

SPNHC

Society for Preservation of Natural History Collections

SPNHC POLICIES

Revisions 26 Feb 2002 and 10 March 2002

In addition to those set in the Bylaws, the following policies have been approved by Council:

Policy Re: Holding Single Membership Positions in Council

No member of Council may hold two Council positions simultaneously (adopted by SPNHC Council, June 1, 1988).

Policy Re Representation at Council Meetings

A member of Council cannot be represented in Council meetings by a non-member of Council. Representation must be specifically assigned by written proxy, a copy of which will be given to the Secretary at the opening of the Council Meeting and will be recorded in the minutes (adopted by SPNHC Council, June 1, 1988).

Council Meetings Policy

1. A Councilors may vote in person or by proxy at Council meetings.
2. Council may make decisions by written vote either when so requested by the President or by resolution of two-thirds of the members of Council. (Bylaws. Article VII. Section 3)

Policy Re Non-Discrimination Policy

The Society does not discriminate on the basis of race, colour, sex, religious belief, national origin, ancestry, age, non-job-related handicap, or sexual orientation as those terms are defined under applicable law. This policy of nondiscrimination applies in connection with admission to and participation in all programs and activities sponsored by the Society and to all employment practices of the Society. Inquiries regarding compliance with this policy may be directed to the current President of the Society. (Federal requirement for grant. Approved by SPNHC Council 1993)

Policy Re Maintaining a Drug-free Workplace

Policy:

It is the policy of the Society to promote and insure the maintenance of a drug-free workplace.

Procedure:

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace. As a condition of employment or continued employment with the Society, each employee or contractor agrees to both abide by the terms of paragraph 1 above and within five (5) days after conviction, to notify the project supervisor of any conviction for violation of a criminal statute related to drugs or drug abuse if the conviction is based in whole or in part upon actions which occurred in the workplace. Any employee or contractor who violates the terms of paragraphs 1 or 2 above will be subject to discharge. If an employee or contractor reporting a conviction pursuant to paragraph 2 above was performing work related to a government grant of any value or a government contract valued at \$25,000 or more at the time the activity leading to the conviction took place or at the time of the conviction, the Society will notify the appropriate contracting officer concerning the criminal drug statute conviction within ten

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(10) days after receiving notice of the conviction from the employee or contractor or through any other means. The Society will inform its employees and contractors about the policy of maintaining a drug-free workplace, including the discipline provided for under the policy at the time of initial employment under each new project. (Federal requirement for grant. Adopted by Council in June 1993)

Fiscal Year/Membership Year Policy

The fiscal year of the Society for the Preservation of Natural History Collections (hereafter called SPNHC) is now officially registered with the U. S. Internal Revenue Service and the Commonwealth of Pennsylvania as ending on 31 December. (Stated in Bylaws)

Procedure

Subscriptions are based on volume numbers of our publication, which follow the calendar year. Regular (individual) and Associate Memberships must also officially be recognized as following the same January to December annual period. Those members who pay annual dues after the initial dues collection period will be sent all applicable publications for the year to-date with each membership ending on 31 December.

The Treasurer's office will issue dues notices for the upcoming year so that all members receive their notices on or before 1 November. Members who have not paid current dues by the date on which the first Newsletter is mailed will be sent Second Notices. This time frame will allow at least three months for members to remain in good standing and receive the SPNHC Newsletter on schedule before being assessed a late fee to be determined by Council. The late fee shall be used to cover the mailing of the Second Notice, the shipment of the extra newsletters as inventory from the Editor to the Treasurer, and the special mailing of individual newsletters to the late member after dues are paid.

The timing of each of these events is critical to the financial health of SPNHC as well as to obtaining an audit and to present a proposed budget for the new year in a timely manner.

Policies Regarding Committees

1. The Committees of the Society shall abide by Article VIII of the Bylaws.
2. All Committee members, except some members of the Local Conference Committee, must be regular or honorary SPNHC members in good standing.
3. All Committees of the Society will act solely in an advisory capacity to the Council and shall have neither power nor authority to bind the Society to opinions, obligations, or expenditures until authorized by Council.
4. Except where noted otherwise, each Committee Chairperson shall be appointed for a one-year term by President. Such appointment may be subject to renewal by joint agreement of the President and the Chairperson. Each Committee Chairperson is responsible for selecting and appointing members for his/her Committee, unless otherwise specified in the Standing Rules or by Council.
5. All questionnaires, advertisements, and organizational dissemination of information must be checked and approved by Council, unless otherwise instructed by Council.
6. The names of all Committees and Committee members will be published in *Collection Forum*.

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7. The Council will make efforts to distribute at the Annual General Meeting annual reports of the Committee.
8. The Council will encourage the production and distribution of supplemental printed information from Committees whose activities result in significant contributions.

Policies regarding Conducting Annual Meetings of SPNHC

- I. Each Annual Meeting must be in agreement with the objectives of SPNHC as discussed in Articles I, II, and III of the Bylaws.
- II. All financial matters associated with conducting the Annual Meetings cannot involve SPNHC and therefore must be the sole responsibility of the hosting institution.
- III. Annual Meetings will minimally include a Council Meeting, a General Business Meeting, opportunities for Standing Committee meetings, an Ice-breaker, a Soiree or banquet, and an opportunity for members to give presentations. The only expected publication is a Program and Abstracts.
- IV. Unless other arrangements have been made with the SPNHC Council, neither the hosting institution nor SPNHC will be obligated to publish any form of the presentations given at the Annual Meetings. Submission of such contributions to COLLECTION FORUM, or similar publication outlet, will be encouraged.
- V. There will be no situation associated with Annual Meetings where the funds provided by the SPNHC membership will be used for profit or to cover the expenses of other SPNHC members or members of the Local Subcommittee.
- VI. Selection of sites for Annual Meetings will be based on invitations received at least two years in advance of the scheduled event. The acceptance of an invitation will be determined two years in advance at the Annual Meeting by a majority vote of attending members.
- VII. English will be the preferred language used for all presentations and printed materials associated with the Annual Meetings.
- VIII. No activity of the SPNHC Annual Meeting is to compromise the preservation objectives of the hosting institution to care for their own exhibits, collections, and related holdings.

Adopted by SPNHC Council, July 23, 1989.

Guidelines for Planning and Conducting Annual Meetings of SPNHC

See under Conference Committee

Financial Arrangements for SPNHC Annual Meeting Policy

Accounting for the Annual Meeting shall be handled strictly by the host organization and will never become a part of the financial record or the responsibility of SPNHC.

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Procedure (Approved by Council)

A start-up loan, to be repaid within six months of the meetings, may be granted by SPNHC to the Local Subcommittee, if funds are available.* However, the expense of Annual Meetings should be covered by registration fees and/or underwritten by contributions and grants to the host organization without any intent by SPNHC to make a profit, in accordance with IRS regulations.

The Treasurer is authorized to loan money interest free from the Conference Start-up Fund to the Local Committee of an annual meeting as long as: 1) no more than half the available funds are used toward any given meeting; 2) the loan is to be paid back as soon as possible within a negotiated time period; and 3) a one-page request and proposal with authorized institutional signatures and pertinent information is submitted to and approved by the Treasurer (approved by SPNHC Council, May 9, 1990)

Sale of Mailing List

Policy

The SPNHC mailing list shall only be sold to buyers who wish to contact our membership on topics relevant to natural history collections care and preservation. All sales are limited to one time use of the list.