

# SPNHC

Society for Preservation of Natural History Collections

## SPNHC POLICIES

**Revisions 26 Feb 2002, 10 March 2002, and 13 March 2025**

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

(10) days after receiving notice of the conviction from the employee or contractor or through any

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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*.
7. The Council will make efforts to distribute at the Annual General Meeting annual reports

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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. Financial matters associated with conducting the Annual Meetings are ideally the responsibility of the host institution and independent of SPNHC finances. By mutual agreement, SPNHC may assume some costs to be reimbursed as registration fees are received.
- III. The Annual Meeting will include one Committee Chair meeting, one Council Meeting, an Annual Business Meeting (ABM), an opening reception, and opportunities for members to give oral and poster presentations. A buffet- or banquet-style dinner, facility tours, and pre- or post-conference workshops and field trips are frequently organized for Annual Meetings but are optional activities. Committees meet virtually throughout the year and not at the Annual Meeting, but the host might consider holding a committee fair, where members can learn about the various SPNHC committees and their work.
- 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 is encouraged.
- V. Funds raised for Annual Meetings by the Local Organizing Committee (LOC) through registration will, under no circumstances, be used for profit or to cover the personal expenses of SPNHC members or members of the LOC.
- VI. Selection of sites for Annual Meetings will be based on invitations ideally received at least two years in advance of the scheduled event, and an invitation will be presented to membership at the ABM two years in advance, with opportunity for questions and discussion. Formal acceptance of an invitation is determined by vote of council independent of the ABM.
- VII. English will be the preferred language used for all presentations and printed materials associated with the Annual Meeting.
- VIII. The preservation objectives of the host institution to care for their own exhibits, collections, and related holdings should not be compromised by activities of SPNHC Annual Meetings.

(Adopted by SPNHC Council, July 23, 1989, amended by SPNHC Council March 2025.)

## **Guidelines for Planning and Conducting Annual Meetings of SPNHC**

See under Conference Committee

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## Financial Arrangements for SPNHC Annual Meetings

### Policy:

Accounting for the Annual Meeting ideally shall be handled solely by the host organization and not become a part of the financial record or the responsibility of SPNHC. Excess funds from conference revenue will be set aside in a dedicated fund for Annual Meeting support, without any intent by SPNHC to make a profit, in accordance with IRS regulations. By mutual agreement, SPNHC might offer funds to the Local Organizing Committee (LOC) to support Annual Meetings in the following manner.

### Procedures:

1. From a SPNHC Annual Meeting fund dedicated to conference support, a start-up loan may be granted by SPNHC to the LOC, if funds are available, to be repaid within six months of the meeting. The expense of Annual Meetings should be covered by registration fees and/or underwritten by sponsorships, contributions, and grants paid directly to the host organization.
2. From a SPNHC Annual Meeting fund dedicated to conference support, meeting expenses may be paid by SPNHC to the LOC, if funds are available; all registrations fees, sponsorships, contributions, and grants shall be paid directly to SPNHC and not to the LOC.

The SPNHC Conference Committee will negotiate funding and re/payment terms for Annual Meeting support with the LOC. The Treasurer is authorized to loan money interest free from the Annual Meeting Fund to the LOC (option 1) and to pay Annual Meeting expenses from the Meeting Fund (option 2), as long as 1) the requested funds are available; 2) the loan or funds committed are to be paid back as soon as possible within a negotiated time period; and 3) a SPNHC/LOC Loan Agreement or SPNHC/LOC Funding Agreement with authorized institutional signatures and pertinent information is submitted to and approved by the SPNHC Chair-elect and Conference Committee. Funds from the SPNHC Annual Meeting fund, if available, may be used to engage a SPNHC-dedicated independent, professional Annual Meeting organizer.

(Approved by SPNHC Council, May 9, 1990; amended by SPNHC Council March 2025)

### 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.

(Approved by SPNHC Council May 9, 1990.)