

STANDING RULES

Santa Clarita Valley Historical Society

The Santa Clarita Valley Historical Society (“SCVHS”) hereby adopts these Standing Rules on the date(s) indicated. Standing Rules may be revised at any time by majority vote of the Board of Directors. In the event of discrepancies between the Bylaws and Standing Rules, the Bylaws shall prevail.

1. All Board members shall be given a copy of the Bylaws and Articles of Incorporation, Standing Rules, Park/Museum Operating Agreement, and Core Documents. Direction to one or more active website links shall satisfy this requirement.
2. Restricted monetary donations that are accepted for a specific purpose shall be used for the designated purpose only. Upon solicitation or acceptance, as appropriate, private donors should be advised that if the funds for a specific purpose exceed the ultimate cost of the project, the balance of their donation will be applied the unrestricted general fund for other projects.
3. For security reasons, at least two authorized persons must be present either in the same building at the Santa Clarita History Center (“SCHC”) or be elsewhere on site with the ability to be in direct communication with one another (e.g., by cell phone) whenever a museum building is open to the public.
4. Key privileges require the approval of one or more members of the Executive Committee. The Archivist or other designated staff member shall maintain a key log.
5. Historical materials may be handled and/or relocated by, or at the direction of, designated personnel only.
6. No Director or committee chair shall commit or expend Society funds in excess of \$100 without the approval of both the President and Treasurer, or \$2,500 without Board approval. Either the Executive Committee or the Board can modify, suspend, or revoke spending privileges. Recurring bills, such as utilities, may be paid without prior Board approval.
7. Acquisition, display and/or deaccession of local Native American cultural materials require consultation with the Fernandeano-Tataviam Band of Mission Indians.
8. SCHC shall be landscaped using native plants to the extent feasible.
9. SCHC (buildings and grounds) shall not be used for political campaign purposes.
10. Smoking and vaping are not allowed anywhere at SCHC except inside one’s own vehicle.
11. SCVHS funds are not to be used to advertise in local media without Board approval.
12. Paranormal investigations and similar “ghost”-related activities are not allowed at SCHC.

13. Non-owned property may not be housed at SCHC without Board approval. Any item of any type that is housed, stored, displayed, or left at SCHC for a period of six (6) months or longer shall be considered abandoned and becomes property of SCVHS.
14. The terms of all Core Documents (Mission/Vision Statements, Institutional Plan, Collections Management Policy, Code of Ethics, Emergency Response/Disaster Preparedness Plan), and all of their ancillary components (attachments), become effective as they are approved by the Board of Directors. With the exception of the Bylaws as noted, the Core Documents supersede any conflicting policies, procedures, or regulations, including those which may occur elsewhere in this document.
15. SCVHS Members of record as of January 18, 2023, become members of SCHC as follows: Life members of SCVHS become Life Members of SCHC; all annual members of SCVHS become Regular Members of SCHC, such membership coming for renewal January 1, 2024.
16. The customary month for the Annual Meeting is January.
17. The following documents are to be reviewed annually at the time of the Annual Meeting: Bylaws, Standing Rules, Conflict of Interest Statement.

The Board of Directors vacated and replaced all previous versions of the Standing Rules with Rule Nos. 1 through 17 on January 23, 2023. Any subsequent Standing Rules are to be added to this document and shall indicate the date adopted by the Board.



Leon Worden, Secretary

January 23, 2023

Date