SECTION NUMBER 5

5.) EVENTS CONTRACTS.

Definition - “Contract”: For the purpose of this Policy Book section the word “contract” means; any written agreement, letter of proposal or any letter of intent to use any of the services of the Living History Association.

The purpose of this section of the Policy Book is to provide some basic information on how to approach the contracting of events with a sponsor, be it a community or another organization. It is to be understood that this portion of the Policy Book cannot cover every potential situation or scenario under which an event contract might evolve. Rather, the basis of the Policy is to set a standard for contracts, and a procedure for contracting. This standard can have minor variations from one time period committee or department to another, but the administrative Department should be aware of these standardized differences, with copies of these contracts in their files, for quick use as need be.

5A.) DEPARTMENT AND COMMITTEE CONTRACTING

The Administrative Department of the Living History Association located at L.H.A. National in Wilmington, Vt. is the single most well known and exposed portion or division of the Living History Association. This office has been in operation for more than twelve years. Its’ staff has a great deal of organizational experience and the entire organization relies on its’ resourcefulness in almost every area to accomplish a variety of tasks.

Due to its exposure through various L.H.A. publications and publicity the Administrative Department many times is the first division of the L.H.A. to be contacted when an event sponsor wishes to contract for L.H.A. involvement in its’ event.

5A. 1) DEPARTMENT AND COMMITTEE PROCEDURE AND OPTIONS WHEN APPROACHED WITH A CONTRACT BY A VIABLE SPONSOR

1. Determine the feasibility of accomplishing the contract in the time available for the administration and organization of a successful event or execution of the goals of the contract.

2. Be sure the sponsoring agent will act in good faith and can be trusted to uphold the terms of the contract both in writing and in spirit.

3. If possible, have the sponsor specify exactly what type of historical even(s) they wish to sponsor or goal of the contract so that the correct committees or departments of that time period and geographic area can be contacted.

4. If a sponsor is unsure of which time period they wish to have represented, or if the desired program would lend itself to several time periods to be displayed at once, or
5. It is the LHA members' responsibility to squelch malicious gossip. The spreading of rumors and innuendos hurts everyone. If you feel an inaccuracy is evident, discuss the matter with the other party.

6. It is the LHA members' responsibility to report any observed safety violation to the appropriate officer.

7. It is the LHA members' responsibility when portraying the role or unit for which others have already established a standard or quality level to meet or exceed the existing standard.

8. It is the LHA members' responsibility when acting as the host of an event, either individually or as a unit, to do everything in their power to provide what they promised. If it cannot be provided let the command personnel know what is unavailable and why, as soon as possible, so changes can be made to accommodate all personnel. Be reasonable and fair in all distribution of amenities.

9. It is the LHA members' responsibility when attending an event to assist the host and do their part to make it a safe and successful event. An ethical reenactor will take care to prevent sowing dissent or deviating from the scenario.

10. It is the LHA members' responsibility to maintain self control. Bad temper, intoxication, and arguments all adversely affect the safety and enjoyment of the event for everyone. It also creates an unfavorable image for the spectator.

11. The study and interpretation of history is an art and not a precise science. The exchange of ideas and points of view based on proper documentation should be encouraged. The interpretation of a role or time period should be founded on the best and most accurate sources available. Materials used by reenactors should be as close as possible to authentic materials. Avoid "struggles to the death" over minute points as these inhibit the freedom of expression.

6C.) PRIVILEGES OF MEMBERSHIP:

6C.1) RIGHT TO VOTE:
Each dues paying member has the right to a single vote at all General Membership Meetings, mail ballot elections, or other meetings where votes are to be cast. If a family takes a membership or a reenactment group takes a membership, both are still entitled to only one vote, regardless of the number of members in the family or reenactment group.

6C.1a) BALLOT ELECTIONS:
The nine Board of Directors will be voted upon in alternating elections with four Board Members voted upon in one election and five Board Members voted upon in the next held election. Board Members will be nominated to appear on the ballot during the General Membership meeting. There is no limit to the number of nominees possible. From those nominated the TOP FOUR or FIVE vote getters (depending on the year) will be the next members of the Board, elected to speak and vote on the business of the corporation during Board Meetings. The next three vote getters will be elected as alternates and as such they may attend meetings, voice their opinions, but with no vote on the issue.

Section 6—Page 2
10. Umbrella organizations that are unincorporated, and use L.H.A. Committee or Department status as their sole means of “organization” must report the results of each fund raising activity, all expenditures, income, bank accounts, checking accounts, and all moneys held or transacted in anyway by the first of February each year. This is so that the L.H.A. can make a full IRS report.

5A. 1a) INTERPRETIVE SUBDIVISION CONTRACTING OPTIONS AND PROCEDURE WHEN ACCEPTING A CONTRACT FROM A Viable SPONSOR

1. The Interpretive Department or Committee must determine the feasibility of successfully completing the contract with the administrative time that is available as well as determining what L.H.A. units or nonmembers and resources can be expected to support the event contract performance.

2. The Interpretive Department or Committee must determine whether the event sponsor will act in good faith and uphold all the terms and conditions of the event contract both in spirit and in writing.

3. An Interpretive Department must determine whether the resources of the entire Department or those of only some of its committees or units should be used for completion of the contract.

4. If an Interpretive Department or Committee is offered an event which does not fall within the interpretive time period of that Department or Committee, it must then refer the event directly to the L.H.A. Administrative Department. The Administrative Department will then contact the proper Interpretive Department or Committee for fulfillment of the contract.

5. If an Interpretive Department is offered a contract outside of its own geographic region, it has the option of giving the event contract, in total or in part, to a committee, or L.H.A. unit or organization of the L.H.A. in the region where the event is to be held. If no such L.H.A. subdivision exists in the geographic area of the event, the Department will turn the contract over to the Administrative Department to be completed or refused.

6. Before any Interpretive Department or Committee of the Living History Association enters into any form of contract with an event sponsor the agreement should be reviewed in a serious manner, by those accepting the contract, to evaluate the quality, and historical worthiness of the event, and to be sure the event falls within the operational By-Laws and Policy Book of The Living History Association. If all is in order the group should take the contract. But if there is some questions about the contract, the group should contact the Administrative Department who will issue a statement of approval (or disapproval for the event. This will be done in a timely manner. If the group does an L.H.A. event that violates L.H.A. Policy or that brings financial loss or embarrassment to the corporation, and they are found negligent in their duty to stay within the intent of the Policy of the L.H.A. ; it will be grounds to revoke the groups charter.