

HERITAGE ADVISORY COUNCIL

By-laws

Adopted: November 2006; **Revised:** March 2010

The **name** of the organization shall be *Heritage Advisory Council*.

The **mission** of the organization shall be *to highlight and promote the cultural heritage of Warren and surrounding counties of Ohio through programs and mentoring*.

The **motto** of the Council shall be *If you like history, you'll love us*.

Goals:

1. Maintain a county wide calendar of events listing all partners programs
2. Create a directory of organizations with accurate contact data and site locations
3. Designate a contact person for each community within Warren and surrounding counties
4. Create and maintain a Council website
5. Cooperative exhibits throughout counties
6. Provide booths at community events
7. Act as support group and resource center for smaller historical organizations within the counties
8. Host workshops (mannequins, artifact care, trustee relations)
9. Maintain database of suppliers
10. Act as regional representative to OAHSM and the Ohio History Society conferences
11. Advise local groups on historic preservation efforts
12. Organize site visits within the Southwest Ohio region in order to broaden our scope of knowledge

Section 1. Memberships and Dues: The types of membership in the Council, and the annual dues for each type of membership, will be as follows: Individual: \$25; Society: \$100

Membership runs from January through December. Individual members may join at any time during the year and will receive a full year of membership dating from the month they join.

Member benefits include:

- Publication of events on HAC webpage
- Invitation to participate in joint fundraisers, exhibits and educational programs
- Representation as HAC participant on regional level at OAHSM and OHS conferences

Section 2. Officers: Duties of officers shall include:

- A. **Chairperson** will set meeting agendas and times and will facilitate meetings. Also acts as spokesperson for HAC, establishes committees and policies, contracts etc. for management of HAC.
- B. **Vice Chairperson** will facilitate meetings when Chairperson is not present, and will manage all product sales and other collaborative projects.
- C. **Secretary** will maintain meeting minutes and take attendance at all meetings.
- D. **Membership Coordinator** will create and maintain database of membership and officers, recruit new members, and manage membership incentives.
- E. **Public Relations Coordinator** will write press releases for Council events and projects, and manage website in order to ensure publicity coverage of HAC events.
- F. **Treasurer** will receive and deposit all monies, create income and expense reports for Council, and may spend up to \$100 without prior Council approval.

Section 3. Council Meetings: Council meetings are to be held at least once per month at date and time determined by the majority of the Council. Council will not meet during the months of June, July and August.

Section 4. Committees:

- A. The Nominating Committee will present to the Council a qualified slate of candidates for officers positions prior to the April meeting of each year. Officers serve two-year terms. Officers are to be elected each May to take office the following September.
- B. The Program Development Committee led by the Vice Chairperson will investigate potential collaborative programs which will give greater visibility to the members of HAC and serve an educational function for the Warren County community. These programs may include any the following: audio driving tours, traveling exhibits, history day event, etc.

Section 5. Monetary Gifts: WCHS shall act as the 501(c)3 parent organization to the Heritage Advisory Council until such time as the Council decides otherwise. While a surrogate of the Warren County Historical Society, monetary gifts to the Council may be accepted as donations subject to charitable giving non-profit law.

Section 6. Removal of Officers: Any officer or trustee may be removed from office for missing three consecutive meetings with no notice or acceptable excuse. Unexpired terms for removed officers will be filled by appointment.