

Review Policy: The Sanbornton Historical Society Governing board shall review the following SHS policies annually.

Adopted 7 October 2013

Policy on Conflict of Interest:

ARTICLE IX. CONFLICT OF INTEREST POLICY

Any possible conflict of interest on the part of any member of the Board shall be disclosed in writing to the Board and made a matter of record at the Annual Meeting of the Society and also when the interest involves a specific matter before the Board. Where a transaction involving a Board member exceeds five hundred dollars (\$500) but is less than five thousand dollars (\$5000), a two-thirds vote of the disinterested Board members is required. Where a transaction involving a Board member exceeds five thousand dollars (\$5000) in a fiscal year, then a two-thirds vote of the disinterested Board members and publication in the Laconia newspaper, The Citizen, is required. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself.

Every new member of the Board of the Sanbornton Historical Society will be advised of this policy upon assuming the duties of his or her office, and shall sign a statement acknowledging understanding of and agreement to this policy. The Board of the Sanbornton Historical Society will comply with all requirements of New Hampshire law in this area and the New Hampshire requirements are incorporated into and made a part of this policy statement.

Adopted April 30, 1998 and later incorporated into the SHS bylaws.

Policy on Donations of Property, etc.: The following describes the SHS policy on such donations and is included on the SHS website, lanetavern.org:

Statement of Purpose: SHS Collections

The purpose of the collections of the Sanbornton Historical Society, incorporated in October 1952 by the Secretary of State of New Hampshire, is to fulfill part of Article II of the Society by-laws, "Purposes for which the Society is formed:"

b)"to collect and preserve historical and educational material including antiques, histories, genealogies, directories, newspapers, manuscripts, pamphlets, diaries, letters, account books, charts, maps, documents, and whatever may relate to the life, conditions, and activities of the past and present of the Town of Sanbornton , including the original land grant."

c) "To organize and preserve such historical and educational material (social, economic, religious, political), and so far as practicable, to make such material available for examination and study by those who may so desire, and particularly the inhabitants of the Town of Sanbornton." The Sanbornton Historical Society collection serves, therefore, as the collective historical memory of the Sanbornton community."

Adopted April 30, 1989, updated 26 June 2006

Policy Statement of the SHS Collections Committee

1. Accessions, or collections, of the Sanbornton Historical Society shall pertain to Sanbornton; its past, present, and to the state of New Hampshire. The SHS collections will primarily focus on the years 1700-1950.
2. The Collections Committee shall be responsible for appropriate acquisition, recordkeeping, storage, and preservation of the collections, with provision by the society of the materials and Space necessary for those purposes. Items will not generally be accessed if the SHS cannot appropriately store/display the items.
3. The Collections Committee shall have jurisdiction over all records pertaining to the collections of the Society; all records shall be kept in designated space at Lane Tavern. The borrowing of items must be recorded.
4. Donors shall present items to any member of the Collections Committee, and shall sign accession forms, supplying the following information whenever possible: history of the item, including previous ownership; quantity; value; physical condition; dates of manufacture; whether item is a donation or a loan; any restrictions. **Donors shall agree to the following statement on the Deed of Gift form: “I (we) own the property described below and desire to give said property to the Sanbornton Historical Society. I (we) do hereby irrevocably and unconditionally (subject to any attached agreement) give and transfer to the Sanbornton Historical Society all right, title and interest, including all copyright, trademark and related interests in and to the following property.”**
5. If the donor is unable to sign accession forms, a deed or will shall be legally acceptable instead. Items donated anonymously are legally acceptable.
6. Written acknowledgments of donations shall be made by the Collections Committee chair, or his/her designate.
7. Donated items shall be appraised for monetary value by the donor, not by the Society, as is required by the IRS.
8. The Collections Committee may decline to accept an item of questionable relevance to the Society's statement of purpose.
9. Material, monetary, and service donations shall be accepted for preservation and storage costs of the collections, including the preservation of Lane Tavern and Currier Exhibit Building as the Society's premier artifacts.
10. The Collections Committee shall be aware of state statutes regarding the disposition of town and state documents.
11. The Collections Committee may recommend to the Governing Board the de-accession of items in the Collections when deemed necessary, by sale, gift, or transfer.
12. If or when the Society Governing Board votes to de-access an item, the Society will attempt to inform the donor of this action.
13. The collections and records of same will be open to all interested persons on request; by appointment only with a member of the Collections Committee.

14. The Society may request reimbursement for services rendered in doing historical research, such as photocopying, postage and handling.

15. Researchers may be directed to other sources when requested information is not available in the Society collections, such as the Town Office (municipal records are open to the public,) area churches and libraries, other historical societies, the New Hampshire State Archives, the NH Historical Society, etc.

16. This policy shall be reviewed by the Governing Board of the Society for re-evaluation every year, with recommendations from the Collections Committee.

Adopted 26 June 2006

Policy on Requests for Historical Research

Regarding requests for historical research information that come in via the web site and email: The SHS does not normally provide this service, but there are several members who independently provide such a service. The webmaster will forward any such request to those members and if a member wishes to provide that service, that member will contact the requestor. Any fees incurred will be negotiated between the service provider and the requestor.

Adopted 26 June 2006

Policy on Nomination, Qualification, Selection and Compensation to Officers and Directors:

In accordance with the SHS Bylaws, the officers and directors are nominated by a nominating committee and voted into office by the general membership at the annual meeting in October. The terms run from 1 January to 31 December.

The duties of each officer and director are detailed in the SHS bylaws. While there are no formal, written qualifications established for each position, the nominating committee considers each individual's ability to perform the duties of each position.

The hours worked depend upon the duties of each position. As a minimum, the officers and directors donate approximately 32 hours annually attending Governing Board meetings and the annual meeting. Most of the officers and directors will donate significantly more hours than that over the course of the year.

The SHS officers and directors will not receive compensation for their services to the SHS. All of the officers and directors are members of the SHS, who volunteer to serve on the Governing Board and donate their time in the performance of their duties.

Adopted 7 October 2013

Policy on SHS Intellectual Property and Publication Rights:

The SHS occasionally has and will produce printed and electronic documents, pamphlets, cookbooks, etc, for fundraising purposes. The SHS will hold any copyrights, etc. to such materials created by SHS members for SHS purposes, unless prior agreements to the contrary were approved by the Governing Board. These materials are sold for fundraising purposes at fundraising events held throughout the year. The sales receipts for these materials are used for the purposes of the SHS. These materials are marketed

through display within the SHS gift shop, the website, and at other events held on the property of the SHS, etc. Sales fees are determined by the Governing Board, the Gift Shop committee or a combination of both.

Adopted 7 October 2013

Policy on Scholarships, Fellowships, etc.:

The following “scholarship” fund was established and included in the SHS Bylaws under ARTICLE X: FUNDS.

1. The Mildred Coombs Memorial Scholarship Fund: The Sanbornton Historical Society (SHS) will receive, hold, manage and expend monies within this fund for historical activities restricted to Sanbornton, the SHS collection, and buildings and grounds. The priority for these historical activities are: scholarship & study, research, documentation, publications, and for the management & maintenance of these historical activities. The SHS Governing Board will determine the expenditure of monies within this fund in accordance with these priorities and the need for the expenditure. Other funds, donations and monies may be used in conjunction with this restricted fund to accomplish these historical activities. (Adopted 7 October 2009)

NOTE: This fund was established as a memorial by relatives of a former SHS president. When the fund was established, no specific criteria were given by the donors. The SHS Governing Board established the fund description given above and incorporated the fund description into the SHS Bylaws on 7 October 2009.

For any present or future “SHS scholarships, fellowships, educational loans, or other educational grant programs”, the SHS Governing Board will:

1. Develop the application procedures and forms for the scholarship or grant program.
2. Determine if educational loans are to be given. If given, the SHS Governing Board will establish the terms of the loans (interest rate, length, forgiveness, etc.).
3. Maintain case histories of scholarship or grant program publicity. Offers of the scholarship or grant program should be publicized, as a minimum, via the SHS website, emails to members and interested citizens, notices in the local newspapers, and announcements at SHS meetings and events.
4. Maintain case histories of solicitation or announcement materials.
5. Maintain case histories showing recipients of scholarships, fellowships, educational loans, or other educational grants, including names, addresses, purposes of awards, amount of each grant, manner of selection, and relationship (if any) to officers, trustees, or donors of funds.
6. Develop the specific criteria to determine who is eligible for the scholarship or grant program. (For example, eligibility selection criteria could consist of graduating high school students from a particular high school who will attend college, writers of scholarly works about American history, etc.)
7. Develop the specific criteria to select recipients. (For example, specific selection criteria could consist of prior academic performance, financial need, etc).
8. Determine the number and dollar amount of grants that will be made annually.

9. Describe any requirement or condition imposed on recipients to obtain, maintain, or qualify for renewal of a grant. (For example, specific requirements or conditions could consist of attendance at a four-year college, maintaining a certain grade point average, teaching in public school after graduation from college, etc.)

10. Develop the procedures for supervising the scholarships, fellowships, educational loans, or other educational grants. Determine whether to obtain reports and grade transcripts from recipients, or pay grants directly to a school under an arrangement whereby the school will apply the grant funds only for enrolled students who are in good standing. Develop procedures for taking action if the terms of the award are violated.

11. Determine who is on the selection committee for the awards made under the scholarship or grant program, including names of current committee members, criteria for committee membership, and the method of replacing committee members. In most cases, the SHS Governing Board will comprise the selection committee for the awards made under the scholarship or grant program. Should additional committee members be needed, the Governing Board will seek appropriate volunteers from the SHS membership or from the general public, should expertise beyond the membership be needed.

12. Determine if relatives of members of the selection committee, or of the officers, directors, or substantial contributors are eligible for awards made under the scholarship or grant program. If any relatives of members of the selection committee, or of the officers, directors, or substantial contributors do apply, the SHS Governing Board will develop measures to ensure unbiased selections, to include replacing and/or seeking new committee members for that particular award cycle.

Adopted 7 October 2013