

## ORIGINAL LANGUAGE SURROUNDING CHAPTER ROLES

### Part II. Chapters

#### Policy #5 Title: Chapters

Type: Governance Process

Adopted:

Reviewed: March 2019

Updated:

5.1 The Chapters of the Society are “designated historical organizations” under Arizona Revised Statutes § 41-821.D.2 for purposes of appointments to the Board by the Governor.

5.2 Each Chapter serves as an important advisor to the State Board on issues in its region and as a support group for the local historical organizations within its geographic region that are certified in accordance with these policies.

5.3 The Chapters have only two mandatory responsibilities to fulfill: determining how to spend the Chapter’s 1107 funds and providing nominees to represent the Chapter on the State Board. All the other activities of the Chapter will be in support of the local museum(s), advocacy for the Society with local political and private institutions, and fundraising, as may be directed by the State Board.

5.4 Representatives to the State Board:

- The Chapters are responsible for recommending to the Board their nominations to the State Board as the Chapter representatives. Upon the approval of the nomination by the Board, the State Board will provide the nomination to the governor’s office. The State Board will provide a nomination to the governor’s office for a Chapter if the Chapter fails to submit a name by the requested due date.
- If a sitting Board member who represents a county wishes to be reappointed, the Society Board will, upon approval, submit that individual’s name for that County Representative position. Such nomination will not restrict the Board from submitting the names of individuals who reside in that County for possible appointment to At-Large positions.
- If a County Representative vacancy exists, the primary resources for suggested names of replacements shall be the current Board member representing that County and the Chapter that includes the County. Other Board members and the public may also submit nominations.
- If an At-Large vacancy exists, all Board members, the Chapters, and the public will be invited to suggest replacements.
- The Board should strive to have a back-up pool of potential candidates.

- The submission of the Society's nominations for Board appointments in meetings with the Governor's Office is the responsibility of the Society President and/or Vice President and coordinated through the Executive Director.

## UPDATED LANGUAGE TO REFLECT PROPOSED REVISIONS TO CHAPTER ROLES

### Key:

Original March 2019 Text

August 2021 Governance Committee Recommended Edits

Sunset Review Compliance Edits

Boards & Commissions Compliance Edits

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5.1 The Chapters of the Society are “designated historical organizations” under Arizona Revised Statutes § 41-821.D.2 for purposes of appointments to the Board by the Governor.

5.2 Each Chapter serves as an advisor to the AHS Board on issues in its region and as a support group for the local historical organizations within its geographic region that are certified in accordance with these policies.

5.3 The Chapters of the Society report to the AHS Board of Directors, not the staff of AHS, individual members, supporting groups, certified museums, or the public at large.

5.4 The Chapters have one mandatory responsibility to fulfill: providing nominees to the Arizona State Boards and Commissions to represent the Chapter on the AHS Board. Other activities of the Chapter are described in section 5.6.

5.5 Representatives to the AHS Board:

- The Chapters are responsible for recommending to the Arizona State Boards and Commissions their representatives to the AHS Board. Board members from local historical organizations should be invited to serve on local Chapter boards.

The AHS Board will provide a nomination to the governor's office for a Chapter if the Chapter fails to submit a name by the requested due date.

- Effective July 10 2015, as provided by A.R.S. § 41-621, the term of service is four years. The governor shall appoint the nominees to serve for the term or, in the case of a vacancy, for the unexpired term in which the vacancy occurred.
- Vacancies are confirmed only by the submission of a formal notice of resignation to both the AHS Board and Arizona State Boards and Commissions. The resigning AHS Board member is encouraged to assist in the identification of a replacement.
- Arizona State Boards and Commissions tracks the terms of AHS Board members and updates the Board roster, and makes this information available to the AHS Executive Director. The AHS Executive Director is responsible for updating AHS Board members as to their term status.
- With exception to nominations for Chapter appointments, nominations and applications may be submitted by anyone in the public at large. The AHS Board and/or its individual members may assist in the identification of potential candidates for either County Representative or At-Large positions, serving to refer them to the Arizona State Boards and Commissions for application.
- To further strengthen the relationship between the AHS Board and local Chapter boards, AHS Board members should also be formal or ex-officio members of the Chapter board from their local area.
- The Board should strive to have a back-up pool of potential candidates.

#### 5.6 Activities of local Chapters to the AHS Board:

- Local Chapters should serve as ambassadors of the AHS Board and AHS as a whole to build, and maintain stronger relationships with local historical organizations, certified museums, AHS members, and the public at large.
- Local Chapters should strive to connect with the people and organizations of the community to promote AHS programs, events, and offerings, through such actions as gathering email addresses to add to the AHS contact list and recruiting potential members.
- Local Chapters should assist the AHS Board and AHS as a whole in community events, such as fairs and festivals.
- Local Chapters should promote the activities, services, and profile of the AHS Board and AHS as a whole at local service organizations (Rotary, Kiwanis, Soroptomist, etc.)
- Local Chapters should report to the AHS Board on new connections with and the activities of local stakeholders, community organizations, historical societies, certified museums, AHS members, and the public at large.
- Local Chapters should host annual Chapter meetings to further promote AHS and strengthen local area membership and relationships.

- Local Chapters should only report or give presentations concerning the AHS Board or AHS as a whole utilizing materials in accordance with and reflecting the standards of the AHS Board and AHS as a whole.

- If uncertain about current policies, status, or activities, local Chapters shall seek clarification through either the AHS Board or the AHS staff liaison, respectively.

#### 5.7 Responsibilities of local Chapters to the AHS Board:

- Local Chapters shall observe Arizona State policies and procedures in compliance with Open Meeting Laws, including:

- Local Chapters shall submit to the designated AHS staff liaison copies of their Meeting Agendas at least 48 hours and no later than 24 hours prior to the meeting. This 24 hour period includes Saturdays but excludes Sundays and any recognized State holidays.

- Local Chapters shall submit to the designated AHS staff liaison copies of their Meeting Minutes no later than 48 hours after the meeting. This 48 hour period includes Saturdays but excludes Sundays and any recognized State holidays.

- Local Chapters shall report to the AHS Board any changes to their membership or Chapter Board roster, with notices submitted no later than 30 days after a change in status.

- Local Chapters shall report twice annually – by January 1 and July 1 – on the health and current status of the Chapter to the AHS Board or its designated AHS staff liaison.

- Local Chapters are not responsible for fundraising on behalf of the AHS Board or AHS as a whole.

#### 5.8 Responsibilities of the AHS Board and AHS as a whole to local Chapters:

- The AHS Board and AHS as a whole shall designate an AHS staff liaison to assist local Chapters in the creation and management of virtual meetings (e.g. Zoom)

- The AHS Board and AHS as a whole shall update its online content to reflect Chapter Board members and activities, as well as any changes to AHS Board Policies or Bylaws. All updates shall be made within prescribed Arizona State posting timelines.

- The AHS Board and AHS as a whole shall obligate the AHS Marketing and Communications team to provide local Chapters with all relevant promotional materials and scripting for their use in community outreach and engagement.