Executive Director will have the freedom to make decisions that do not violate the intent of the overall programs of the Living History Association.

The Executive Director may make expenditures for a single or multiple pieces of capitol equipment up to and including an amount of \$800.00 without the consent of the Board and without posting the expenditure in the annual budget. Any single or combined expenditures which exceed the \$800.00 mark must be taken before the Board of Directors prior to placing orders or signing contracts for said equipment. Accumulative capitol expenses not listed in the annual budget must not exceed \$800.00 and/or have a payment schedule in excess of 24 months.

For more information see Administrative Department Charter, job description ADDENDUM II, Number I.

**3B.2) MEMBERSHIP DIRECTOR/FINANCE OFFICER:** See job description Administrative Department Charter, ADDENDUM II, Number 2.

**3B.3) EDITOR/PUBLISHER:** See job description in Administrative Department Charter, ADDENDUM II, Number 3.

**3B.4) SAFETY CO-ORDINATOR:** Will be a Board appointed Director who will be in charge of the Safety and Campsite Committee (See Committees section 3A.1.b2) As such he/she will be in charge of the affairs of that committee so as to assure the Board of Directors that events, programs, etc. are being handled safely and that no one is endangering themselves, other reenactors, the general public and our insurance coverage. It will be the responsibility of the Safety Co-ordinator to make sure each Interpretive Department and Committee has a Safety Manual and Safety Officer, and that L.H.A. Safety Standards are observed at all events where the L.H.A. is involved. The Safety Co-ordinator must encourage Schools of Instruction and Safety and the printing of all manner of articles, manuals, etc. that pertain to safety.

**3B.5) AUTHENTICITY CO-ORDINATOR:** Will be a Board appointed Director who will be in charge of the Authenticity Committee (See Committees section 3A.1.b5). As such he/she will be in charge of the affairs of that committee setting basic authenticity criteria for the Association as a whole and being sure that each Interpretive Department and Committee has its own authenticity manual and officer. The Authenticity Co-ordinator will encourage the holding of Schools of Instruction, printing of manuals, resource lists, etc. to constantly improve the organization's authenticity.

**3B.6) QUARTERMASTER:** Will be a Board appointed Director who will be in charge of evaluating, inventorying, assembling for use, storing, or see to the functional use of, all capitol equipment owned by the Association. He/She may appoint assistants as needed.

**3B.6.a) FINANCES:** The Quartermaster will be an automatic appointee of the Fund Raising and Budget Committee. As such he/she will advise that committee as to what funds may be needed to maintain the current equipment owned by the L.H.A. as well as what new items should be purchased. He/She will also assume what ever other duties are necessary by the Committees activities.

**3B.6.b) CAPITOL EQUIPMENT:** The Quartermaster will annually inventory equipment, books, etc. which currently belong to, or are on loan to the L.H.A. through card file index systems, produced in duplicate, and where items are valued in excess of \$200.00 the use of black and white photos will be used for insurance purposes.

He/She will also keep catalogs and information so as to determine the best price for quality goods when goods need to be purchased.

A full inventory sheet will also be kept with relative values attached to each.