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## Board of Directors / Officers Duties

### Board Member Duties:

- Make every effort to attend all scheduled meetings of the Board.
- Be responsible for the activities of the Society.
- Be responsible for a committee if assigned by the President.
- Continually recruit new Society members.
- Participate in any Society fund raising activities.
- Recommend new ways in which the Society can accomplish our stated purpose of **“preserving yesterday's past for tomorrow's future.”**
- Know the by-laws of the Society; make recommendations for improvement.
- Have a working knowledge of the Society's funding and financial responsibilities.

### President Duties:

- Preside at meetings of the Society and of the Board.
- Issue a call for all special meetings when need arises.
- With the Secretary, sign all contracts and other legal instruments when so directed by the Board.
- Have general supervisory authority over the work of the other officers and the Executive Director, and meet with the Executive Director on at least a quarterly basis and as needed.
- Call and preside over meetings of the Executive Committee.
- Cause all elections to take place and supervise the same in compliance with the by-laws.
- Appoint the Nominating Committee, usually in October each year.
- Appoint all other committees and specify duties of same & appoint Board members to be responsible for each committee. Examples of past committees include:
  - Membership
  - Program activities
  - Ways and Means & Grants
  - Pioneer Queens
  - Collections Committee
- Secure report of Executive Director monthly as to activities and issues related to the operation of the Society and the Museum.
- Be on call for the alarm system.

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## **Vice President Duties:**

- Assist the president in their duties and preside in their absence.
- Assist the Executive Director in developing programs for Quarterly meetings and with arranging publicity for programs, membership and Society's public relations.

## **Secretary Duties:**

- Type minutes of all meetings, furnishing copy to the Executive Director no later than one week prior to the next Board meeting. The Executive Director will duplicate minutes and mail to all Board members allowing time for review prior to the next meeting.
- With the President, sign all contracts and legal instruments as directed by the Board.
- Make certain all records, including copies of minutes, are kept on file at the Museum for ready reference.

## **Treasurer Duties:**

- Oversee all financial accounts approved by the Board of Directors and be a signatory on all accounts.
- Oversee and/or delegate the disposition of all incomes and expenses of the Society in accordance with Board policy.
- Make certain all financial records are kept in compliance with generally accepted accounting practices.
- Monitor and report on all funds generated through County levies and other tax-related income in accordance with the County Contract between the Society and County, and in compliance with the annual operating budget approved for the Museum using such funds.
- Review and present a Treasurer's report at the monthly Board meeting.
- Make certain all financial records are kept at the Museum.

# Crook County Historical Society Handbook

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## BY-LAWS

of

## The CROOK COUNTY HISTORICAL SOCIETY

(Revised Oct. 1995, Amended March 2019)

### ARTICLE I

Section 1. The name of this corporation is: CROOK COUNTY HISTORICAL SOCIETY, herein after referred to as the Society, and its duration shall be perpetual.

Section 2. The Society is incorporated under the laws of the State of Oregon and is a non-profit corporation, organized under Internal Revenue Code Section 501 (c)(3)

Section 3. The principal place of business of this Society is at 246 N. Main Street, Prineville, Oregon 97754

### ARTICLE II

#### Mission

The mission of the Society is to gather, preserve and make available museum records and other material relating to the history of Central Oregon, and to stimulate an interest in, and knowledge of, local history.

The objectives of the Society are:

Section 1. Discover and collect:

(a) any material which may help to establish or illustrate the history of the county or the state, including but not limited to, their exploration, settlement, development activities in peace and war and their progress in population, wealth, education, arts, science, agriculture, manufacturing, trade and transportation;

(b) printed material such as histories, genealogies, biographies, descriptions, gazetteers, directories, newspapers, pamphlets, catalogs, circulars, handbills, programs and posters;

(c) manuscript material such as letters, diaries, journals, memoranda, reminiscences, rosters, service records, account books, charts, surveys and field books; and

(d) museum material such as pictures, photographs, paintings, portraits, scenes, and material objects illustrative of life, conditions, events and activities in the past or the present.

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Section 2. Cooperate with the Oregon Historical Society (OHS), to provide for the preservation of such materials and for their accessibility, as far as may be feasible, to all who wish to examine or study such materials;

Section 3. Cooperate with officials and the OHS ensuring the preservation and accessibility of the records and archives of the County and of its cities, towns, villages and institutions;

Section 4. Conduct archaeological investigations of local aboriginal or pioneer sites.

Section 5. Bring about the preservation of historical buildings, monuments and markers; and

Section 6. Disseminate historical information and arouse interest in the past by:

- (a) publishing historical material,
- (b) hold meetings with addresses, lectures, papers and discussions; and
- (c) marking historic buildings, sites and trails.
- (d) having an education program for local school students and conducting class tours

## **ARTICLE III Membership**

Section 1. Membership shall be composed of all persons, or other entities, who are interested in the mission of this Society and assist it through the payment of dues and/or other considerations. Membership classifications, with criteria, dues to be paid, benefits, and other considerations, shall be as determined from time to time by the Board of Directors. The President and the Board of Directors may appoint a Membership Committee to advise the Board on these matters.

Section 2. Membership shall endure for one year (365 days) from receipt of a dues payment.

Section 3. Voting. In any proceeding in which voting by members is called for, each membership category shall be entitled to one (1) vote, excepting family membership which will be entitled to two (2) votes.

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## **ARTICLE IV Government**

Section 1. The business affairs of the Society shall be managed by the Board of Directors. (hereafter referred to as Board)

Section 2. Board of Directors. There shall be a nine member Board consisting of the following officers: the President, the Vice President, the Secretary, the Treasurer, and five (5) other Directors. All officers and Directors shall be members of the Society. The officers shall be elected from the Board by Board members. New officers will take office in January following election. In case of a vacancy arising in any office, the un-expired term may be filled at any meeting of the Board.

Section 3. Terms. Terms for the Board of Directors shall be for three (3) years, with three directors elected each year. No member of the Board shall serve more than two full terms consecutively. In case of a vacancy arising within the Board, the unexpired term may be filled by the Board by appointment from among the society membership at any meeting of the Board. Any Director who has been appointed to fill an unexpired term may serve two full terms following the expiration of his/her appointment. No person shall serve more than two consecutive terms as President.

Section 4. Executive Committee. The Executive Committee of the Society shall consist of the President, Vice President, Secretary and Treasurer. The Executive Director shall attend as a non-voting member of the committee.

The Executive Committee shall meet as necessary between meetings of the board of directors to act on behalf of the board on matters requiring immediate attention and to fulfill the following specific obligations:

(a) to act on behalf of the Board between meetings of the Board , provided that all decisions normally reserved to the Board shall be presented to the board at its next regularly scheduled meeting.

(b) to provide direction on behalf of the Board to the Executive Director

(c) to review the hiring and discharge of the Executive Director and review his/her performance annually.

(d) to formulate and recommend policy for consideration by the Board of Directors.

Three members of the Executive Committee shall constitute a quorum for the transaction of business.

Minutes of the proceedings of the Executive Committee shall be provided to the Board at their next meeting.

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Section 5. Nominating Committee The Nominating Committee shall be appointed by the President in October of each year. The Committee shall present to the Society prior to the Annual meeting in December at least five (5) candidates to fill the three yearly vacancies in the Board of Directors.

Section 6. Elections The elections of Directors shall be by letter ballot to be cast by the membership of the Society. The Secretary shall, not later than ten days prior to the annual meeting, mail or caused to be mailed to each membership, with the notice of such meeting, a suitable ballot stating the names of persons nominated as Directors by the Nominating Committee. Each member may vote for any nominee, or by write-in any other member of the Society, totaling no more than three (3). Any ballot, in order to be counted, must be received by the Secretary of the Society not later than the day and time specified in such notice, usually at the Annual Meeting.

Section 7. Removal of Directors. Each Director is expected to make every effort to attend all scheduled meetings of the Board. Any Director may be removed for cause by a majority vote of the entire Board, conducted by written ballot.

### **ARTICLE V Finance**

Section 1. All officers and directors of the Society shall serve without compensation. They may, when specially authorized by the Board receive an agreed upon amount as reimbursement for any expenses which they may personally incur with reference to conducting necessary Society business.

Section 2. No note, contract or mortgage may be entered in by any officer of the Society or any member of the Board unless ratified by a majority of a quorum present at any regular or special meeting of the Board.

Section 3. The Board of Directors may, at its discretion, establish investments, including endowment funds, that they judge will benefit the financial security of the Society and be consistent with the mission of same. Assignment of income to these investments shall be determined by the Board and shall be at such rates, schedules or formula as may be prescribed by the Board of Directors. Such investments shall be in commonly accepted financial instruments and at risk levels determined to be conservative.

Section 4. All Society financial records will be kept with generally accepted accounting procedures.

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## ARTICLE VI Meetings

Section 1. Procedure and Decorum. Meetings of the Society and the Board shall be conducted in accordance with the current edition of Roberts Rules of Order.

Section 2. Monthly Board Meetings. The Board shall hold regular monthly meetings upon call of the President or the Secretary or any four members of the Board. A majority of the Directors holding office shall constitute a quorum for the transaction of business. A majority vote of the Directors present shall determine all decisions of the Society.

Section 3. Board Annual Planning Meeting. The Board will hold an annual planning meeting (retreat) each year to orient new Board members to their roles and responsibilities and to review Society goals. Other planning meetings may be called at other times of the year as deemed necessary by the President and/or the Board. This is a closed meeting but others may attend at the discretion of the President and the Board.

Section 4. Quarterly Meetings The Quarterly meetings of the Society shall be held in the months of March, June, September and December. The meeting held in December shall be the Annual Meeting. Twelve (12) active members of the Society shall constitute a quorum at the Annual Meeting.

Section 5. Special Meetings Special Meetings may be called by direction of the President at any time, and shall be called upon written request of ten (10) members of the Society or a majority of the Board.

## ARTICLE VII Officers

Section 1. The officers of this Society shall be a President, Vice President, a Secretary and a Treasurer.

Section 2. At its regular January meeting the Board of Directors shall elect from the Board the following officers: President, Vice President, Secretary, and Treasurer, for a term of one year. A majority of a quorum present shall be necessary to constitute an election.

Section 3. The duties and powers of the officers shall be as follows:

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### (a) President

The President shall preside at all meetings of the Society and of the Board. The President shall, with the Secretary, sign all contracts and other legal instruments when so directed by the Board. The President shall have general supervisory authority over the work of the other officers and paid staff, including the Executive Director. The President shall appoint all committees, committee chairs and specific duties of same.

### (b) Vice-President

The Vice-President shall perform the duties of the President during his/her absence or inability to act, and in addition shall perform such other duties as may from time to time be requested of him/her by the Board.

### (c) Secretary

The Secretary shall keep or cause to be kept, the minutes of the meetings of the Board; see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; and in general perform all duties common and incidental to the office of Secretary.

### (d) Treasurer

It shall be the duty of the Treasurer to receive the monies of the Society and cause them to be deposited in such depository or depositories as the Board may direct. The Treasurer shall cause to be disbursed the same by order, check, voucher as authorized by the Board. A correct statement of all monies received and paid out shall be kept and a full account thereof rendered as often as is required by the Board and an annual report made to the membership at the Annual Meeting.

## **ARTICLE VIII Executive Director**

Section 1. The Board may employ, and set the compensation for, an Executive Director, who shall attend, ex-officio and with no voting rights, all Board meetings, except when excused by the Board.

Section 2. The Executive Director shall be charged with the overall administration of the affairs of the Society, its properties, its financial resources, and its staff, subject to the authority of the President and the directives of the Directors, these by-laws and the laws of the State of Oregon.

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Section 3. The Executive Director shall assist the officers of the Society in the performance of their duties, and he/she shall perform only such other duties as may be assigned by the President or by order or resolution of the Board.

Section 4. The Executive Director may delegate specific duties to other employees of the Society, as long as such duties are not inconsistent with these by-laws and the intent of the Directors.

### **ARTICLE IX Committees**

Section 1. There shall be the following standing committees of the Board, each responsible directly to the full Board:

(a) Executive Committee. See Article IV, Section 4

(b) Nominating Committee. See Article IV, Section 5

(c) Pioneer Committee. The Crook County Pioneer Association merged with the Crook County Historical Society March 15, 1987, and will remain as a standing committee. The Pioneer Committee will continue the activities previously conducted by the Pioneer Association, including events honoring the Pioneer Queens.

(d) Other Committees. The President and Board may establish other committees as needed and at their discretion. (e.g. membership, field trips, ways and means, finance and budget, etc.)

Section 2. The President of the Board shall appoint from among the membership the chairperson for each committee. The President shall also appoint one Board Director to act as a liaison to each committee. The committee chair and liaison can be the same person.

Section 3. The chairperson for each committee shall appoint from among the membership of the Society such persons who shall serve at the pleasure of the chairperson.

Section 4. Each chairperson shall report, either orally or in writing, to the full Board at its regular monthly meeting.

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## **ARTICLE X Disposition of Collection**

Section 1. The Society or the Board shall make provision for the custody of all material of historic value received by the Society including transmission of manuscript material to the Oregon Historical Society Library.

Section 2. In consideration of the assistance proffered by Oregon Historical Society in the prosecution of the work of this Society, and because of the Society's interest in the work of the Oregon Historical Society, it is hereby provided that in case the Society fails in three (3) consecutive years to have a quorum at its Annual Meeting, which shall be interpreted as the cessation of an effective working organization, then all the articles and things belonging to it may become the property of the Oregon Historical Society to be held in trust for the State of Oregon.

## **ARTICLE XI Affiliation with the Oregon Historical Society**

Section 1. The Society may be enrolled as an affiliate member of the Oregon Historical Society and, as such, it shall, whenever feasible, send delegates to represent it at the Annual Meeting of the Oregon Historical Society. Members of the Society may, upon the payment through the local Society of the annual dues, become affiliate members of the Oregon Historical Society and enjoy all the privileges of the regular members, providing there is a representation of at least fifteen (15) members in the State Society. Failure of the local Society to submit names and dues for at least fifteen (15) annual members shall be cause for loss of affiliation advantages.

## **ARTICLE XII Amendments**

Section 1. These by-laws may be amended by a majority of a quorum present at any regular meeting of the Board or at any special meeting called for that purpose, after due and proper notice (10 days) has been given to Society members. The notice shall include the proposed amendment(s), and a statement inviting comment and specifying the date of the vote. The Board shall consider member comments before voting.

**CONTRACT FOR SERVICES**  
**BETWEEN CROOK COUNTY AND HISTORICAL SOCIETY**

(revised January 2015)

THIS AGREEMENT by and between CROOK COUNTY, hereinafter referred to as COUNTY, and the CROOK COUNTY HISTORICAL SOCIETY, INC., hereinafter referred to as SOCIETY,

WITNESSETH:

WHEREAS, Mrs. Bowman, in the fall of 1971, donated the Bowman Building, located at the southeast corner of the intersection of Third and Main Streets in Prineville, Crook County, Oregon, to COUNTY; and

WHEREAS, said conveyance was in the form of a fee determinable in which said building would automatically revert to Mrs. Bowman or her heirs if not used or if ceases to be used as a museum by the COUNTY; and

WHEREAS, the COUNTY COURT, pursuant to ORS 358.160 TO 358.230, may levy a tax annually to create a COUNTY HISTORICAL FUND to be made available to any historical society organized as a nonprofit organization under the laws of Oregon, and affiliated with and approved by the Oregon Historical Society, and which files with and obtains the approval of COUNTY a detailed estimate of the money required during the year commencing the following July 1 for the purposes described in ORS 358.200; and

WHEREAS, a private nonprofit organization, known as the CROOK COUNTY HISTORICAL SOCIETY, INC., was created on the 23rd day of December, 1970, under the laws of the State of Oregon, to operate the lawful interests of the organization; and

WHEREAS, the people of Crook County, in 1976, created a COUNTY HISTORICAL FUND; and

WHEREAS, property known as the Ranchers' Memorial and located at Crook County Fairgrounds has been donated to Crook County for the preservation of matters of historical interest; and

WHEREAS, COUNTY wishes to establish a museum in Crook County known as the Bowman Museum and to maintain the Ranchers' Memorial; and

WHEREAS, the SOCIETY is willing and prepared to operate said museum and memorial; and

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NOW, THEREFORE, IT IS HEREBY AGREED by and between the parties above-mentioned, for and in consideration of the mutual promises hereinafter stated as follows:

## **1. COUNTY Responsibilities.**

A. COUNTY shall provide and maintain insurance for the above-described properties, the cost of which shall be borne by SOCIETY out of the COUNTY HISTORICAL FUND.

B. COUNTY shall, in a timely manner after receiving warrants submitted by the BOARD, disburse monies as available out of the COUNTY HISTORICAL FUND to pay for personal services, materials and services, and capital outlay for the purposes described in ORS 358.200, and for the purpose of performing this agreement.

C. COUNTY shall establish and maintain by appointment a seven person advisory committee, hereinafter referred to as the COMMITTEE, as the designee of COUNTY. The COUNTY shall appoint members to the COMMITTEE who are physical residents of Crook County at the time of appointment.

1. The COMMITTEE members shall serve a three year term. Such terms shall commence on January 1. Persons appointed to fill vacancies during uncompleted terms shall serve from appointment to the end of the uncompleted term.

2. The COMMITTEE shall keep COUNTY informed as to the terms of its members and shall notify COUNTY of COUNTY'S need to fill any vacancies.

3. The COMMITTEE shall elect a chairperson and a secretary.

4. The COMMITTEE shall consult with, and make themselves available to be consulted by, the BOARD on matters and issues at question that relate to the budget or the terms of this agreement.

5. The COMMITTEE shall, after timely receipt from the BOARD, review SOCIETY'S annual budget and may approve the budget for submission to COUNTY for final approval.

6. The COMMITTEE shall, at the time it submits SOCIETY'S budget to COUNTY, submit to COUNTY an annual report and minutes of all meetings held for the purpose of preparing and approving the annual budget.

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7. All meetings of a quorum of the COMMITTEE are subject to all applicable open meeting and records laws in ORS ch. 192.
8. The COMMITTEE shall appoint one of its members to attend all meetings of the BOARD. This member shall be without the right to vote in BOARD business matters.
9. No member of the COMMITTEE may be an employee of and receiving compensation from the BOARD while acting as a member of the COMMITTEE.
10. Any member of the COMMITTEE who fails to maintain physical residency in Crook County for a period longer than thirty (30) days shall cease to be a member of the COMMITTEE at the end of said thirty (30) days.
11. The minimum number of members of the COMMITTEE to form a quorum and to carry a motion is four (4).

### **2. SOCIETY Responsibilities.**

A. SOCIETY shall use the property donated by the Bowmans, and described above, as a museum and for the purposes described in ORS 358.200, and according to the terms of this agreement.

B. SOCIETY shall establish and maintain, pursuant to its constitution, a *nine* person board, hereinafter referred to as the BOARD, to carry out the purposes of the SOCIETY and of this agreement, and to act as the designee of the SOCIETY. The president and the recording (corporation) secretary of the SOCIETY shall be members of the BOARD.

1. The BOARD shall perform all necessary maintenance to the above-described properties.

- ~~2. The BOARD shall hire and discharge, as the need may be, [an] employee[s] to carry out the purposes of the SOCIETY and of this agreement. (Deleted January 2015)~~

2. Employment (updated January 2015, see full Amendments in attachments).

The COUNTY may assign employees to work at the Bowman Museum and other SOCIETY locations. COUNTY assumes responsibility for its employees while they perform services under this Contract. COUNTY will make all withholdings and deductions required by federal, state, and local laws, including deductions for Social Security, Medicare, workers compensation and unemployment compensation.

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COUNTY will provide and maintain workers' compensation and liability insurance for each of its employees performing services under this Contract. COUNTY is responsible for supervision, control and discipline of its employees. All COUNTY personnel and employment rules, relevant collective bargaining agreements (if any), policies, and practices, apply. Pursuant to its personnel and employment functions, COUNTY retains the responsibility to hire, terminate, discipline, transfer, and promote its employees.

In the event that the Museum Executive Director position is open, as part of the hiring process, COUNTY will seek a recommendation from the BOARD as to the qualifications of the Executive Director, and a recommendation as to the best candidate for the position. The BOARD is encouraged to provide COUNTY with periodic updates on the performance of the Director, both negative and positive.

Except where there is urgent need, in the event that the Museum Executive Director position is open COUNTY may consult with the BOARD regarding the appointment of an interim manager to temporarily perform all the duties of the Director. Notwithstanding, COUNTY may appoint an interim manager when the need is urgent and COUNTY deems it prudent to immediately fill the interim position.

3. The BOARD shall submit, in a timely manner, warrants signed by SOCIETY'S president and secretary, for SOCIETY'S expenses to COUNTY for disbursement thereof from the COUNTY HISTORICAL FUND.

4. The BOARD shall not incur expenses or contract for services which would exceed SOCIETY'S annually approved budget.

5. The BOARD shall abide by the most current SOCIETY Constitution, a copy of which, and all amendments thereto, shall be filed with COUNTY.

6. The BOARD shall prepare a budget and submit that budget on or before March 1 each year to the COMMITTEE.

7. The BOARD shall submit to the COMMITTEE, at the same time that the BOARD submits the *annual* budget to the COMMITTEE, a financial statement covering the preceding fiscal year, certified to by the BOARD president and recording (corporate) secretary, regarding the Bowman Museum and Ranchers' Memorial disclosing all liabilities, revenues, and assets thereof, and including all gifts and donations designated thereto. This paragraph shall become effective on July 1, 1990.

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8. The minimum number of BOARD members to form a quorum and to carry a motion is five (5).

9. In the event that the BOARD fails to maintain a quorum sufficient to prepare and submit a timely budget or otherwise fails for a period of six (6) months to maintain a quorum to perform SOCIETY'S business, COUNTY may appoint members from the SOCIETY to the BOARD sufficient to constitute a quorum.

D. No employee hired under Section (2) (B) (2) may be a member of either the COMMITTEE or the BOARD while so employed.

**3. Dispute Resolution.** In the event of a contested budgetary issue of any terms of this agreement between the COMMITTEE and the BOARD, the issue shall be submitted to the COUNTY for resolution.

**4. Agreement Modification.** This agreement constitutes the entire agreement between the parties. No waivers, modifications, or changes of any terms of this agreement shall bind either party unless in writing and signed by both parties.

**5. Supersession.** The agreement dated February 27, 1975, is hereby superseded.

**6. Effective Date.** Subject to the exception in Section (2) (B) (7), this agreement is effective upon the date of last signature.

**7. Termination.** (1) This agreement may be terminated by either party serving a written notice upon the other party. The notice must be served no later than 180 days prior to June 30 of the year the agreement is to be terminated. The agreement shall terminate on the June 30 following such notice.

DATED this 13th day of September, 1989.

/s/ Dick Hoppes

Dick Hoppes; COUNTY JUDGE

/s/ Ted A. Comini

Ted Comini; COMMISSIONER

/s/ Jack H. Royal

Jack Royal; COMMISSIONER

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DATED this 8th day of September, 1989

/s/ Blanche M. Harper  
Blanche Harper; PRESIDENT,  
Crook County Historical Society

/s/ Maurine R. Sinclair  
Maurine Sinclair; SECRETARY,  
Crook County Historical Society

Reviewed, approved, and recommended to the County Court for its execution:

DATED this 7th day of September, 1989.

/s/ Frances Bushnell  
Chairperson of the Advisory Committee

/s/ Valora L. Grubbe  
Secretary of the Advisory Committee

Reviewed and approved as to form: DATED this 13th day of September, 1989.

/s/ Thomas N. Corr  
Thomas N. Corr; Crook County Legal Counsel

## **PERSONNEL POLICIES AND GUIDELINES**

In January 2015, the Crook County Historical Society Board of Directors and Crook County agreed to an Amendment to the 1989 Contract between the two parties that clarified the status of museum staff (see Section Two: Article 2, Section B (2) of the Contract). From that date on, the museum staff are considered to be employees of Crook County. Therefore museum employees are subject to the “Crook County Employee Policy Handbook” on file elsewhere.

**CROOK COUNTY HISTORICAL SOCIETY/BOWMAN MUSEUM**

**COLLECTIONS MANAGEMENT POLICY**

(Adopted 11/20/2013. Replaces 4/30/1992 policy)

**I. Statement of Institutional Purpose**

The Board of Directors of the Crook County Historical Society and Bowman Museum (hereinafter referred to as the Bowman Museum) exists to collect, preserve, and interpret the cultural and natural history of the Crook County and the Central Oregon region.

In order to achieve this stated purpose, the Crook County Historical Society Board maintains the Bowman Museum which includes an exhibition program, education program, and research library.

**II. Purpose of Collection Policy**

One of the major responsibilities of the Crook County Historical Society Board of Directors and the staff of the Bowman Museum is the acquisition, documentation, preservation, and use of the historical materials that constitute the Bowman Museum's permanent collections. These materials are held by the Bowman Museum in trust and in the public interest, so that the present and future generations may use them to acquire and disseminate knowledge. It has always been the policy and the practice of the Bowman Museum to act ethically and legally in the acquisition of these materials, from whatever source, and to act responsibly with respect to their preservation and use. The objective continues to be to acquire and retain materials of the best quality and most relevance to the Bowman Museum's purpose and programs.

Nevertheless, the Bowman Museum recognizes that collections can never remain static. Growth in quality and relevance to programs must be evaluated on a regular basis. The improvement process includes new acquisitions as well as the exchange and judicious removal of materials. In such transactions, the Bowman Museum must rely heavily on the judgments of its professional staff as those people who are entrusted with the selection, care, and use of the collections. It is also the responsibility of the staff to obtain and keep accurate records of objects and the conditions of their acquisition, and to evaluate the significance and quality of materials proposed for acquisition or removal from the collections.

In order to guide the Bowman Museum in the execution of its responsibility of the acquisition, care, use and disposition of its permanent collection, the Board of Directors of the Crook County Historical Society and Bowman Museum has adopted the following Collection Management Policy which shall be observed by, and guide, the Bowman Museum, its staff and representatives.

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### **III. Responsibility for Implementation of the Collection Management Policy**

1) The Executive Director of the Bowman Museum shall be responsible for implementing this Collection Management Policy in such a manner as to ensure proper accountability in all areas addressed. The Executive Director may delegate, where appropriate, delegate responsibilities to other staff for the successful implementation of this Collection Management Policy.

2) The Collection Committee, a standing committee of the Bowman Museum, shall have as part of its duties the responsibility to monitor and review the implementation of this Collection Management Policy; make an annual review of the accessions, accession procedures, collection care practices and use of the collections; make at least an annual review of deaccessions and deaccession procedures; and discharge all duties as specified in this Policy. Reports and recommendations based upon Committee reviews shall be made at least annually to the Crook County Historical Society Board of Directors.

### **IV. Definitions**

#### *Acquisition:*

- 1) Any item acquired by the Bowman Museum.
- 2) The process of acquiring an item.

#### *Accession:*

- 1) Any acquisition formally accepted into the Bowman Museum's permanent collection.
- 2) The process of formally accepting and recording an item into the Bowman Museum's permanent collection.

#### *Deaccession:*

- 1) Any formally accessioned acquisition which is formally removed from the permanent collection.
- 2) The process of removing accessions.

#### *Permanent Collections:*

- 1) The aggregate of those items that have been formally accessioned by the Bowman Museum.

#### *Out-going Loans:*

- 1) Temporary transfers of items from the Bowman Museum, for a stated and specific purpose. These transfers do not constitute a change of ownership.

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## *In-coming Loans:*

- 1) Items not owned by the Bowman Museum but left temporarily with the Bowman Museum for exhibit.

## **V. Collecting Policies**

### **Museum Program**

In keeping with the purpose of the Crook County Historical Society and Bowman Museum, the Bowman Museum shall restrict its collecting to those artifacts of cultural, historical, and/or technological significance which can contribute to the documentation and interpretation of the history and prehistory of the Crook County and Central Oregon region, as well as be used to support the exhibition, research, and education programs of the Bowman Museum. This may include material that puts the Crook County and Central Oregon region in context with the state, region, nation, or world as long as such material is not readily available elsewhere within the immediate region and such material does not put an undue burden on overall collection management.

This includes the collection of natural history specimens and materials. Some special conditions apply in the following area, as follows:

- 2) Natural history materials shall be restricted to those natural or geological specimens that are indigenous to the Crook County and Central Oregon region and have exhibit and educational value as they relate to the documentation and interpretation of the history or prehistory of the Crook County and Central Oregon region
- 3) Because of limited resources and the lack of special facilities and expertise to care for a large natural history collection, the Bowman Museum will not actively seek new natural history materials.

### **Library Program**

The James and Vivian Zimmerlee Memorial Library shall place primary emphasis on the collecting of primary and secondary source material that directly relates to the history of the Crook County and Central Oregon region and its residents.

The Library may collect material that puts Crook County and Central Oregon region in context with the state, region, nation, or world as long as the material is not readily available elsewhere within the immediate area. In addition, the Library may collect material that aids in the documentation and care of the entire Bowman Museum collection and/or aids in professional growth of the Bowman Museum and its staff.

# Crook County Historical Society Handbook

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## VI. Acquisition Policy

### **Authority**

The Crook County Historical Society by-laws empower the Bowman Museum to develop collections that are illustrative of the cultural and natural history of the Crook County and Central Oregon region and its residents.

In order to carry out these powers and duties, the Executive Director of the Bowman Museum has the authority to accept donations and purchase items for the collections, or delegate that responsibility, as long as acquisitions relate to the collection policy of the Bowman Museum, and if by purchase, are within the Board-approved budget allocation for acquisitions. Any single large purchase or any purchase that goes above the Board-approved budget allocation requires approval by the Crook County Historical Society Board of Directors upon receiving a recommendation from the Executive Director.

The Executive Director has the authority to approve or disapprove all acquisitions up to \$10,000 for purchase. Any acquisitions considered for purchase that exceed available funds may be approved only by the Crook County Historical Society Board of Directors.

### **Means of Acquisition**

- 1) Materials and objects may be acquired by gift, bequest, exchange, purchase, and/or specified purpose on loan of deposit.
- 2) Title to all materials acquired for the permanent collections should be free and clear, without restrictions as to use of future disposition. If material is accepted with restrictions or limitations, however, the conditions should be stated clearly in an instrument of conveyance, which is made part of the objects' permanent record and strictly observed by the Bowman Museum.
- 3) If possible, all acquisitions shall be accompanied by full literary and property rights, copyrights, patents, and/or trademarks.
- 4) A legal instrument of conveyance, setting forth an adequate description of the objects involved and the precise conditions of transfer will accompany all gifts and purchases and be permanently on file at the Bowman Museum.
- 5) Records of accessions will be made and retained permanently for all objects and materials acquired for the collections. All accessions shall be catalogued and documented in the Bowman Museum's records according to professional standards that are normal to the pertinent discipline. The Executive Director is responsible, or delegates that responsibility, for the development of accessioning procedures.

# Crook County Historical Society Handbook

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## **Acquisition Criteria**

- 1) The Bowman Museum subscribes to a policy of selective acquisition. All materials, even if appropriate to the purposes of the Bowman Museum and any one of its programs, may not be desirable acquisitions because of their unique relationship to or duplication of existing collections, physical condition, the Bowman Museum's capacity to preserve the object, and cost and space considerations.
- 2) Only materials that relate to and are consistent with the purposes of the Bowman Museum and the program collection policies shall be considered for accessioning into the permanent collection.
- 3) Acquisition of materials for the Bowman Museum is based on their value to the purpose of the Bowman Museum and its program units rather than the uniqueness, monetary worth, or other such values.
- 4) Materials will not be accepted or otherwise acquired for the Bowman Museum's collections unless the following conditions are met:
  - a. The materials are relevant to and consistent with purposes and activities of the Bowman Museum.
  - b. Present owner has a clear title.
  - c. The Bowman Museum can provide for the proper storage, protection, and care of the materials under conditions that insure their availability for the Bowman Museum's purposes and in keeping with professionally accepted standards.
- 5) The significance of the materials must be determined, and then should, if possible, be documented as to provenance.
- 6) No item will be acquired by the Bowman Museum that is known or suspected of being illegally or unethically obtained, either in this country or its country of origin. (See November 14, 1970 UNESCO AConvention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property.) The Bowman Museum shall ascribe to the UNESCO guidelines and shall not knowingly and willfully accept or acquire any object that was illegally imported under any circumstances, or whose acquisition would support or encourage irresponsible damage to or destruction of collecting sites, cultural properties, cultural monuments, or human burial places. However, the Bowman Museum may accept objects that have been confiscated and offered to the Bowman Museum by government authorities.
- 7) No sacred or religious materials will be accepted by the Bowman Museum that are judged to be controversial by the Bowman Museum in regard to ownership or proprietary right by the ethnic group for which they are associated.
- 8) No human remains shall be accepted by the Bowman Museum.
- 9) All moral, legal and ethical implications of the acquisition must be considered.
- 10) Acquisitions must, in general, be free from donor-imposed restrictions. (See sections under Means of Acquisition.)
- 11) If for purchase, a fair market value must be determined between the parties, and funding must be arranged prior to the purchase.

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## **Acquisition of Materials for Development Purposes**

- 1) It must be determined in advance of final acceptance whether acquisitions are offered for accessioning into the permanent collections or for the developmental purposes of the Bowman Museum.
- 2) Materials not accessioned into the permanent collections may be acquired with the donor's signed consent for the express purpose of supporting the operations, collections, and programs of the Bowman Museum. Such materials may be sold at auction or by bid, used as trade items, or disposed of or used in any other manner as the Bowman Museum sees fit in order to enhance the operation and programs of the Bowman Museum.
- 3) As with materials accessioned into the permanent collections, a legal instrument of conveyance, setting forth an adequate description of the objects involved, must accompany all gifts made for developmental purposes and should be kept permanently on file at the Bowman Museum. Final disposition of all such material must be made a part of the permanent record.
- 4) The Executive Director shall be responsible, or delegate that responsibility, for establishing the procedures for handling and accounting for all such gifts.
- 5) All revenue derived from the sale of such materials must be reported as revenue to the Bowman Museum. This revenue will be restricted for the care and augmentation of the collections.
- 6) In disposing of such materials, the Bowman Museum staff shall adhere to all applicable Internal Revenue Service requirements.

## **Gifts of Significant Value or Unusual Encumbrances**

- 1) Gifts of personal property with an estimated value in excess of \$10,000 and gifts of real property require the approval of the Board of Directors.
- 2) Gifts offered with unusual encumbrances or restrictions, or under unusual circumstances, require approval by the Crook County Historical Society Board of Directors.
- 3) Gifts judged by the Executive Director to be of extreme political or sensitive nature require approval by the Crook County Historical Society Board of Directors.

## **Appraisals**

- 1) The Bowman Museum staff shall not, in their official capacity, give appraisals for the purposes of establishing the tax deductible value of items offered to the Bowman Museum. The Bowman Museum staff may accept Donor estimate of value for items valued at less than \$5,000. For items the Donor believes are worth more than \$5,000, the Donors must have an independent appraisal made for their tax purposes.
- 2) Where a statement is required of the Bowman Museum by the Internal Revenue Service to confirm a donor's gift, the Bowman Museum shall comply with Internal Revenue Service requirements and provide such information.

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- 3) The acceptance of an item at its appraised value does not imply an endorsement of the appraisal by the Bowman Museum or its staff.
- 4) Bowman Museum staff shall not provide formal artifact authentication or render an opinion concerning the monetary value of artifacts casually brought to the Bowman Museum.
- 5) The Bowman Museum may, however, as a public service, provide an informal artifact identification service (probable date, attribution, etc.) to owners of artifacts for their personal information, provided that: (1) The owner agrees to use such a service for educational or scientific purposes only; (2) the services will not be used in connection with any past or contemplated commercial transaction; (3) the owner understands that the service represents only an informal opinion by the staff; and (4) the rendition of such an opinion in no way implies or expresses authentication or value.
- 6) All items left in the custody of the Bowman Museum for the purpose of the Bowman Museum's consideration of such items for acquisition or loan purposes shall be recorded on a temporary custody receipt form. Such material will not normally be covered by the Bowman Museum's insurance. Bowman Museum staff shall notify the owner of such items of the Bowman Museum's intent within 30 days of their initial receipt. Items not claimed within 90 days will be disposed of as provided by the laws of the State of Oregon.

### **Deaccession Policy**

Items in the permanent collections will be retained if they continue to be relevant and useful to the purposes and activities of the provided by the laws of the State of Oregon, and if they can be properly stored, preserved, and utilized. Deaccessioning of objects may be considered when these conditions no longer prevail or in the interests of improving the collections for the Bowman Museum's purposes and programs. If it is determined that items should be removed from the permanent collections, the deaccession process shall be cautious, deliberate, and scrupulous.

Items considered for deaccession must meet at least one of the following criteria:

- 1) The item is clearly outside the scope of the purpose of the Bowman Museum and its collection policy.
- 2) The item is irrelevant to the purposes of the Bowman Museum.
- 3) The item lacks physical integrity.
- 4) The item has failed to retain its identity or authenticity, or has been lost or stolen for at least two years.
- 5) The item is duplicated in the collection.
- 6) The Bowman Museum is unable to preserve or store the item properly.
- 7) The item is deteriorated beyond usefulness or economical repair.
- 8) The item has doubtful potential utilization in the foreseeable future.

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## **Restrictions**

Before any item is recommended for deaccessioning, or is deaccessioned, reasonable efforts shall be made to ascertain that the Bowman Museum owns the object outright. Where restrictions to the disposition of the item are found, the following procedures shall be followed:

- 1) Mandatory conditions of acquisition will be strictly observed unless deviation from their terms is authorized by a court of competent jurisdiction.
- 2) Items to which precatory (i.e., special) restrictions apply will not be disposed of until reasonable efforts are made to comply with the restricting conditions. In the event of a question concerning intent or force of restrictions, the staff shall seek the advice of legal counsel.
- 3) In the case of items listed as Permanent loans, the procedure which converts such items to outright gifts to the Bowman Museum as outlined in State of Oregon statutes shall be followed.
- 4) Items which may be the subject of future demands for repatriation will not be subject to deaccessioning. The Bowman Museum has a moral obligation to protect materials that may be considered sacred or a part of a nation's cultural patrimony.

## **Authorization**

Only the Crook County Historical Society Board of Directors after hearing the recommendations of the Executive Director and Collection Committee has the authority to approve the deaccession of materials from the permanent collections.

## **Procedure**

The Executive Director, or designated staff persons, and Collection Committee may recommend deaccessioning items if, in their best judgment, one or more of the above criteria have been met. The recommendation shall be in writing on a printed deaccession form. Such recommendation shall specify donor, source and provenance of each item; reason for deaccessioning; estimated fair market value; recommended means of disposal (i.e., exchange with, or gift to, another non-profit agency; sale; or destruction); date recommended for deaccessioning. The completed deaccession form shall be kept as a part of the permanent collection record, and shall indicate the nature of the final disposition.

## **Disposition**

Items approved for deaccessioning are to be disposed of by the following principles:

- 1) The manner of disposition shall be in the best interest of the Bowman Museum, the public it serves, the public trust it represents in owning the collections, and the educational or cultural communities it represents.
- 2) Preference shall be given to giving the items to other not-for-profit educational agencies which have a purpose that will be augmented by ownership of the item, and which provide reasonable assurance of providing proper care.
- 3) If objects are to be offered for sale, this must be done through a public auction house or in the public marketplace in a manner which best serves the long-term interest of

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the Bowman Museum.

- 4) No items may be given or sold privately to Bowman Museum employees, board members, or volunteers involved in the collection management area, or their representatives.
- 5) No item deaccessioned will be returned to the original donor or his/her heirs both because of the uncertainty of which family member would be entitled, and because the United States Internal Revenue Service forbids the return of donated property which may have been claimed as a tax deduction.
- 6) All proceeds from the sale of items must be allocated toward the purchase of additional appropriate items for the collection and/or for the management and preservation of the other items in the permanent collections.

### VIII. Loans

#### **Outgoing**

The Bowman Museum may loan items from its collections to other museums, galleries, institutions, community organizations, or businesses. Loans will be made primarily for exhibition or research purposes. As a matter of general principle, no loans will be made to individuals. Loans will be made upon the approval of the Executive Director or designated staff persons subject to the general criteria and regulations governing loan requests. Loans of items with an estimated value in excess of \$10,000 must be approved by the Collection Committee and the Crook County Historical Society Board of Directors.

Loan requests are to be submitted on a loan request form at least 7-10 days before the loan is required. All requests are evaluated in reference to the following criteria:

- 1) The requester must be a bona-fide education, community or cultural agency; or the request must in some way further the objectives and purpose of the Bowman Museum.
- 2) Security and conservation measures must satisfy museum requirements, the nature of which may vary with the type of item requested. Conservation concerns include temperature, humidity, light level, installation techniques, proper encasement, and handling.
- 3) Loans are subject to the availability of Bowman Museum staff.
- 4) Items presently on exhibition will not be loaned except in very unusual circumstances.
- 5) All loans are for a specified period of time and subject to periodic review. Determination of loan renewals will be made by the Executive Director or designated staff person.
- 6) Even though all the above conditions are met, loan requests may be denied if, in the opinion of the Executive Director or designated staff person, the requested items are of such rarity, value, significance, fragile condition, or so related to on-going needs that the loan would not be in the best interest of the Bowman Museum.

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All loans are subject to the following regulations, which will be in force when the loan agreements are entered into:

- 1) The borrower will insure the loan under its policy, and forward a certificate of insurance to the Bowman Museum; or will reimburse to the Bowman Museum for the cost of insurance; or will agree to assume liability for the loss or damage in lieu of insurance.
- 2) The borrower must arrange and pay for the shipping in both directions by methods approved by the Bowman Museum.
- 3) Items placed on public exhibition must be secured or properly protected.
- 4) Only persons designated by the Bowman Museum shall handle, move, or pack items.
- 5) No item shall be cleaned or altered by the borrower without the specific written permission of the Bowman Museum. Loaned items may not be photographed or used for any commercial purpose without the specific advance written permission of the Bowman Museum.
- 6) No items may be re-loaned by the borrower.
- 7) Any damage or vandalism must be reported by the borrower to the Bowman Museum. No items may be repaired without the express written permission of the Bowman Museum.
- 8) Packing for return shipment must be in the same manner as the original shipping.
- 9) The borrower may be required to pay all costs of preparing items for shipment, as prescribed by the Bowman Museum.
- 10) The Bowman Museum may require, at the borrower's expense, that loans be accompanied by a staff member (both incoming and outgoing), and that packing and unpacking be done under the supervision of the Bowman Museum staff.
- 11) The Bowman Museum shall receive appropriated credit for all items on loan and/or exhibited. Acknowledgment should credit the Crook County Historical Society and Museum.
- 12) Appropriate loan forms shall prescribe the procedure for all loans. A complete record of the loan transaction shall be kept as a part of the Bowman Museum's permanent records.
- 13) Any variation from these regulations must be made by the Executive Director or designated staff person, and placed in writing on the loan form.

### **Incoming**

- 1) Incoming loans may be accepted from individuals or from institutions for the purpose of exhibition or current research at the Bowman Museum. All incoming loans shall be for a specified period of time.
- 2) No indefinite or long-term loan shall normally be accepted. Rare exceptions to this rule may be made with institutions by the Board of Directors upon the recommendation of the Executive Director and the Collection Committee in the case of extremely important items not available for exhibition or research in any other way. The Bowman Museum cannot normally store or care for items belonging to others and not required for exhibition or research.

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- 3) All loans to the Bowman Museum must be accompanied by a completed loan form, signed by both the lender and a representative of the Bowman Museum. The loan form must give a detailed description of each item, the manner in which the item is to be used, the terms of the loan, and the dates the loan will be in effect. Loan forms shall become a part of the Bowman Museum's permanent records.
- 4) The Bowman Museum shall care for loan items with the same precautions that are exercised for its own property.
- 5) Loans shall remain in the possession of the Bowman Museum for the time stipulated in the loan agreement, but may be withdrawn from an exhibition at any time at the discretion of the Executive Director; and with reasonable notice, returned to the lender.
- 6) Unless otherwise specified by the lender in writing, the Bowman Museum assumes the rights to photograph loan items for publicity, catalogue, or educational purposes.
- 7) If the lender elects to maintain his/her own insurance, the Bowman Museum must be supplied with a certificate of insurance naming the Bowman Museum as an additional insured or waiving subrogation against the Bowman Museum. Otherwise, the signed loan agreement shall constitute a releasing of the Bowman Museum from liability in connection with the loaned property.
- 8) If the lender does not elect to maintain his/her own insurance coverage, the Bowman Museum will insure the loaned items wall-to-wall under its insurance policy for the amount indicated on the face of the signed loan agreement. The Bowman Museum policy includes the usual exclusions for loss or damage due to such causes as gradual deterioration, inherent vices, war, or shipment other than registered first-class mail.

### **Loan Conversion**

For items specifically identified as being on loan to the Bowman Museum, every attempt will be made to either return the item to the original lender or to convert the loan to an unconditional gift under the following procedures:

- 1) An item on loan to the Bowman Museum may be permanently acquired by the Bowman Museum if the item has not been claimed by the owner within 90 days after notice is sent by certified mail, return receipt requested, to the owner at the owner's last address by the Executive Director or designated staff.
- 2) If the certified letter is returned because it could not be delivered to the addressee, public notice shall be printed by the Bowman Museum once each week during two successive weeks in a daily newspaper circulating in the city of Prineville describing the unclaimed documents or materials, giving the name of the reputed owner thereof, and requesting all persons who may have knowledge of such owner to contact the Bowman Museum. More than one item may be described in each of such notices. If the item is not claimed by the owner within 90 days following the final publication describing the item, the Bowman Museum may permanently acquire the item.
- 3) Items acquired under this section shall be solely the property of the Bowman Museum and may be sold, traded, or deaccessioned according to Bowman Museum guidelines.

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## **IX. Collection Care**

The Bowman Museum shall act in a responsible manner to ensure the best possible physical care of all items entrusted to its care. All items in the permanent collection not on exhibition shall be housed in such a manner as to ensure their preservation, systematic access, and easy retrieval.

## **X. Collection Accessibility**

- 1) The permanent collection and related records, with the exception of monetary valuation, shall be made available for legitimate study, research, inquiry and examination by responsible parties.
- 2) Approval for collection access is subject to the completion of a collection access form by the requesting party. All collection access forms will be maintained for five years.
- 3) Accessibility may be limited by staff availability, conservation considerations, donor-mandated restrictions, security issues (such as the location of archaeological sites), and/or the purpose of the request. In such cases, the person requesting access will be informed of the reason for restriction or denial of access.
- 4) All persons requesting access will be supervised at all times, unless specific approval to the contrary is granted by the Executive Director or the designated staff.
- 5) Access to and use of the permanent collection will be credited appropriately in all publications, exhibitions, and other presentations. There is to be no commercial use of the collection, or information and images resulting from their examination, unless specific permission is granted in writing by the Executive Director or designated staff.
- 6) All items in the permanent exhibitions may be photographed by a hand-held camera without flash illumination. Photography in temporary exhibitions will vary depending upon whether the objects are museum-owned or borrowed for the exhibition.
- 7) All photography for commercial purposes or requiring a tripod and other equipment must be approved in advance by the Executive Director or designated staff.
- 8) A charge may be assessed for use and/or reproduction of museum items. Such charges will be based upon Board-approved fee schedules.

## **XI. Public Disclosure**

In reply to reasonable requests, the Bowman Museum will make available the identity and description of collection items acquired or deaccessioned. All other facts pertaining to the circumstances of acquisition, deaccession, and disposal will be adequately documented in the permanent records.

References to this Collection Policy shall be imprinted on all Bowman Museum forms for deed of gift, temporary receipt, and loans. A copy of this Collection Policy shall be made available to any donor, prospective donor, lender, prospective lender, or other responsible person upon request.

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### **XII. Signatures**

This Collection Management Policy was approved by the Executive Director, the Collection Committee, and the Crook County Historical Society Board of Directors as indicated below:

Gordon Gillespie	11/20/2013
Executive Director	Date

Ruthie McKenzie	11/20/2013
Chair, Collection Committee	Date

Jan Anderson	11/20/2013
President, Crook County Historical Society Board of Directors	Date

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## **First addendum to Collections Management Policy**

### **Intellectual Property Policy**

(approved 11/20/2013)

The purpose of this addendum to the Collections Management Policy of the Bowman Museum is to state clearly the definition and procedure for use of the Museum/Historical Society's Intellectual Property. This policy assumes that all members of the governing authority (Board), employees and volunteers are committed to an ethical standard that is in the best interests of the museum and to the public it serves. No individual may use his or her position in the museum for personal gain, to avoid detriment or to benefit another at the expense of the museum, its mission, its reputation and the society it serves.\*

#### **I. Intellectual Property defined:**

- 1) The museum's intellectual property includes all collection items legally owned and held "in trust and in the public interest" as stated in the organization's founding documents, the By-laws, and the Collections Management Policy.
- 2) In addition, all documents and publications created by past or present board members and staff are considered the museum's intellectual property. These may include such documents as fundraising materials, brochures, articles for local media and other publications that help fulfill the museum's mission and objectives.

#### **II. Procedure for the use of museum Intellectual Property**

- 1) The most commonly requested items are from the museum photo collection (more than 13,000 and growing). Students, businesses, news organization, and authors most often request use. Those requesting use will fill out the Photo Use Form and agree to credit as follows: Photo courtesy of the Crook County Historical Society.
- 2) If the image(s) is intended for commercial use, the user will also be asked to pay a "one-time use fee" at the time they receive the image. The fee schedule is set by the Executive Director and approved by the Board of Directors. This fee is in addition to any photo reproduction charges.
- 3) If the request is for an article or major piece of text from a museum publication, the article or text may not be altered or edited in any way. The request must be in writing and credit must be given as above. The same fee schedule applies.

#### **III. Waivers to the Intellectual Property policy.**

- 1) The Executive Director has the authority, or may delegate that responsibility, to sometimes allow waivers to the above rules and fees. It is common practice to sometimes waive for students, other non-profits and government entities if the use is not for a commercial project.

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- 2) \*From time to time current Board members and/or staff may want to pursue projects of their own interest that they feel are either outside of the museum's mission or beyond the museum's capacity. To ensure complete public transparency and to avoid even the appearance of conflict of interest, current Board and staff members must seek a written waiver from the Board of Directors to pursue such project. In addition, if the project is of a commercial nature, current board members and staff must follow all rules and pay all fees set out above for the general public. For additional information please reference "Oregon Government Ethics Law: A Guide For Public Officials" and the Crook County Employee Policy Handbook.

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## **Second addendum to the Collection Management Policy**

### **Public Sale of Collection and Development Items Policy**

(approved 12/18/2013)

The purpose of this policy is to provide an addendum to the Collections Management Policy of the Bowman Museum that clearly indicates the process that will be used for items that have been selected to be sold at public auction, or through online auction or sale.

#### **I. Eligible Items**

Items that are eligible for public auction or sale include:

- 1) Items from the museum's permanent collections that have met the deaccession criteria, have no legal restrictions, have been approved for deaccession by the Collection Committee and the Crook County Historical Society board, and for which every effort has been made to dispose of the item to other appropriate not-for-profit educational agencies (usually museums).
- 2) Materials for development specifically donated to the museum for the express purpose of benefitting the museum operations. These items may include items left in temporary custody while being considered for addition to the permanent collection but whose owners have agreed the item(s) should be considered 'materials for development' and disposed of to benefit the museum if not accepted into the permanent collection.

#### **II. Pricing, sale of items, and the disposition of revenue**

- 1) The Executive Director has the authority to set and/or negotiate prices, and other terms on auction or sale items', or may delegate that responsibility, as long as it is within the amounts and terms set by the Board.
- 2) All eligible items put up for auction or sale must be advertised as property of the Bowman Museum to alert buyers of the items ownership.
- 3) Permanent records will be kept on each item sold; its eligibility status, where and when it was offered for sale, the original sale price, the final sale price, the sale date, where and when the funds were deposited, and the name of the purchaser.
- 4) Documentation for all item transactions shall be accessible to donors upon request, including: Deed of Gift, accession record, Approval of Disposition form, permanent record of deaccession, and proof of sale/auction record.
- 5) Any revenue from the auction or sale of eligible items will be accounted for and tracked separately.

#### **III. Restrictions**

- 1) Board members and museum volunteers, or their representatives, must wait 3 days (72 hours) from the time of electronic posting before making a bid or offer to buy on

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any museum offered item. If the item is offered at a live, advertised, public auction, both Board members and museum volunteers are granted the same rights as a public attendee.

- 2) Museum staff may not purchase museum offered items under any circumstances. As a benefit to employees gift store items can be purchased at the museum's cost. These items are for personal use only and may not be resold for a profit.
- 3) Lastly, it is acknowledged that the museum holds its collection in the public trust, and that the sale of collection items is not simply the sale of a financial asset to be used for regular museum operations. Therefore, all proceeds from the sale of items are restricted for the use of purchasing additional collection items, or the management and preservation of the existing items in the collection.

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## **ENDOWMENT FUND OF CROOK COUNTY HISTORICAL SOCIETY**

**Board Resolution-** Revised 02/17/2000, 2/15/2019

1. **ESTABLISHMENT OF ENDOWMENT FUND.** The Endowment Fund for Crook County Historical Society (Historical Society) of Prineville, Oregon, was established effective February 1, 1996.

2. **OBJECTIVE.** The objective of the Fund is to accept gifts according to the Gift Acceptance Policy of the Historical Society. Accepted gifts will be placed within the Crook County Historical Society Fund held in trust by the Oregon Community Foundation (OCF).

3. **USE OF ENDOWMENT FUND INCOME.** The Crook County Historical Society Endowment Fund (Fund) will be invested by Oregon Community Foundation according to the investment agreement between the two organizations. Income generated from the fund shall be used at the sole discretion of the Historical Society Board of Directors (Board). Determination of the income available will be made yearly by the endowment fund trustee and manager. During development of the budget, upon recommendation of advisors, the Board of Directors will identify any funds to be withdrawn from the available income for current use. Endowment Fund income will generally be used in the following general categories:

- a. General operating needs.
- b. Special needs and programs.
- c. Mission causes approved by the Board.

If donated funds to the Endowment Fund have been specifically designated or restricted by the donor, the income from such funds will be used exclusively for the designated activity, program or operating fund.

4. **ASSIGNMENT OF FUNDS RECEIVED WITH NO RESTRICTIONS.** Any devise, bequest, annuity and planned gift made to Crook County Historical Society and not designated by the donor for current operations or programs may be deposited into the Endowment Fund or used for general operating purposes at the Board's discretion. Acceptance of all gifts is subject to the review according to the Gift Acceptance Policy.

5. **INVESTMENTS.** The investment of Endowment Fund assets will be made by the Oregon Community Foundation as trustee and fund manager. Unless otherwise agreed to with the donor OCF has the authority to delegate management of the Fund to a bank, investment advisor, or other financial institutions as well as to remove or change financial institutions.

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6. STRATEGY TO INCREASE ENDOWMENT FUND. It is the responsibility of the Crook County Historical Society Board of Directors to actively provide plans and strategies to increase the amount of donations directed to the Endowment Fund. Specifically, the Board of Directors and the Executive Director are responsible to utilize staff, board members and key volunteers to:

- a. Acquaint potential donors with the opportunity of making gifts and bequests to these Funds.
- b. Present prior to each new fiscal year a proposal for the use of the funds during the following year. All proposed programs shall be subject to approval of the Board of Directors.
- c. Seek professional advice as needed.
- d. Such other responsibilities related to the Endowment Funds as may be assigned to by the Board.

7. FINANCIAL REPORTING. It is the responsibility of the Treasurer and Executive Director to:

- a. To obtain from OCF and present to the Board a quarterly financial report on the status of the Funds.
- b. Assume responsibility for the safekeeping, management, investment and transfer of all funds and properties comprising the Endowment Fund.
- c. To seek professional advice as needed.
- d. Such other responsibilities related to the Endowment Funds as may be assigned by the Board.

8. CONSOLIDATION. MERGER OR DISSOLUTION. If at any time Crook County Historical Society of Prineville, Oregon, be lawfully merged or consolidated with any other organization, all of the provisions hereof in respect to the Endowment Fund of Crook County Historical Society, shall be deemed to have been made for and in behalf of such merged or consolidated organization, which shall be entitled to receive all of the benefits of said Endowment Fund, and shall be obligated to administer the same in all respects in accordance with the terms thereof. In the event of the dissolution of the Crook County Historical Society Prineville, Oregon, the Board of Directors shall be entitled to disburse the funds, as they choose, to other 501(c)(3) organization(s).

9. AMENDMENT PROCEDURE. Provisions of this Resolution establishing guidelines for the Endowment Fund, may be amended as necessary from time to time by a majority vote of the Board of Directors given adequate notice of such action as stated in the Bylaws.

Resolution adopted 2/17/2000

Board President William W. Weberg

Board Secretary Ruth Cholin

# Crook County Historical Society Handbook

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## **GIFT ACCEPTANCE POLICIES**

Purpose: To provide a framework for the types and forms of gifts that will provide maximum benefit both to the donor and to Crook County Historical Society (Historical Society).

This overview addresses both current and planned gifts. The goal is to encourage support for the Historical Society without encumbering us with gifts that may generate costs or liabilities in excess of the benefit provided, or that are restricted in a manner not consistent with the purpose, goals or policies of the Historical Society.

### **Gift Acceptance Committee**

In some cases, a proposed gift may require consideration by the Board of Directors of the Historical Society and the Executive Director acting as the Gift Acceptance Committee (GAC). The Gift Acceptance Committee may at times require consultation with professionals or others familiar with specific issues relate to certain types of gifts (i.e. Charitable Remainder Trusts).

### AUTHORITY TO ACCEPT GIFTS

1. An outright, unrestricted cash gift of any amount may be accepted by the Executive Director or members of the board.
2. A non-cash gift (including real property, stock, or a planned gift vehicle) may be accepted by the Executive Director or members of the board subject to a review by the GAC.

### PROFESSIONAL RELATIONSHIPS

In all dealings with legal, financial and planned giving advisors, ethical relationships will be established and maintained.

Crook County Historical Society will not draft legal documents for any donor or planned gift. In most cases, any and all fees associated with Planned Gift legal documents, appraisals or assessments will be paid by the donor before the gift is accepted. All documents submitted by the donor's advisors will be reviewed by the Crook County Historical Society's Legal Counsel.

### **Outright Gifts**

#### CASH

1. Gifts in the form of cash and checks shall be accepted regardless of amount unless there is a question as to whether the donor has sufficient title to the assets or is competent to legally transfer the funds as a gift to Crook County Historical Society.
2. All checks must be made payable to Crook County Historical Society and shall in no event be made payable to an employee, agent or volunteer for the credit of Crook County

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Historical Society.

## PUBLICLY TRADED SECURITIES

1. Securities which are traded on the New York or American Stock Exchanges, or other readily marketable securities, shall be accepted by and sold at an appropriate time. In no event shall an employee or volunteer commit to a donor that a particular security will be held without prior written authorization to do so by the Gift Acceptance Committee.

## CLOSELY HELD SECURITIES

1. Non-publicly traded securities may only be accepted after approval of the Gift Acceptance Committee (GAC).
2. Such securities may be subsequently disposed of only with the approval of the GAC.
3. No commitments shall be made for disposition of such securities prior to completion of the gift.

## REAL PROPERTY

1. No gift of real estate shall be accepted without prior written approval of the GAC.
2. No gift of real estate shall be accepted without first being appraised by an independent party acceptable to Historical Society who shall have no business or other relationship with the donor or Crook County Historical Society. If appropriate to the property, a Level I Environmental Site Assessment would be performed by a qualified geologist, engineer, or site assessment firm.
3. A follow-up Level II Site Assessment may be required dependent on the initial study. Clean up of contamination would be completed prior to the acceptance of the gift property, except in rare cases as determined by the GAC.
4. Crook County Historical Society will not accept real estate encumbered by a mortgage, unless special circumstances exist and with written authorization of the GAC.
5. Gifts of real property valued at \$5,000 and over must be evaluated by an independent appraiser and appropriate IRS forms required will be completed.

## TANGIBLE PERSONAL PROPERTY

(This section does not refer to gifts to the museum's collection)

1. No personal property shall be accepted unless there is reason to believe the property can be quickly disposed of. No personal property shall be accepted that obligates Crook County Historical Society to ownership in perpetuity. No perishable property or property which will require special facilities or security to properly safeguard will be accepted without

# Crook County Historical Society Handbook

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prior GAC approval.

2. Property valued at \$5,000+ will be independently appraised and appropriate IRS forms completed. For tax deduction purposes, the donor must obtain a written appraisal for inclusion on his/her tax form. Crook County Historical Society does not determine the value of donated personal property.

## PLANNED GIFT TYPES

1. The gift types include Bequests, Life Insurance, Irrevocable or Revocable Trusts, Life Estates, Charitable Remainder Annuity and Unitrusts, or Charitable Lead Trust (Annuities). All planned gift vehicles will be reviewed by the GAC, the Historical Society's legal counsel and/or designated trustee.

2. Gift types can be funded with cash, marketable securities, closely held stock, real estate, notes, mortgages and contracts and miscellaneous tangible personal property. The funding source for the planned gift will be reviewed according to the previous stated policy for outright gifts.

## **Gift Acknowledgments**

1. All gifts to Crook County Historical Society are sincerely appreciated and promptly acknowledged with a letter signed by the board president and executive director. The current IRS rulings and requirements will be adhered to.

2. Stock gifts are attributed the median price on the day received.

3. The Historical Society Board of Directors has approved the following endowment gift clubs or categories:

Founder's Club .....	\$100,000 and above
Pioneer's Club.....	\$25,000 to \$99,999
President's Club.....	\$10,000 to \$24,999
Ochoco Club.....	\$5,000 to \$9,999
Prine Club.....	\$2,500 to \$4,999
Patron Club.....	\$1,000 to \$2,499

All donors of endowment gifts in the above amounts will be recognize by permanent placement on the "Wall of Honor" located in the museum lobby. Donors may wish to make their gifts anonymously. All such requests for anonymity will be rigorously honored.

## **Gift Levels**

Requirements of gift minimums pertain mostly to planned and estate gifts, trusts and other gift vehicles. In setting and updating these gift amounts, the cost of administration and

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return is a factor. Oregon Community Foundation currently serves as Trustee and fund manager of the Crook County Historical Society's Endowment Fund.

1. Gifts of cash, securities, real property can be for any amount and are subject to the above restrictions.
2. Bequest gifts of any amount may be received. Donors are encouraged to leave their charitable bequests by Will as unrestricted, rather than specific program areas that may or may not be in existence in the future.
3. Trusts are established for a minimum of \$100,000 or \$10,000 minimum in Pooled Income Funds. (Note: Stated levels are dictated by groups who manage trusts for non-profits, in our case Oregon Community Foundation). Oregon Community Foundation (OCF) may serve as trustee for charitable remainder trusts (unless the donor requested another trustee) on the condition the trust instrument shall give OCF the authority to delegate management of trust funds to a bank, investment advisor, or other financial institutions, as well as to remove or change such financial institution. An appropriate management fee may be charged against the trust as normally required by the bank or financial institution.

Adopted 2/17/2000

Board President\_\_\_\_\_

Board Secretary\_\_\_\_\_

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## GUIDELINES FOR FINANCIAL ACCOUNTS

(Adopted March 21, 1996, revised Feb. 15, 2019)

The Crook County Historical Society utilizes a variety of accounts of varying liquidity to manage the operations of the society and the Bowman Museum and to build resources to secure their ability to continue to support the community for the foreseeable future. The following is a general guideline for account types and prudent reserves for those accounts.

### Operating Accounts

#### Till Account

**Description:** Cash used for change  
**Held in:** Cash Register  
**Prudent Reserve:** \$160.00.  
**Transfer Frequency:** Semi-Monthly or as needed.  
**Transfer To:** Checking Account

#### Petty Cash Account

**Description:** Cash used for small immediate-need purchases.  
**Held in:** Petty Cash bag  
**Prudent Reserve:** \$60.00.  
**Transfer Frequency:** As needed. Approx. every 1-2 months  
**Transfer From:** Checking Account

#### Checking Account

**Description:** Interest-bearing primary account used for the everyday running of the organization. Account may also include “special funds” above the prudent reserve if money has been received or reserved for special projects or purposes. Also holds funds for temporarily restricted funds. **Two signatures are required for every check.**  
**Held in:** US Bank  
**Prudent Reserve:** \$10,000.00  
**Transfer Frequency:** Quarterly or as needed.  
**Transfer To:** Petty Cash, Money Market, Investment Account, Endowment Account  
**Transfer From:** Till Account, PayPal Account, Credit Processing Account, Money Market Account, Investment Account, Endowment Account

#### Credit Processing Account

**Description:** Interest-bearing bank account used for deposit of funds received from credit card purchases and payment of merchant account fees.  
**Held in:** US Bank  
**Prudent Reserve:** \$1,000.00  
**Transfer Frequency:** Quarterly or as needed.  
**Transfer To:** Checking Account

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## PayPal Account

**Description:** Account for collecting payment for purchases from website

**Held in:** PayPal

**Prudent Reserve:** \$100.00.

**Transfer Frequency:** Quarterly or as needed.

**Transfer To:** Checking Account

## Investment Accounts

### Money Market Account or Short-Term CD Account

**Description:** Interest-bearing account with check writing services or short term availability (3 months max.) Funds would be available for emergencies or budget short falls over the short run. Currently, only a Money Market Account is used.

**Held in:** US Bank

**Prudent Reserve:** \$10,000.00

**Transfer Frequency:** Quarterly or as needed.

**Transfer To:** Checking Account, Investment Account, Endowment Account

**Transfer From:** Checking Account, Credit Processing Account, Investment Account

### Investment Account

**Description:** Brokerage account for funds not deemed necessary for the short term operation of the Society. These funds may be invested through an investment broker and follow the CCHS investment policy to safeguard loss of principal and give the Society the highest return on the investment. This account is also used to transact donations of stocks or other securities.

**Held in:** Raymond James

**Prudent Reserve:** N/A

**Transfer Frequency:** Quarterly or as needed.

**Transfer To:** Checking Account, Money Market Account, Endowment Account

**Transfer From:** Checking Account, Money Market Account

### Endowment Account

**Description:** This fund will include all donated or other funds so specified. Although not technically true, this fund should be considered “untouchable” except in extreme emergency or need. An annual dividend payment at a maximum rate determined by the fund holder may be used for regular Society operations or left with the principal of the fund. The use of the payment is left to the discretion of the board on a yearly basis.

**Held in:** Oregon Community Foundation

**Prudent Reserve:** N/A

**Transfer Frequency:** Quarterly or as needed.

**Transfer To:** Checking Account, Money Market or CD Account, Investment Account

**Transfer From:** Checking Account, Money Market Account, Investment Account

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## **INVESTMENT POLICY STATEMENT**

(Updated January 15, 2014)

### **SCOPE**

This investment policy applies to the investing of funds of Crook County Historical Society (Society) in excess of day-to-day operating needs. This investment policy does not apply to the Society's Endowment Fund which is currently invested with and managed by the Oregon Community Foundation.

### **OBJECTIVES**

The objectives, in priority order, of the investment activities will be:

- Preservation of capital and the protection of investment principal
- Conformance with federal, state and other legal requirements
- Maintenance of sufficient liquidity to meet operating requirements
- Furtherance of the Mission of Society by securing the financial stability of the institution and planning for the future

### **AUTHORITY**

The Chief Financial Officer of Society (Treasurer) is designated as the Investment Officer and is responsible for investment decisions and activities, under the direction of the Board of Directors as required by law.

Any deviations from this investment policy must be approved by the Board of Directors. In the event that major market changes occur which could significantly impact the objectives of preservation and safety of capital and earning a market rate of return, the investment officer will consult with the Board of Directors at the earliest opportunity.

### **PRUDENCE**

The standard of prudence to be used by the investment officer in the context of managing the overall portfolio shall be the prudent investor rule, which states:

Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The investment officer and staff, acting in accordance with this policy and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or

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market price changes, provided that these deviations are reported as soon as practical and that appropriate action is taken to control adverse developments.

## **PERMITTED INVESTMENTS**

The investment officer shall invest the monies of the Society only in the following:

1. Treasury obligations
2. Securities of U.S. Government Agencies, fully guaranteed by the U.S. Government
3. Insured Certificates of Deposit and Money Market Accounts
  - a. from banks, savings/loan associations, mutual savings banks. Deposits in any one institution shall be limited to the amount which is covered by FDIC insurance (\$250,000).
4. Equity Investments
  - a. exposure shall be conservative in nature.

## **GENERAL**

The investment officer shall not, without prior written consent of the Board of Directors, utilize investment funds to borrow money or pledge as collateral for loans.

The investment officer shall not receive personally any additional fee, compensation or remuneration in consideration for making investment decisions or for any investment activities.

## **METHOD OF ACCOUNTING**

Investment will be recorded according to the generally accepted accounting principles set forth by the Financial Accounting Standards Boards.

Investments should be recorded at the market value. Therefore, the investments' value will be reflected on the financial statements at the actual market value of the investment as of the end of the month.

## **REPORTING REQUIREMENTS**

The investment officer shall provide a listing of investments bi-annually at the Board of Directors meeting.

Approved by: Board                      October 21, 2004

Effective:                                      October 21, 2004

Reviewed/Revised:                      January 15, 2014