



Port St. Lucie Historical Society Policies and Procedures Handbook

Approved by the Board of Directors
December 1, 2020

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Port St. Lucie Historical Society Policies and Procedures

I. Handbook

The Policies and Procedures Handbook consists of approved policies and procedures for the day to day operation of the Port St. Lucie Historical Society. This handbook was created and approved by the Board of Directors on December 1, 2020 as a reference tool for use by the Board of Directors and committee members. This handbook will be reviewed annually and updated as needed with approval of the SOCIETY Board of Directors.

II. Authorized Business

Port St. Lucie Historical Society (Society) Bylaws require that all business considered by the Society must be directly related to Society. Any members officially representing the views of the Society before any person, organization, or legislative body must represent the approved views and decisions of the Society Board of Directors.

III. Policies (Handbook and Bylaws)

This Policies and Procedures Handbook in addition to the Articles of Incorporation and By-laws contain all operating procedures and policies, which have been established and approved by the SOCIETY Board of Directors. Any policies not included in the Handbook can be found in the approved Articles of Incorporation or Bylaws of the Port St. Lucie Historical Society, Inc.

IV. Chairman

The Chairman is considered the head of the Board of Directors.

Other duties the Chairman will perform:

1. Official spokesperson for the PSL Historical Society.
2. Represents the PSL Historical Society Board of Directors in all official matters
3. Appoint committee chairs unless otherwise specified in Bylaws or this document.
4. Places emergency items on the agenda.
5. Set the agenda for upcoming meetings.
6. Calls special meetings.
7. Calls regular meetings.
8. Work with the board on approved projects and events.
9. Works with the Treasurer to formulate the annual budget for approval by the Board of Directors.

V. Vice Chairman

The Vice Chairman shall act as Chairman in the absence of the Chairman. Other duties may be delegated by the Board of Directors.

Other duties the Vice Chairman will perform:

1. Chairs the By-law /Policies and Procedures Committee
2. Is responsible for the duties of the Chairman in his/her absence
3. Chairs the Finance/Fundraising Committee

Other duties may be delegated by the Board of Directors. Those duties will be determined as the need arises.

VI. Treasurer

The Treasurer shall be responsible for the day to day financial management for the SOCIETY which includes:

1. Managing all checking accounts, savings accounts, CD's or other financial instruments.
2. Maintains all financial records using QuickBooks
3. Is responsible for all income and expenditures, ensuring all deposits are paid and all invoices are paid.
4. Presents a monthly report to the Board for approval
5. Provides report to the President and Secretary no less than 10 days prior to the meeting agenda being sent to the membership.
6. Ensures all licenses and permits are obtained.
7. Completes IRS Annual reports, can be done with assistance from a financial advisor.
8. Provides copies of all reports, including monthly and annual Treasurer Reports and any filings with the State and Internal Revenue Service to the President and Secretary for record keeping.
9. Maintains petty cash for events.
10. Maintains Credit Card reading devices.

In the absence of the Treasurer, the Vice Chairman will be responsible for the duties of the Treasurer. Other duties may be delegated by the Board of Directors. Those duties will be determined as the need arises.

VII. Secretary

The Secretary shall be responsible for formally presenting a written account of actions taken at each meeting to the Board of Directors for approval. It is not required to have a tape-recorded account of the meetings; however, a written account of each official meeting will be kept for a set period.

Other Secretarial Duties:

1. Sign official documents with the approval of the Board of Directors.
2. Send out meeting notices to members.
3. Send out meeting agendas with draft minutes to the Board of Directors.
4. Send out meeting minutes to the members.
5. Send out draft meeting minutes of regular and special Board meetings.
6. Keep a copy of monthly and annual financials, including copies of documents filed with the State of Florida and the Internal Revenue Service.
7. Maintains all records including
 - a. A copy of all meeting minutes.
 - b. Copies of monthly and annual financials, including copies of documents filed with the State of Florida and Internal Revenue Service.
 - c. Copies of all Society correspondence made by any Board member in their official capacity.
8. With the assistance of the Membership Chair, will maintain the membership list and provide updates to the Chair.
9. Shall be responsible to timely distribute, electronically, other communications to the membership, such as Newsletters, Event Notices and other necessary communications to the membership.

Note: Minutes will not be official until they have been approved by the Board of Directors.

In the absence of the Secretary, the Vice Chairman will be responsible for the duties of the Secretary. Other duties may be delegated by the Board of Directors. Those duties will be determined as the need arises.

VIII. Board of Directors

The Board of Directors is made up of 9 members, including the Chairman, Vice Chairman, Secretary, Treasurer and five additional Board members. The following summarizes the responsibilities of each Board member, as assigned by the Bylaws or this document. (Note: Some duties may be performed by more than one entity).

A. Matters which Board Must Decide Alone:

1. Manage the business and property of the Society.
2. Decide all matters not specifically assigned to the Chairman.
3. Amend/rescind Articles of Incorporation and Bylaws.
4. Amend/rescind Policy and Procedures.
5. Approve the Operating Budget.
6. Elect and remove officers.
7. Create committees.
8. Ratify all committee-member appointments.
9. Decide all matters, which the Board assigns to the regular membership for final consideration.
10. Hire staff or consultants as deemed necessary by the Board.
11. Approve minutes of annual, regular and special meetings of the Board of Directors.
12. Approve Treasurer's Reports.

13. Authorize all increases in membership dues.
14. Other duties as deemed necessary for the operation of the organization.

IX. Executive Committee: Future Section

X. Committees

The Bylaws permit for the creation of any committee deemed necessary to conduct Society business. Each Committee will be chaired by a Society Board Member and will assist with the operation of the Society.

All committee members will be members in good standing with the Society.

Committees established by the By-laws are:

1. Finance Committee: As stated in the bylaws, the Finance committee shall have at least two (2) members but no more than three (3) members which shall include the Treasurer as Chair.

Responsibilities include:

- a. Review and oversee the financial statements
- b. Review and recommend the Society Operating Budget
- c. Review and recommend to the Board any major financial action which requires Board approval
- d. Consider annually the selection of an independent external auditor of the Society's financial operations.
- e. Make recommendations to the Board concerning the financial operation of the Society

2. Collections Committee: The Collections Committee shall be composed of the Chairperson and at least two (2) other Members of the Society who need not be members of the Board of Directors and shall serve a term of one (1) year and may serve unlimited successive terms.

Responsibilities include:

- a. Assist in locating and acquiring appropriate documents, artifact and photographs consistent with the Society's collections, mission and policy.
- b. Recommend to the Board the expenditure of funds over One Thousand Dollars (\$1,000.00) for the acquisition of such artifacts.

Other Sub or Ad Hoc Committees

From time to time other committees may be formed by the Board of Directors. Membership to other committees shall be Society members in good standing. A Board of Director member will be appointed by the Chairman to Chair the committee. All committees will be created to accomplish set goals and make recommendations to the Board of Directors. The decisions made by the committees are not binding. Other committees may be:

1. Communications Committee: The Society shall have a communications committee, which will be chaired by a Board member appointed by the Chairman and approved by the Board of Directors. It will include committee members who will manage the organizations website, social media pages, newsletter and other forms of communication deemed necessary and appropriate. All communications material will be approved by the Chairman of the Committee and Chairman of the Board, prior to distribution.
2. Fundraising Committee: The Society may have a fundraising committee which will be chaired by a Board member appointed by the Chair and approved by the Board of Directors. There may be a committee made up of volunteer's members of the Society. The committee will be responsible for fundraising activities for the operation of the Museum and Education Center.
3. Membership Committee: This committee is chaired by a Board of Director member appointed by the Chair and approved by the Board of Directors. There may be a committee made up of volunteers of the Society. All committee members shall be members in good standing of the Society.

Duties of the Membership Chair and committee:

- a. Keep an updated membership list.
 - b. Is responsible to keep a file of Membership Applications.
 - c. Is responsible for sending out Membership invoices.
 - d. Will work on recruiting new members, with the assistance of other members.
 - e. Shall provide the Secretary a copy of the membership list and provide monthly updates to the Secretary.
4. Events Committee: This committee is chaired by a Board of Director member appointed by the Chair and approved by the Board of Directors. There may be a committee made up of volunteer members of the Society

Duties of the Events Chair and committee:

- a. Plan the Society Gatherings on the dates approved by the Board.
 - b. Plan for additional events for the promotion of the Society.
 - c. Arrange for speaker for Gatherings, with Board approval.
5. Nominating Committee: The Chairman of the Board of Directors shall appoint a Chair of the Nominating Committee which will be made up of no less than two (2) additional members of the Board of Directors who do not wish to hold an office of Chairman, Vice Chairman, Secretary or Treasurer.

The election process is addressed in Article III, Section 2 of the By-laws. The appointment of a Nominating Committee shall be made no less than 60 days prior to the last Board of Directors meeting of each year.

Bylaws/Policies and Procedures: This committee is chaired by the Vice Chairman. The committee's purpose is to provide guidance to the Board and make recommended changes to the Society Bylaws and Policy and Procedures that support and contribute

to the governing and operation of the Society. An annual review is required. Additional reviews may come at the request of the Board of Directors.

Other Positions for Operation of the Society: Other positions that can be or are needed in the operation of the organization are as follows:

- Archivist
- Oral History Director/Videographer

These positions will have specific assigned duties and will report monthly to the Board of Directors on any and all activities, in the form of a verbal or written report submitted prior to the Board Meeting.

XI. Membership Dues

Annual Dues

Dues are assessed on a calendar year basis and are assessed each calendar year based on the level of membership selected by the member upon them joining. The categories and dues assessed for each level are as follows:

Individual.....	\$20.00
Family includes single, couple or family, (living under the same roof) ..	\$30.00
Small Business (1 to 25 employees).....	\$50.00
Corporate (26 or more employees).....	\$100.00

(As approved by the Board December 1, 2020)

Like Kind Dues - (Trade-Outs): From time to time, an annual Sponsor Membership may be approved by the Board of Directors with the annual dues being traded out for goods or services. Some services that could be considered as “like kind dues” are legal, accounting, computer and public relations services and other such services that would assist in the operation of the Society. Some services that will not be considered as Like Kind - (Trade Outs) are membership dues for membership dues.

XII. FRIENDS OF THE MUSEUM - FUTURE SECTION - Giving Society

XIII. Financial Matters

- A. Financial Reports: The Treasurer provides a monthly Treasurer's Report to the Board of Directors.
- B. Fiscal Year: The fiscal year runs from January 1 through December 31. An Annual Report will be presented to the membership upon completion of the fiscal year.
- C. Audit: There will be an annual audit of the books. The Chair will appoint 1 Board member and 1 member in good standing to review the financials of the organization on an annual basis.
- D. Credit Card Policy: The SOCIETY accepts all major Credit Cards using an electronic method approved by the Board of Directors. The credit card reader will be in the possession of the Treasurer and other assigned Board Members, as needed.

Receipts are sent electronically via email or text messaging. A hard copy receipt can be sent via email by request of the Credit Card holder.

Other Board Members may be permitted to use the credit card reader when working on behalf of the SOCIETY at approved events. The Treasurer will train persons in possession of the device for proper operation and will report all transactions as part of the monthly reporting to the Board of Directors.

- E. Purchases and Payments: All transactions made by the Society or a Society member must be made with either petty cash, credit/debit card or check. No purchase will be made unless:
 - a. It is a budgeted item.
 - b. Or it is approved by the Board of Directors.
 - c. It is cleared with the Chair or Treasurer.
- F. Reimbursements: Members with prior consent can make purchases on behalf of the Society and turn in receipt for reimbursement. No reimbursement will be made without a receipt and Board approval.
- G. Emergency Expenses: From time to time, emergency expenditures will have to be made on behalf of the Society. The expenditures can be made with the approval of the Chair and Treasurer up to a maximum of \$250.00. These expenditures will be reported to the Board at the next Board meeting.

XIV. Volunteers

All volunteers to the Society will be members in good standing, with the exception of anyone under the age of 18 who is required to provide community service hours for his/her school, church or organized club, (i.e.: Boy Scouts, Girl Scouts. Those volunteers will provide in writing the name of the organization, supervisors contact information for verification.

XV. Installation of Officers and Board

Installation of Officers will take place at the Annual meeting on the last Tuesday in January, each year.

XVI. Voting

Each Board member shall vote once on any SOCIETY issue. The vote will be cast by the Board member present or via teleconferencing in their physical absence.

XVII. Meetings and Events

- A. Meetings of the Board of Directors: The Board will hold their regular meetings on the last Tuesday of each month, at a time and location approved by the Board of Director. Meeting notices will be sent by the Secretary to all members in good standing.
- B. Meetings of the Executive Committee; FUTURE SECTION
- C. Annual Meetings: The annual meeting is the last Tuesday in January. Meeting notices will be sent by the Secretary to all members in good standing.
- D. Special Meetings: Special meetings can be called by the Chairman or three members of the Board of Directors. Meeting notices will be sent by the Secretary to all members in good standing.
- E. Membership Gatherings: Gatherings are held on the third Wednesday night in February, April, October and December. They will be educational and social in nature. The hosting of the Gatherings will be at a location approved by the Board of Directors.

The cost for these events will be set by the Board of Directors. Each attendee will pay upon entering, unless a food item equal to or greater than the entrance fee is provided. If a Board Member brings a guest, (spouse, significant other or friend), the guest or the Board Member will pay the set fee for the person(s) even if they bring more than one food item valued at \$10 or more.

Reservations. The Membership Chair will send out invitations to all members in good standing. RSVP's are requested. Members in good standing will be allowed entry without a reservation.

Guests and Attendees. Any member in good standing will be allowed to invite and bring guests and will be responsible for payment of said guests.

Guests without Charge. Guest speakers and one guest of the speaker will not be required to pay admission to a Gathering event.

Location for events: The location will be approved by the Board of Directors.

Meal Arrangements. The Events Director will plan with the Board menu ideas. The Events Director will report to the Board the number of attendees prior to the event.

Spokespersons. The Chairman will serve as host.

XVIII. Communications Policy

Communications made on or behalf of the Society can be made in many forms. Approved forms will be telephonic, email, text messaging and/or snail mail either hand delivered or paid postage.

The Chairman, Vice Chairman, and Secretary are the only approved parties to send or reply to correspondence received by another party, unless otherwise permitted.

All memo's or letters written on behalf of the Society to another party shall be copied and provided to the Secretary for record keeping. All responses to correspondence will be copied to the Secretary for record keeping.

All email correspondence written on behalf of the Society to another party along with responses shall be copied to the Secretary for record keeping.

Any other Board member receiving correspondence from another party relating to Society business, shall forward that correspondence to the Chairman and Secretary for a response, unless otherwise permitted.

XIX. Meeting Minutes

Minutes of all Meetings relative to the SOCIETY

- A. Minutes are not recorded electronically or digitally of all official meetings, unless otherwise agreed upon by the Board
- B. Minutes are taken by the Secretary, or Vice Chairman in the absence of the Secretary.
- C. Minutes are transcribed in the form of an action agenda.
- D. Secretary provides a draft of the minutes to the Chairman no more than 10 days after the Board Meeting for review and comments
- E. Secretary provides the minutes to the Board in their Agenda Packet for approval by the Board of Directors.

XX. Corporate Information

The Port St. Lucie Historical SOCIETY, Inc. is a Florida not-for-profit corporation, but it is not tax-exempt. Accordingly, the SOCIETY is subject to both Federal income tax. The Treasurer, working with a financial advisor, is responsible for timely preparation and filing applicable tax returns.

The Society's Federal Employer Identification Number is 56-0773727. Doc. Number is N97000003727

The Society's Registered Agent is the Executive Director. The address for the Registered Agent is Christine Williams,

To enable the Society's daily business to be conducted as conveniently as possible, the Society's phone and files are maintained at above address and 10100 South Federal Hwy,, PSL, FL 34952 The office number is 772-475-0951.