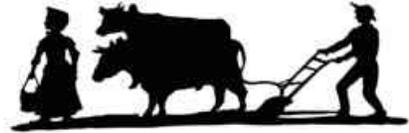


ALHFAM



The Association for Living History, Farm and Agricultural Museums

25 February 2017

Greetings fellow ALHFAM member,

After long and careful consideration and deliberation, your ALHFAM board of directors has unanimously voted to recommend that the office of Secretary/Treasurer be separated into separate offices to be held by two individuals, a Secretary and a Treasurer. We decided that as ALHFAM has grown and evolved over the past several decades, dividing the duties between two people would make the tasks more manageable. The change will add another working member to our all-volunteer board, and provide another opportunity for ALHFAM members to serve the organization. Both Secretary and Treasurer would be elected by the general ALHFAM membership for two-year terms that could be consecutive. To accomplish this change, the ALHFAM Bylaws need to be amended accordingly.

As required by the ALHFAM Bylaws, you are receiving this notification at least 60 days before our annual meeting. At that meeting we will discuss but not vote on this change. Within 30 days of the meeting you will receive a ballot, which must be returned within 60 days of the ballot's posting. For the amendments to pass, those to Article 4 sections 4 & 5 must receive a 2/3 majority of ballots cast, and the remaining amendments a simple majority. In practical terms, however, we will need all amendments to pass for this change to work.

Thank you.

Tom

Tom Kelleher, ALHFAM President

The proposed changes to the Bylaws are as follows. Changes are **bold type**.

ARTICLE 4: MEMBERSHIP

Section 4: Voting Privileges

Each member shall be entitled to one vote on all matters submitted to a vote. Institutional members must designate an individual who is entitled to vote on behalf of the institutional member. A member is entitled to vote in person, by written ballot, or by written proxy signed by the member. All questions of the validity of votes and proxies shall be decided by the chair of the meeting, and all questions of the validity of returned ballots shall be decided by the Secretary/~~Treasurer~~.

Section 5: Termination of Membership

The Board, by a 2/3 vote of all its members, may suspend or expel a member for cause. Members may resign at any time by filing a written resignation with the Secretary/~~Treasurer~~ but membership dues are non-refundable and non-transferable.

ARTICLE 6: BOARD OF DIRECTORS

Section 2: Board Structure

The Board of Directors is comprised of ~~fourteen/thirteen~~ elected Directors, each with voting privileges. ~~Five/four~~ of these members also serve as Officers: the President, Vice-President, Past President, **Secretary, and** Treasurer. The other nine Directors are members-at-large. The Board may invite others to meetings in response to particular needs.

Section 4: Terms of Service

Board Officers are elected for a two (2) year term or until their respective successors have been elected and take office. The Vice-President then serves a two (2) year term as President, and a two (2) year term as Past President without subsequent election. The Secretary **and** Treasurer may serve consecutive terms. Members-at-large serve three (3) year terms. Three members-at-large are elected each year. All of these terms take effect immediately following the Annual Meeting.

ARTICLE 7: BOARD OFFICERS

Section 3: Secretary/~~Treasurer~~

The Secretary is responsible for keeping all written records for ALHFAM including the official membership list, correspondence, notices, Board and membership meeting minutes, election records, financial reports, and any other records required by law. The Secretary routinely makes these records

available to members through a variety of means, and to any member upon written request to the Board of Directors.

He/she provides information to the Board of Directors.

Section 4: ~~Secretary~~/Treasurer

The ~~Secretary~~/Treasurer is responsible for keeping **financial** records for ALHFAM including financial reports, and any other records required by law. The Treasurer routinely makes these records available to members through a variety of means, and to any member upon written request to the Board of Directors.

He/she provides information to the Board of Directors, Finance Committee, and Audit Committee.
He/She serves on the Finance Committee.

The Treasurer is responsible for and the custodian of all funds and securities of the organization. He/she establishes one or more bank accounts with the approval of the Board of Directors. He/She ensures that funds are deposited, and all bills are paid in a timely fashion. Financial records are kept in accord with generally accepted accounting principles. Annually, he/she is responsible for preparing a full and correct financial statement for the organization, including a balance sheet for the preceding fiscal year. This statement is presented at the Annual Meeting and, within twenty (20) days after this meeting, placed on file at the principal office.

Section 5/~~4~~: Past President

The Past President serves in an advisory capacity and shall perform duties as assigned by the President or Board of Directors. He/She serves as the chairperson of the Presidents of Our Past Committee.

ARTICLE 9: FINANCES

Section 3: Insurance

The Board may purchase insurance or a bond for the faithful discharge of the ~~Secretary~~/Treasurer's duties or any other member having charge or control of ALHFAM funds.

ARTICLE 10: NOMINATIONS and ELECTIONS

Section 1: Nominations and Elections

Each year, the Nominating Committee seeks and nominates ALFHAM members whose abilities and past service distinguish them as potential candidates who are willing to stand for election in order to fill the anticipated vacancies on the Board of Directors and the next Nominating Committee. A proposed slate of candidates for Vice-President (1 position every 2 years), **Secretary (1 position every 2 years),**

Treasurer (1 position every 2 years), Board members- at-large (typically 3 positions every year), and the next Nominating Committee (1 position every year) is presented by a member of the Nominating Committee at the second Board meeting each year. The approved slate will then be presented in writing with a ballot to the membership no later than February 28. Only ballots received no later than April 30 will be counted.

ARTICLE 11: ALHFAM REGIONS

Section 2: Regional Representation and Responsibilities

Regions are responsible **and financially accountable** to the Board of Directors. Each region has a representative on the Committee on Regional Networking. Regional Representatives are required to submit activity and financial reports to the Vice President twice a year. Regions must **coordinate fiscal management with the** Treasurer of ALHFAM.