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PREFACE

This manual has been prepared in accordance with all applicable state and federal regulations. The policies and procedures contained herein supplement the regulations and are considered essential to the integrity of good operating practices. The contents of this manual shall not be construed to be contrary to any applicable state or federal regulation.

This manual shall be used for guidance of the Board of Directors of the Bartlett Historical Society and other pertinent volunteers and employees of the Society in the conduct of its operations. Within this manual are specific instructions and information necessary for all pertinent persons to carry out duties and functions with the utmost concern of the welfare and integrity of the Society.

Where appropriate, excerpts from the Society's bylaws will be reproduced in relevant sections of this Policies and Procedures manual.

Definitions & Abbreviations

When the term "Society" is capitalized, it shall refer to Bartlett Historical Society specifically. When the term "Board" is capitalized, it shall refer to Bartlett Historical Society's Board of Directors specifically.

Policy	A specific course of action to guide and determine present and future decisions. Refers to a written, board-adopted policy.
Procedure	A series of steps followed in a regular order. Procedures are written for the Board, staff and/or volunteers to follow and may or may not be approved by the board.
Segregation of Duties	No financial transaction is handled by only one person from beginning to end: receipt, payment, deposit and recording functions are kept separate.
BOD	Board of Directors
FO	Financial Officer
NH	New Hampshire
RSA	Revised Statutes Annotated (State of New Hampshire)

REVISIONS

Each revised page will have the page number, revision number and effective date in the upper, right-hand corner.

All original pages will be formatted in the upper, right-hand corner as such:
(Page#=Section-Page)

Page 0-1-1
Revision # Original
Effective 1-01-11

In the interest of clarity, when a revision is issued, a new "List of Effective Pages" and a "Revision Control Sheet" will be enclosed in the revision packet. Revised text shall be indicated by a black vertical revision bar along the left margin of the page, next to the revised text. All pages removed or replaced by the revision should be destroyed.

The person to whom the manual has been issued will be responsible for maintain it in a currently revised status.

The Record of Revisions and the List of Effective Pages shall be used as the check to determine that all revisions have been received and entered immediately upon receipt, and that the manual is current.

REV#	DATE	INITIALS	REV#	DATE	INITIALS	REV#	DATE	INITIALS
Original	1-01-11		10			20		
1			11			21		
2			12			22		
3			13			23		
4			14			24		
5			15			25		
6			16			26		
7			17			27		
8			18			28		
9			19			29		

STATE OF NH CHARITABLE TRUST CERTIFICATE

INTERNAL REVENUE SERVICE 501 (c) (3) EXEMPTION LETTER

CONSTITUTION & BYLAWS

Article 1 – Name

The name of this Society shall be Bartlett Historical Society.

Article 2 – Purpose

The object for which this corporation is established is:

The collection and preservation of data and items pertaining to the history of Bartlett. To promote the educational opportunities pertaining to the history of Bartlett.

Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distribution to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article 3 – Membership

Any person interested in the purpose of the society shall be eligible for membership.

Article 4 – Dues

The membership dues, payable with the application for membership and thereafter annually as of the date received by the Society, shall be ten dollars (\$10) for individuals, fifteen dollars (\$15) for families, fifty dollars (\$50) for patrons, and one hundred dollars (\$100) for business.

Article 5 – Officers/Board of Directors

The Board of Directors Shall be the officers consisting of President, Vice President, Secretary, Curator and Treasurer. The duties of the officers shall be the same as those of like officers in similar societies. They shall be elected at the annual meeting.

Article 6 – Meetings

The Board of Directors shall meet at least quarterly unless additional meetings are warranted. The Society shall hold regular meetings for the full membership a determined by the program committee. Committees shall meet as needed.

Article 7 – Committees

The Society shall have the following standing committees to be appointed by the President, with the approval of the Board of Directors:

- Policy and Procedures
- Membership
- Programs/Maintenance
- Fundraising
- Genealogy/Town History
- Railroad

The policy and procedures committee shall keep updated the policies, procedures and bylaws of the Society. Development of policies shall include but now be limited to policies for accepting donated items of historical interest, procedures on the financial operations of the Society and the Board, contracts and grant writing, policies for short and long range planning. Amendments t these shall be approved at the annual meeting, or if needed, at a quarterly meeting of the Directors with notice to the full membership.

The membership committee shall be responsible for promoting and extending the membership of the Society and shall oversee the keeping of the membership records. They shall be responsible for the collection of member dues.

The programs/maintenance committee shall assist in the planning of monthly programs and to oversee the sites and facilities of all facilities either owned or leased by the Society.

The fundraising committee shall plan and help implement any fundraising activities within the Society. All recommendations for fundraising shall be presented for approval to the Board of Directors.

The genealogy and town history committee offers programs and opportunities for family history research, mapping and history of buildings, mapping of town cemeteries and other educational activities relating to the history of our citizens.

The railroad committee is dedicated to the preservation and collection of the history of railroads within the town of Bartlett, which may include but now be limited to the collection and preservation of data, memorabilia and sites within the town.

Committee chairs shall serve as non-voting members of the Board of Directors.

Article 8 – Collections

None of the Society's possessions may be removed for loan, display or duplication without the express consent of the Executive Director and/or President. No items from the collections may be sold without the express consent of the Board of Directors.

Article 9 – Curator

The Head Curator shall be a member of the Board of Directors and other Curators shall be appointed by the Board of Directors. The Head Curator's duties shall include overseeing the conservation, cataloging and display of the Society's possessions.

Article 10 – Change of Bylaws

These bylaws may be edited or amended at any regular meeting of the Society by a vote of two thirds of the members present and voting, providing that notice of the proposed changes has been given at the previous meeting of the Society. A quorum of voting members, for the purpose of changing the bylaws, shall consist of twenty members present and voting, provided that notice is given at the previous regular meeting.

Article 11 – Annual Financial Review

The Society's books shall be subject to an annual financial review, conducted by an auditor appointed by the Board of Directors.

Article 12 – Dissolution

Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets, not disposed of, shall be disposed of by the Court of Common Pleas, of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

POLICIES & PROCEDURES

The mission of the Bartlett Historical Society is to preserve and protect all documents and items of historic value concerning the history of the town of Bartlett, New Hampshire. In addition, the Society's objective is to promote the educational opportunities pertaining to the history of Bartlett.

Regulatory Compliance

In accordance with RSA 292:6-a, the Society's Board of Directors is composed of a minimum of five voting members, who are not related by blood or marriage. The Board shall consist of President, Vice President, Secretary, Treasurer and Member At Large. Board Members shall hold office for one year, or until their successors are duly elected at the annual meeting.

The Society's bylaws may be edited or amended at any regular meeting of the Society by a vote of two thirds of the members present and voting, providing that notice of the proposed changes have been given at the previous meeting of the Society. A quorum of voting members, for the purpose of changing the bylaws, shall consist of twenty members present and voting, provided that notice is given at the previous regular meeting.

Meetings

The Board of Directors shall meet monthly or quarterly unless additional meetings are warranted; Society members shall be admitted to all meetings. Unless scheduled otherwise, with timely notice given to the membership, monthly, quarterly and or other added meetings. October's quarterly meeting shall serve as the Society's Annual Meeting, at which time election of officers will be conducted and the financial budget for the following year will be presented for approval. The Board will convene before each meeting to review the agenda to be discussed. The Society shall hold regular meetings for the full membership as determined by the program committee. Committees shall meet as needed.

BOARD OF DIRECTORS DUTIES & RESPONSIBILITIES

President - Officer

The President will preside at all meetings of the Bartlett Historical Society and, with the Board of Directors and voting members provide overall leadership about policy and procedure. The President will annually appoint an auditor who will audit the books and accounts of the Treasurer. The President will also appoint such committees, as directed by the Board of Directors and voting members.

Vice President - Officer

The Vice President will assume the duties of the President during the President's absence. The Vice President will be responsible for keeping an up to date phone log, email log and routing telephone and email messages to the appropriate Society members on a weekly basis.

Secretary - Officer

The Secretary will keep an accurate record of all minutes of the Bartlett Historical Society and draft all letters requested by the Board. These records are to be kept on the Bartlett Historical Society computer (flash drive) with a back-up Flash drive to be kept in the office of the BHS and an additional back-up disk to be kept with the Secretary. The Secretary will provide a printout of the previous month's Board Meeting minutes to all Officers, Board of Directors and fill in binder for voting members before each monthly Board Meeting, will organize and file all paperwork pertinent to the everyday business of the BHS, keep the office supplied with necessary items with the approval from the Board and present a synopsis of the past year's minutes at the annual meeting.

Treasurer - Officer

The Treasurer will receive all monies due the Bartlett Historical Society and maintain an accurate record using QuickBooks computer software for the Bartlett Historical Society and have back up on flash drive. All transactions are to be saved on three flash drives, one to be stored at the office of the Bartlett Historical Society, one to be kept with the Treasurer and the third to be provided for the appointed Accountant of the Bartlett Historical Society. The Treasurer will pay all bills when approved by the President or Board of Directors. The Treasurer will prepare reports and provide a printout of the previous month's records to each Officer, Board of Director and fill in binder for voting members before the monthly Board Meeting, see that all legal and tax requirements are fulfilled, and present a synopsis of the past year's finances at the annual meeting.

Board of Directors

Directors should be willing to contribute time and energy to further the aims of the BHS, be prepared for and attend all board meetings as scheduled, understand and adhere to the Mission Statement of the BHS, understand and adhere to the Collection Policy of the BHS, advocate on behalf of the BHS, keep financial and budgetary information confidential, and be prepared to take on the day to day duties of the Officers, in the absence of a person to fill these positions.

Historian/Genealogist -

The Historian/Genealogist is responsible for coordinating and overseeing all Historical Society projects and any approved parties who want to do research, answer questions about the history of Bartlett and be in charge of all loans which are approved by the Officers, Board of Directors and voting members. All of the items loaned must be recorded using Past Perfect Software and the loan agreement must be signed by both parties in duplicate

Curator

The Curator shall be in charge of all new donations to the Bartlett Historical Society Curator shall present all new donations to the Board of Directors for approval. Once the donations are approved, the Curator is responsible for entering all pertinent information into the computer using Past Perfect Museum software, assign an accession number to the items, and mail a thank you letter that accompanies the Deed of Gift Form, (to be signed and returned by the donor). All information entered into the computer must be saved on two sets of disks. One set to be stored at the office of the Bartlett Historical Society the other to be kept with the Curator.

Will be responsible for all items previously donated to the Bartlett Historical Society that pertain to the Society's Mission Statement, if items do not pertain to the Mission Statement it is the responsibility of the Collections Manager to notify the Board Relevancy must voted on at a Board meeting. If items are deemed as not adhering to the Mission Statement, items are to be deaccessioned by the Curator. Once the Deed of Gift form is signed and returned or the thirty (30) days have passed as specified on the Deed of Gift, Curator must then enter item(s) into the Society's collection using PastPerfect Museum software. An object identification number must be placed on each item and must be stored in an appropriate location. Both numbering and storage location must be entered into the computer using the Past Perfect Museum software. The actual identification number that is placed on the item(s) must be reversible and done so in a proper archival manner. The item(s) must be stored in proper archival manner. All item(s) entered into the computer must be saved on two sets of flash drives. One set to be stored at the office of the Bartlett Historical Society the other to be kept with the Curator. Curator is to work directly with the Historian/Genealogist on items that are to be on loan.

Grants Manager

Responsible for researching the needs of the Society then working independently seeking out, applying for and seeing grant(s) through from beginning to end. The Grants Manager must report to the Board at the monthly board meetings the status on seeking grant(s), availability of grant(s), and progress of grant(s) that have been obtained.

Webmaster

The Webmaster is responsible for the development and maintenance of the Bartlett Historical Society website. Webmaster must seek approval by the voting Board of the Bartlett Historical Society before adding or subtracting major material on the website.

Computer Manager

Is responsible for the maintenance and updating of the Bartlett Historical Society computers and software and responsible for the purchase of any supplies needed for the computers, with approval from the full Board.

Membership Chair

Keeps an up to date list of paid members in mailing list form using current computer software, Excel, Access and Word (Past Perfect Museum software to be used in our future), to be saved on two flash drives, one to be kept at the office of the Bartlett Historical Society one to be kept with the Membership Chairperson. The list of paid members shall be used by the Board only for newsletters or other Society business. The Membership Chairperson is responsible for the printing and mailing of the newsletter the first week of each quarter.

Fund Raising Manager

Responsible for Developing with the approval of the Board of Directors, appropriate options for fundraising to meet budget requirements, and responsible for all aspects of the fundraising project(s).

Newsletter Editor/Publicity

Is responsible for the creation of the Bartlett Historical Society newsletter. The newsletter must contain President's Message, upcoming programs, and historical events in the area, current Board decisions, new members and any other announcement deemed suitable. The Newsletter must be created in time for a quarterly mailing the first week of each quarter. The July newsletter must contain the reservation form for the annual meeting in October. Editor is to seek input for material from the members of the Bartlett Historical Society and be responsible for producing all publicity approved by the Officers, Board of Directors and voting members.

Annual Meeting Chair

Responsible for all aspects of the Annual Meeting, this includes, but is not limited to the following: setting the date in October, making all the arrangements with the establishment(s) hosting our event, being in charge of tickets, any refreshments, any set up and clean up for the event and getting the information to the Board and the Newsletter Editor within the time frame stated in the Bartlett Historical Society Bylaws.

Building & Grounds Manager

The Manager must obtain approval of the Officers, Board of Directors and voting members for all interior and exterior repairs, replacements or maintenance to the grounds. Once approval has been obtained three competitive bids must be obtained for maintenance contracts and any projects exceeding \$1,000.00, historic preservation being a priority. Contracts must be reviewed and accepted by a vote of the Officers, Board of Directors and signed in duplicate, one copy filed in the BHS office the other with the contractor. If either party breaks a contract the Board must be notified. The manager must maintain and file at the office of the BHS an up to date list of all persons in possession of keys to BHS property.

Board Member(s) Emeritus

Shall be elected by the members at the next Annual Meeting and hold the title of Emeritus for life or until his/her resignation. They shall have full voting privileges and shall be held in accordance with the bylaws set forth by the Bartlett Historical Society, Inc. He/she shall not be required count for a quorum at the Board of Directors meetings. Such title confers upon the holder all membership privileges, but no obligation for dues.

CONFLICT OF INTEREST POLICY

In accordance with New Hampshire laws on conflicts of interest (RSA 7:19-a, and RSA 292-6-a), the Society has adopted the following conflicts of interest policy:

1. Duty to Disclose and Voting Requirements:
 - a. Any possible conflict of interest on the part of any officer or member of the Board shall be disclosed in writing to the Board and made a matter of record through an annual procedure and also when the interest involves a specific issue or transaction before the Board.
 - b. When the transaction involving an officer or Board member exceeds \$5000 in a fiscal year, then a two-thirds vote approving the transaction and publication of a legal notice in a required newspaper is mandated, together with a written notice to the Director of Charitable Trust, Attorney General's Office. The minutes of the meeting shall reflect that a disclosure was made; that the interested officer or Board member, and all other officers or Board members with a pecuniary transaction with the Society during the fiscal year were absent during both the discussion and the voting on the transaction.
 - c. Every new member of the Board will be advised of this policy upon entering the duties of his/her office and shall sign a statement acknowledging understanding of, and agreement to, this policy.
2. Other Statutory Requirements
 - a. The Board will comply with all requirements of New Hampshire laws dealing with pecuniary benefit transactions (RSA 7:19-a, and RSA 292-6-a) and all such laws are incorporated in full into and made a part of this policy statement. These requirements include, but are not limited to, absolute prohibition on any loans to any officer or member of the Bard of the Society, and prohibition of any sale or lease (for a term greater than five years) or conveyance of real estate from an officer or Board member without the prior approval of NH's probate court. These requirements extend to both direct and indirect financial interest, as defined by the aforementioned statutes.

FINANCES & AUDITING

The Bartlett Historical Society shall use a computerized accounting system, utilizing financial software to enter and manage accounting transactions, and generate financial statements. The Society's accounting transactions, and generate financial statements. The Society's accounting shall be subject to an annual financial review, conducted by an auditor appointed by the Board of Directors. The Board is responsible for reviewing the annual budget to actual expenses, in addition to oversight of the internal accounting control system.

Internal Accounting Control System

To promote sound financial management practices, protect the Society's assets, and ensure the integrity of the Society's financial accounting system, the Society shall employ internal accounting control procedures. These procedures will ensure proper management of membership dues & other revenues, grants & donations, cash receipts & Disbursements and petty cash, in addition to producing timely and accurate financial reports, required filings and regulatory compliance.

Two main features of an effective internal accounting control system are accuracy and completeness of financial information and segregation of duties. Segregation of duties will be utilized by the Secretary, Financial Officer (FO) and Treasurer:

Secretary Duties

- Retrieves, opens and distributes mail
- Photocopies all checks/monies received, attaching photocopies to respective correspondence/forms received, distributing checks/monies to FO for deposit
- Distributes bills & bank statements to Treasurer
- Enters membership dues information into PastPerfect Software program

Financial Officer Duties

- Promptly deposits checks/monies into appropriate Society bank account and distributes bank deposit receipts to Treasurer
- Monitors bank accounts online and inputs all financial transactions into accounting software program (may delegate function to Secretary)
- Reconciles accounting program monthly, matching report to bank statements

Treasurer Duties

- Receives bills from the Secretary and mails/distributes checks for bill payment
- Receives bank statements from the Secretary and reconciles monthly, comparing to accounting software program report for concurrence
- Prepares financial statements, showing current actual versus budget, and presents to Board at meetings
- Prepares annual 990T tax return
- Ensures that all financial records are properly filed at the Society office

For convenience, the Secretary may delegate the duty of retrieving the mail from the Bartlett Post Office to a Director (other than the Treasurer), provided the Director retrieving the mail delivers it to the Society Office.

Checks made payable to "Cash" are prohibited, except to specifically replenish the petty cash fund, which will then be recorded in the accounting software program. ATM withdrawals are prohibited.

Petty Cash

We no longer have the need for Petty Cash

Grants

Fundraising

- Board of Education members sell tickets, collect the tickets at the gate and count money after the event
- Two persons are in the ticket-selling booth at the point of sale
- Tickets are in numerical order per event and documented on a spreadsheet to show beginning and ending ticket numbers
- Ticket takers count all money when admissions/raffle ends and complete a “Record” for Gate Receipts”
- The number of tickets sold is then verified against the cash collected to come up with total sales for the event

ADMINISTRATION

Records & Correspondence

The following records & correspondence shall be maintained by the Society:

- Governing documents
- Board Meeting minutes
- Copies of federal, state and local filings/reports
- Organizational policies and/or procedures manual
- Organizational historical documents
- Current and previous years' financial records, including all accounting/bookkeeping and bank statements
- Current and previous grants received, membership and other fundraising records

The BOD shall keep originals of all aforementioned documents at the Society office, segregated from unattended public viewing, the locked file cabinet and kept secure from fire, water and other damage.

Facilities & Locations

MEMBERSHIP

The Society offers several levels of membership, with the payment of annual dues, including:

Individual	\$10
Family	\$15
Patron	\$50
Business	\$100

Any person interested in the purpose of the Society shall be eligible for membership.

Records & Mailing Lists

Retention & Recruitment

Volunteers & Committees

The Society shall have the following standing committees, to be appointed by the President, with the approval of the Board of Directors:

- Policy and Procedures
- Membership
- Programs/maintenance
- Fundraising
- Genealogy/town history
- Railroad

The policy and procedures committee shall keep updated the policies, procedures and bylaws of the Society. Development of policies shall include but now be limited to policies for accepting donated items of historical interest, procedures on the financial operation of the Society and the Board, contracts and grants writing, policies for short and long range planning. Amendments to these shall be approved at the annual meeting, or if needed, at a meeting of the Directors with notice to the full membership.

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The genealogy/town history committee offers programs and opportunities for family history research, mapping and history of buildings, mapping of town cemeteries and other educational activities relating to the history of our citizens.

The railroad committee is dedicated to the preservation and collection of the history of railroads within the town of Bartlett, which may include but now be limited to the collection and preservation of data, memorabilia and sites within the town.

Committee chairs shall serve as non-voting members of the Board of Directors.

PUBLICITY

Newsletter

Newspapers & Media

Website

PROGRAMS

GENEALOGY

PROJECTS

ORAL HISTORY

RAILROAD

EVENTS

RECURRING

UNIQUE

MUSEUM, ARCHIVES & RESEARCH LIBRARY

Museum

A Curator(s) shall be appointed by the Board of Directors. The Curator's duties shall include overseeing the conservation, cataloging and display of the Society's possessions.

Archives

None of the Society's possessions may be removed for loan, display or duplication without the express consent of the Executive Director and/or President. No items from the collections may be sold without the express consent of the Board of Directors.

Research Library

VILLAGES & COMMUNITIES

CEMETERIES

