

# HILLIARD OHIO HISTORICAL SOCIETY BY LAWS (Standing Rules)

## MEMBERSHIP

The following types of membership are available:

1. Life: Open to individuals upon payment of a onetime charge of *two hundred fifty dollars (\$250.00)*.
2. Contributing: *Open to organizations and/or businesses* upon the annual payment of *fifty dollars (\$50.00)* and are entitled to one vote by their designated representative.
3. Regular: Open to individuals upon an annual payment of *thirty dollars (\$30.00)*. *Voting privileges are attained.*
4. Student: Open to elementary or secondary students upon the annual payment of *five dollars (\$5.00)* with no voting privileges until attaining the age of eighteen years (18).
5. Family: Open to families of two (2) with voting privileges of two (2). Annual cost is *fifty-five dollars (\$55.00)*.
6. The membership year shall be from January 1 through December 31. Any person becoming a member for the first time after June 30 shall be credited through December 31 of the following year. Those who do not pay dues after they have received two (2) reminders will be dropped from the roster.
7. An annual fee of ten dollars (\$10) will be charged to those who have not provided an email contact.

## TOURS

1. Fee for tours (private, school) shall be two dollar (\$2.00) for school age children. Fees shall be four dollars (\$4.00) per adult and three dollars (\$3.00) per Senior citizen.
2. A minimum fee of twenty dollars (\$20.00) shall be requested for tours of ten (10) or fewer persons.
3. Fees for group's reserving the use of the gazebo shall be fifty dollars (\$50.00) for a half day defined at 9:00 A.M. to 3:00 P.M. or 3:00 P.M. to 9:00 P.M. or \$75.00 for all day. If the groups also requests the building(s) open for visitation then the \$4.00 per person tour rate shall apply. When groups are large, identification wrist bands good for the day shall be issued to each member of the group so docents will know the fee has been paid.
4. Children under the age of five (5) will be admitted free.
5. School fees may be paid in advance or upon arrival to the President or designated person.
6. Fees will be determined annually at the 1<sup>st</sup> Board meeting of the calendar year.

## **RESPONSIBILITIES OF TOUR DIRECTOR/DOCENTS AT TOURS AND EVENTS**

1. Be certain that at least one (1) docent has been secured in advance for each building.
2. If parking space will be needed call the Fair Board (614-876-7235) to discuss arrangements. It is always wise to inform the Fair Board when tours are booked.
3. For issues concerning the park grounds, the Tour Director may call City of Hilliard Parks and Recreation (614) 876-5281.
4. Unlock buildings, assist in opening shutters, etc. if needed.
5. Check to see that a docent is present at the time a building is open to the public. If no docent is available the building should remain locked.
6. Collect the fees from the person(s) in charge of the tour group.
7. Check to be sure that if a fire is needed a member of the Society has been assigned to start it and be sure it is out at the close of the day.
8. To close-refer to Building and Safety Section, line 11.
9. A tour director appointed by the president, shall lock or re-check all buildings, lights, running faucets and toilets as needed after tours and other events.

## **RESPONSIBILITIES OF DOCENTS**

1. If identification wrist bands have been issued, check for them as guests enter the buildings.
2. Observe the behavior of visitors and if necessary, such as in the case of bringing food or beverages into the building, running in the buildings, etc., politely remind the visitor(s) to abide by the rules of the Society.
3. Answer visitor's questions whenever possible. If the docent(s) doesn't know the answer, try to refer the visitor to the Tour Director.
4. Observe the size of the group to keep it within limits established by the Norwich Township Fire Department for each building.
5. Refer to the Docent Training Manual for additional information.

## **ADMISSION TO EVENTS**

1. The Board has the right to impose an admission fee to any or all events held by the Society at any of our locations.
2. The fees charged will follow the guidelines established in the section TOURS.

## **FINANCES/CONTRACTS**

1. The Society must abide by the terms of the will for bequeathments.
2. Interest from endowments or restricted funds may be placed in the General Fund or used by the Society as needed and with Board approval the principal may be used for special projects.
3. The treasurer cannot transfer amounts exceeding three hundred dollars (\$300.00) from one fund to another fund or designated funds without the expressed approval of the board. In an emergency situation, in the case of expenses of more than five hundred dollars (\$500.00) , the president or treasurer must contact all executive officers.
4. Receipts should be issued by the treasurer for all cash and checks received. No payments will be made without the detailed receipt and the approval of the committee chairman. A detailed financial report shall be submitted to the treasurer for payment of expenses of special projects/events.
5. An audit of the financial records should be done at the end of each fiscal year which is October 1 through September 30 for the Society.
6. The Hilliard Historical Society shall purchase annually Officers and Directors insurance for the Board and Officers of the Society.
7. Each committee shall submit a proposed budget for the operational year.
8. Any contracts for building repairs and other projects with a specific amount of money or expenditures involved must be presented to the Board of Directors for approval. If for any reason a contractor or contract must be changed it must be approved by the Board. A minimum of two bids will be secured with enforceable milestones.
9. A copy of any contract must be made available or given to each Board member for review before being signed and approved.

## **BUILDINGS AND SAFETY**

1. No alcohol is permitted anywhere within the buildings or on the grounds.
2. No food or drink should be permitted in any building unless special arrangements have been made and approved by those in charge.
3. An application for a temporary food handler's permit shall be filed with the Franklin County Board of Health. A food permit is required when food is cooked and sold on the premises. The food permit must be posted in the kitchen area.
4. No smoking permitted in any building at any time.
5. Fire extinguishers must be checked annually.
6. Outdoor fires do not require a fire permit from the Norwich Township Fire Department. Fires in stoves or fireplaces may be started only by a trained member of the Society who has been trained to do so.
7. The size of the group set by the Norwich Township Fire Department for each building must be observed.
8. The bells should be rung only by an authorized person.

9. A docent is in each building. If no docent is available the building can be roped off for viewing or closed and locked by the Society member in charge.
10. Upon leaving any building, check to see that all doors are locked and fans are turned off, shutters, windows are closed and locked.
11. All buildings shall be posted internally with "No Smoking" signs by order of the Norwich Township Fire Department.
12. No bicycle or other vehicle and no dog (except for dogs certified or in training to be guide, listener, or support dogs for impaired persons under the Ohio Revised Code Sections 955.011 and 955.43), birds or other animals shall be brought to or permitted to be in the Buildings or any part thereof.
13. The building and maintenance committee shall be responsible for checking conditions of buildings and identifying repairs and safety of the buildings in the Weaver Historical Park.
14. The Library building staff shall be responsible for identifying repairs and safety issues and notifying the President or designated person who will contact the maintenance staff with AT&T.

### **WEDDINGS**

1. Fees for weddings are: Church rental shall be four hundred fifty dollars (\$450.00) and shall include:
  1. Cleaning and stocking of the restrooms in the Museum.
  2. Use of the aisle cloth.
  3. Rehearsal time 1.5 hours prior to the wedding.
  4. Photo and miscellaneous use for 1.5 hours after the wedding.
2. A one hundred dollar (\$100.00) nonrefundable deposit fee is required to hold the church for the requested date and time at the time of contract.
3. A two hundred fifty five dollar (\$250.00) charge shall be made for the use of the gazebo for the weddings in the Weaver Historical Park. A one hundred dollar (\$100.00) nonrefundable deposit fee is required to hold the gazebo for the requested date and time.
4. If the bridal party requests that the buildings be open, a charge of Seventy Five (\$75) will be charged.
5. The same fee as stated in Item three (3) shall apply to weddings in the pavilion in the SBC Bicentennial Park providing there are no conflicts with the lease agreement between the Society and SBC.
6. See the Bridal Brochure for other rules, regulations and questions regarding the weddings.

### **FUNERALS**

1. There shall be no charge for a funeral or a memorial service held in the church for any society member or member of the Colwell Methodist Church. The family may make a donation if they desire.
2. Fees for other persons not covered above shall be determined within the first board meeting of the year.

## **SBC BICENTENNIAL PARK**

1. The SBC Bicentennial Park consist of two buildings, Historical Society Office/Library and Pavilion.
2. The Society may charge twenty-five dollars (\$25.00) to fifty dollars (\$50.00) or reasonable fees, depending upon the event, for cleaning purposes for the use of the pavilion by other persons or groups when reserving the area for an event. This fee is to cover the cost of roping off the area with signage marked "Reserved and dates", cleaning prior to the outside party's usage, the furnishing of trash bags and the removal of such debris or any other preparation and clean-up work for the area. **NOTE:** There may be rental/management/usage/clean up fee for the area according and in terms with the contract with SBC.
3. A yearly lease fee of \$15.00 is paid to SBC from the Hilliard Ohio Historical Society for use of the Office located at 5274 Norwich Street and the Pavilion at 5276 Norwich Street.
4. The Hilliard Ohio Historical Society must carry insurance on both properties and supply that policy to SBC at the beginning of each year.

**COMMITTEE:** President Patricia L. Garbrandt, Chairman Mary Fuller, Thelma Allemang, Esther G. Marsh and Joan VanSchoyck. Approved by the Board of Directors on January 31, 2002 and approved by the membership on February 20, 2002.

**FIRST REVISION-COMMITTEE:** President Randy Smith, Co-chairman Joan VanSchoyck and Mary L. Fuller, Thelma Allemang, Mary Alice Becker, Barbara Cash, Marge Dougherty, Stephanie Erdy, Patricia L. Garbrandt, Megan Martin and Dot Schnug. Approved by the Board of Directors on August 18, 2004, and approved by the membership on October 25 2004.

**SECOND REVISION-COMMITTEE:** President Randy Smith, Chairman Patricia L. Garbrandt, Thelma Allemang, Vic Miller and Harry Q. Smith. Approved by the Board of Directors on June 6, 2013, and the approved by the membership on October 28, 2013.

**THIRD REVISION-COMMITTEE:** President Barbara Cash, V.P. Bob Peterson, Board Member Randy Smith. Approved by the Board of Directors on March 1, 2017 and General Membership on March 15, 2017.