

Boulder City Museum and Historical Association

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# BCMHA

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Governing Documents

October 2014

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## **The Mission of the BCMHA**

The Boulder City Museum and Historical Association is an educational organization established to preserve, interpret, curate, and communicate the histories of Hoover Dam and Boulder City, Nevada. The BCMHA provides collections-based research and learning opportunities designed to advance a greater public understanding of the Boulder Canyon Project and its influence on local, regional, and national history. The BCMHA's collections, artifacts, exhibits, research facilities, and programs are inseparably linked to serve and educate a diverse public of varied ages, backgrounds, and knowledge. The BCMHA holds and maintains its collections in the public trust for the enrichment of both current and future generations.

## **The Vision of the BCMHA**

The Boulder City Museum and Historical Association will continue to benefit the public as a vibrant, inclusive organization fully involved in the life of the City of Boulder City. The Association will accomplish its mission by

- conducting programs and events that will add to the life and excitement of the City and will increase awareness of the BCMHA;
- maintaining a paid staff that will include a collections specialist;
- utilizing trained volunteers to help provide vital services in a cost-effective manner;
- providing meaningful, diverse educational programs that apply a scholarly approach to enrich the community and reach a diverse audience;
- maintaining the 4,000+ square feet of museum space which includes a permanent exhibit, a special exhibit area, a 48 seat theater, a museum store, and space for the BCMHA's collection;
- assuring proper care and conservation of the BCMHA's collection and providing access for researchers;
- operating the historic Boulder Dam Hotel to continue to provide an authentic experience for guests and to generate revenue for the ongoing operations of the Boulder City/Hoover Dam Museum; and
- guaranteeing sound governance of the association's various holdings and programs, recognizing its fundamental obligation to preserve and communicate the significant history framed by its defined scope.

## The History of the BCMHA

The Boulder City Museum and Historical Association filed its incorporation papers on January 26, 1981 and spent most of the next six years gathering relevant items and searching for a home for its growing collection of archives and artifacts related to the construction of Hoover Dam and Boulder City.

In 1988, the owners of the Six Companies Store offered a portion of their building at 444 Hotel Plaza for temporary use as a museum. The museum opened its first exhibit in the rent-free space on September 30, 1988 – the 53<sup>rd</sup> anniversary of Hoover Dam’s dedication. By the end of that year, the BCMHA had raised \$120,000 toward establishing a permanent museum.

In 1993, the BCMHA joined a consortium which included the Boulder City Arts Council, the Chamber of Commerce, and the City of Boulder City to form the Boulder Dam Hotel Association. The consortium purchased the hotel and divided the space. The BCMHA received 4,300 square feet and, with the consortium, began an extensive renovation project designed by Tata & Snyder Architects of Las Vegas. The renovation project continued throughout the 1990s.

In 1995, Boulder City Assemblywoman, Gene Segerblom successfully introduced legislation which provided \$20 million to support the state Cultural Affairs Commission. The Hotel Association received a grant of \$350,000 to renovate the museum’s space in the hotel. Then, in November of 1996, the museum signed a contract with Formations Inc. to design and build new exhibits, which were completed in 2000.

The Boulder City Museum and Historical Association hosted a grand opening of the museum space on March 25, 2000. The opening of the permanent exhibit marked the completion of Phase One of the project. Work continued on Phase Two: the development of a library and research facility. Today the collections and archives are open to researchers and are frequented by scholars, writers, filmmakers, students, and Boulder City residents.

In September of 2005, the BCMHA acquired full ownership of the Boulder Dam Hotel from the consortium and began operating the hotel as a revenue source for the museum. The museum and hotel have melded to become a “living museum” that welcomes visitors to its guest rooms, common areas, restaurant, and shops, as well as to the museum.

With full ownership of the building, the BCMHA has also assumed responsibility for the proper preservation and rehabilitation of its historic windows, mortar and masonry, and various interior features that remain from the original structure. A capital campaign, initiated in 2010, has raised funds to reduce the debt on the historic building by over \$700,000. This effort continues through the association’s development campaign, which strives to pay-off the remaining mortgage debt and fund the association’s preservation projects.

## The Scope of the BCMHA

Originally established to find a home for the important artifacts and archives from the construction of Hoover Dam and Boulder City, the BCMHA's role has expanded considerably. In addition to the permanent exhibit and collections, the BCMHA now engages in educational programs for both children and adults; operates an historic hotel, provides for the proper care of one of the city's most prominent historic landmarks, the Boulder Dam Hotel; and oversees independent operators of a restaurant located just off the hotel lobby.

**Museum:** The Boulder City/Hoover Dam Museum tells the story of the Boulder Canyon Project as it was experienced by the men and women who braved the desolation of the Southern Nevada desert to build Hoover Dam and Boulder City. The displays and exhibits describe the great social and economic forces of the Depression Era and provide a sense of the complexity, danger, and scale of the project. Special exhibits are periodically displayed to further promote interest in the Boulder Canyon Project or the history of Boulder City.

**Collections:** The archives are housed on the Ground Level of the hotel where they are accessible to researchers for a variety of purposes. The collections include over 11,000 cataloged photographs, 3,500 three-dimensional artifacts, 190 primary source manuscript files, a 700 book research library, 7,500 biographic files and over 2,000 subject files. The collections are recognized as a national treasure by Save America's Treasures and the National Park Service. They are under the care of museum staff, who are responsible for ensuring the museum's collection policies and standards are maintained.

**Association:** The BCMHA meets its responsibilities as a historical association through its ongoing cultural and educational programs. The BCMHA provides the 31ers Educational Outreach Program for 2<sup>nd</sup>, 4<sup>th</sup> and 11<sup>th</sup> grade students and the Third Thursdays Lecture Series for adults. In addition, the BCMHA hosts an annual History Day Celebration (31ers Luncheon) to engage the entire community in their rich local history.

**Historic Hotel:** The BCMHA provides a valuable historic and social experience for tourists and locals alike through its operation of the Boulder Dam Hotel. Efforts are under way to extend the museum's influence throughout the entire building in order to provide an authentic historical experience for visitors. The organization aims to provide, in one building, a place where visitors can experience both the unique history of Southern Nevada and the present-day vitality of one of its treasures -- Boulder City. The Boulder Dam Hotel is listed on the National Register of Historic Places and it is vital to any historical understanding of Boulder City. The BCMHA is committed to providing the building with the care necessary to assure the proper preservation and restoration of the historic elements of the building and to guarantee its continued positive influence on the economy and social fabric of Boulder City. Essentially, the historic building that houses the hotel and museum is the BCMHA's largest and best known artifact of the Boulder Canyon Project era.

## The Values of the BCMHA

### THE VALUE OF HISTORIC PRESERVATION

We are committed to preserving the legacy of Boulder City's past so that future generations may understand and value the set of events that define our local and regional history. This belief requires all BCMHA staff, volunteers, and board members to act as informed stewards of the collections and exhibits, and advocates for the historic building that houses them. We must be continuously aware of our deep responsibility to those who have entrusted us with the proper care and preservation of the artifacts and archives that represent our collective past.

### THE VALUE OF EDUCATION

We respect and value the educational opportunities our exhibits and collections provide for learners of all ages. We believe in a scholarly approach that engages all those who seek knowledge of the place and time framed by the exhibits and collections of the Boulder City/Hoover Dam Museum.

### THE VALUE OF HISTORICAL ASSOCIATIONS

We are fully aware of our obligations as an historical association to advocate for the continued preservation and appreciation of the stories and events that have comprised our past and shape our future. We must be life-long learners and champions of the unique, important history that is ours. As generations pass and we lose those extraordinary individuals who forged our history, it becomes increasingly important to embrace their stories and accounts and to guarantee that they live on well into the future.

### THE VALUE OF HISTORIC BUILDINGS

*"Every day, monuments of human culture are lost forever...casualties of neglect and the pressures of change."* The BCMHA intends to prevent this from happening to the historic Boulder Dam Hotel. We recognize the inherent importance of prominent historic buildings to the social well-being of a community. Such places as the Boulder Dam Hotel become icons and testaments to the past: they are where memories are made and they are the best places to recover those precious memories. They are where communities develop a "shared" memory that unites citizens and provides a common experience.

## The BCMHA's Guiding Principles of Education

*"Use is the end of all archival efforts. It is the duty of archivists to open up the research treasures that are entrusted to them. They should not only collect and preserve documentary material, but also make it accessible to others."*

Theodore Schellenberg,  
*The Appraisal of Modern Public Records*

The Boulder City/Hoover Dam Museum's educational programs are designed and implemented with an ongoing commitment to the following principles:

1. View people and events with consideration of the geographical, political, economic, and cultural context of their time and place, and appreciate that social issues are complicated and require comprehensive critical analyses if they are to be effectively understood and addressed.
2. Apply instructional strategies that recognize the brain as a "parallel processor" in which thoughts, experiences, and emotions operate simultaneously, and that people understand and remember best when facts and skills are embedded in natural spatial memory.
3. Provide programs within which issues can be addressed comfortably through reasoned discussion and guided by rational approaches to critical thinking and problem solving. Promote civic participation by consulting a broad range of resources and engaging a diverse audience.
4. Recognize the complex interactions of science and society in an ever-changing world. Appreciate the cost/benefit tradeoff of scientific and technological advancements, as well as ethical issues and concerns related to scientific and technological advancement.

## The Code of Ethics of the BCMHA

### I. Purpose

Ethics are based on the collective societal values of honesty, fairness, respect and accountability as they apply to resolving moral issues. This Code of Ethics exists to provide a unified statement of guiding principles for the board, staff and volunteers of the Boulder City Museum and Historical Association that coincide with current best practices in the museum community. Specifically, the BCMHA subscribes in principle to The Statement of Professional Standards and Ethics of the American Association for State & Local History (AASLH) and the Standards and Best Practices of the American Alliance of Museums (AAM).

### II. Governance

The Board of Directors recognizes its responsibility to ensure that BCMHA affairs are conducted legally and responsibly and that all those affiliated with the association understand and support the BCMHA's mission and this Code of Ethics. The Board of Directors has two fundamental public trust responsibilities: stewardship and public service.

The trust of **stewardship** requires museums to acquire, document and preserve collections in accordance with institutional policies, to be accountable for the collections, and to pass them along to future generations in good condition.

The trust of **public service** requires the advancement of knowledge and understanding by making the collections and accurate historical information available to the public.

#### Conflict of Interest

Board members, staff and volunteers must conduct their personal/business affairs in such a manner as to avoid any possible conflict of interest (or the appearance thereof).

When the interests or activities of any director, staff member or volunteer are or may appear to be competing with the interests or activities of the association, or, if any such individual derives a financial or other material benefit as a result of a direct or indirect relationship, a conflict of interest may exist and must be disclosed.

Any real or apparent conflict of interest by a director or by the association's principal operations manager shall be disclosed to the board chair as soon as possible by the individual concerned. Staff members and volunteers shall also disclose such conflicts or duality of interests in a timely manner to the principal operations manager, who will then notify the board chair.

When any conflict of interest is relevant to a matter requiring action by the board, the interested person shall call it to the attention of the board and such person shall not vote or engage in discussions on the matter; provided however, any trustee disclosing a possible conflict of interest may be counted in determining the presence of a quorum at a meeting of the board.



The minutes of the meeting shall reflect that the conflict of interest was disclosed and that the interested person did not participate in the final discussion and did not vote. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the board, excluding the person who has the possible conflict of interest.

### **III. Collections**

Collections are objects and intellectual property directly owned by the museum, as a public trust, to be used for the exclusive purposes of preservation, research, and presentation to the public. Museum collections are not resources which are directly available to meet financial obligations of the association. Collections cannot be converted to currency or used to secure loans to meet financial obligations.

The BCMHA collects, organizes, cares for, and makes accessible materials (books, archives, and artifacts) relevant to the Boulder Canyon Project era and the founding of Boulder City, NV through its incorporation in 1960. The BCMHA provides stewardship for these items held in the public trust as defined in its collections policy. No employee, volunteer, or board member shall use collection items for any personal purpose.

#### Acquisitions

Acquisitions shall be made with a view of permanency and accepted strictly in accordance with the BCMHA Collections Policy. All acquisitions shall be made for the purpose of adding to the collection and not to accommodate personal gain. In every case, due diligence shall be performed to determine provenance and rightful ownership prior to acquisition.

Acquisitions shall not involve illicit trade, violate endangered species laws, include cultural objects regarded as sacred, or include natural objects regarded as protected. Religious or culturally sensitive materials may be acquired if handled with dignity and respect for the feelings and practices of the effected group. The BCMHA's collections activity shall comply at all times with local, state, and federal law.

#### Loans

Procurement of loaned materials and the loaning of BCMHA materials to qualified institutions shall be managed according to the best practices in the museum, library and archival fields and be consistent with the BCMHA Collections Policy.

#### De-accessioning

De-accessioning is the formal removal of an object from the museum's collections. The BCMHA recognizes that its collections will never remain static. They must be improved continually in quality and representation to reflect new research, to complete the historical record, and to

support new exhibitions and educational programs. All de-accessioning shall be conducted in accordance with the BCMHA Collections Policy. It is preferable that materials remain in the public domain; therefore, other institutions will be given first opportunity to acquire de-accessioned objects. All proceeds (if any) realized from de-accessioned materials shall be allocated to an acquisition fund solely for the growth of the collection.

### Appraisals

No employee shall offer appraisals of value for donors nor shall employees reveal the insured value of any item in the collection for the purpose of establishing the fair market value of gifts offered to the BCMHA. The staff may provide interested parties with the names of reputable appraisers in their area of expertise.

### Personal Collecting

Individuals may not use their BCMHA affiliation in any manner to promote personal collecting activities. Staff and volunteers working directly with collections shall not actively collect material that is collected by the BCMHA. The collection of mass produced or common collectibles of nominal value is generally not considered a conflict – when in doubt, contact the collections specialist on staff. In the interest of transparency, employees, volunteers and board members holding significant collections related to BCMHA’s mission or actively engaged in collecting materials relating to the mission and collections of the association shall provide written notification to the board chair indicating the general nature and scope of his/her personal collections.

Use of BCMHA facilities for storage of personal collections unrelated to exhibits or programs is strictly prohibited unless a formal loan agreement is adopted. Employees, volunteers and board members shall not knowingly compete with BCMHA in the acquisition of materials.

The appearance of conflict of interest can be as damaging to the BCMHA’s reputation and public trust as an actual conflict. Individual collectors affiliated with the BCMHA must make every effort to manage their personal collecting ethically and responsibly to protect the institution from the appearance of or actual conflict of interest.

### Dealing

BCMHA employees may not participate in any dealing in objects of the type collected by the BCMHA. Purchasing for the purpose of resale on a regular basis is considered dealing. Occasional sales or trades to upgrade a personal collection are not considered dealing.

#### **IV. Fundraising Practices**

Soliciting and accepting funds for the benefit of the BCMHA are integral to the financial health of the association. Fundraising activity shall comply with all current local, state and federal laws. Staff, volunteers and any outside council involved in raising money or soliciting other contributions including gifts-in-kind on behalf of the BCMHA must do so with honesty and integrity, taking care to clearly define the agreed relationship with the donor. Fundraising activity shall be undertaken in ways that ensure the standards and integrity of the BCMHA are upheld and that any restrictions imposed by the donor on the use of contributions are upheld. Board members, volunteers and staff shall treat donor and prospect information in confidence and leave intact all lists, records and documents acquired through the BCMHA's fundraising efforts.

#### **V. Enterprise Activity**

Entrepreneurial activity to generate added financial support for the BCMHA is vital. The museum store, rentals of the facility, operations of the Boulder Dam Hotel and other "earned income" activities shall be undertaken in accordance with the BCMHA's mission and should not compromise the care or quality of the exhibits or collections.

#### **VI. Finances**

Assurance shall be given that financial statements are fairly presented and that all filings are accurate and complete. All internal controls shall be evaluated annually and the effectiveness of these controls shall be routinely disclosed to the board. Privacy of personal financial information (including salaries and personal wealth data) of staff, volunteers and donors will be ensured to the extent possible and allowable by law.

#### **VII. Professional Conduct**

##### Scholarly Activities

Employees are encouraged to teach, lecture, write, perform and publish for the BCMHA and on their own. The receipt of honoraria for work done during off hours may be retained by the employee. Ownership and copyright rests with the BCMHA on all materials prepared as part of the employee's normal duties and on BCMHA time. Ownership and copyright for works produced on employees' personal time remains their possession.

## Truth in Presentation

Employees, volunteers and board members engaged in historical interpretation through exhibitions, lectures, educational programs or publications are expected to adhere to the highest academic standards of scholarly integrity.

## **VIII. Media and Publicity**

All information provided to the media and to the public must be timely, factually accurate and sensitive to the community's values. To avoid confusion and misinformation, and to protect the privacy rights of the association's members, donors, directors, staff, tenants, customers and vendors, the official spokesperson(s) for the BCMHA shall be designated by the board chair. Unless designated, staff members or directors may not discuss internal BCMHA matters with outside agencies or individuals.

Information regarding the BCMHA's approved publications and programs including governing documents, brochures, current exhibitions, upcoming exhibitions and educational programs may be openly shared with the public by all volunteers, staff members and directors.

## **IX. Compliance and Amendment**

This Code of Ethics shall be formally adopted by action of the Board of Directors and the board shall be responsible for assuring that board members, volunteers and staff comply with the spirit of this set of ethical policies.

The board shall monitor compliance and shall provide guidance, interpretation and opinions on an ongoing basis. The board shall review the Code of Ethics regularly and shall formally adopt any and all amendments to the Code.

## Basic Responsibilities of Nonprofit Boards

*Adopted by the BCMHA from the Nonprofit Alliance*

- 1. Determine the association's mission and vision:** It is the board's responsibility to create and review mission and vision statements that articulate the association's goals, means, and primary constituents served.
- 2. Supervise management:** Boards must reach consensus on management's responsibilities and undertake a careful search to find the most qualified individual for the position when necessary.
- 3. Provide proper financial oversight:** The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
- 4. Ensure adequate resources:** One of the board's foremost responsibilities is to provide adequate resources for the association to fulfill its mission.
- 5. Ensure legal and ethical integrity and maintain accountability:** The board is ultimately responsible for ensuring adherence to legal standards and ethical norms.
- 6. Ensure effective organizational planning:** Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
- 7. Recruit and orient new board members and assess board performance:** All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate its own performance.
- 8. Enhance the association's public standing:** The board should clearly articulate the association's mission, accomplishments, and goals to the public and garner support from the community.
- 9. Determine, monitor, and strengthen the association's programs and services:** The board's responsibility is to determine which programs are consistent with the association's mission and to monitor their effectiveness.
- 10. Support management and assess performances:** The board should ensure that management has the moral and professional support needed to further the goals of the association.

## **Bylaws of the BCMHA**

*Revised & Approved – Annual Meeting – April 2013*

### ARTICLE I

#### Name

The name of this Association shall be Boulder City Museum and Historical Association of Boulder City, Nevada, hereafter designated in the Bylaws as the BCMHA.

### ARTICLE II

#### Mission Statement

Section 1. The Boulder City Museum and Historical Association is an educational organization established to preserve, interpret, curate, and communicate the histories of Hoover Dam and Boulder City, Nevada. The BCMHA provides collections-based research and learning opportunities designed to advance a greater public understanding of the Boulder Canyon Project and its influence on local, regional, and national history. The BCMHA's collections, artifacts, exhibits, research facilities, and programs are inseparably linked to serve and educate a diverse public of varied ages, backgrounds, and knowledge. The BCMHA holds and maintains its collections in the public trust for the enrichment of both current and future generations.

Section 2. The BCMHA shall be nonsectarian and nonpartisan in all its programs and activities. All programs and services shall be open to all persons interested in the purposes of the organization and who support the objectives stated in Section 1 above. No program or service offered by the BCMHA shall be restricted in any manner whatsoever on the basis of race, ethnicity, color, sex, age, creed, sexual orientation or disability.

Section 3. The BCMHA is a nonprofit organization formed under and subject to the provisions of Chapter 82 of the Nevada Revised Statutes. Any donations or proceeds from BCMHA activities will be used for recognizing and paying tribute to the historical aspects of the community and southern Nevada. These funds may also be used for expenses incurred in sustaining operation of the BCMHA, including the construction, operation, maintenance and management of the Museum, archives and historic properties such as the Boulder Dam Hotel.

Section 4. The BCMHA shall cooperate and work in close association with national, state and area historical associations.

ARTICLE III  
Membership

Section 1. Qualifications: Membership in BCMHA is open to those persons interested in the future of this organization and who support the objectives as stated in ARTICLE II. Membership shall not be restricted on the basis of race, ethnicity, color, sex, creed, age, sexual orientation or disability.

Section 2. Charter Members:

- A. Charter Members: Those who joined prior to March 16, 1981, and who each paid a one- time fee of fifty dollars (\$50) to BCMHA. No further annual dues shall be required.
- B. Sustaining Charter Members: A sustaining charter member is one who desires to support BCMHA by paying annual dues.

Section 3. Active Members:

- A. Adult Members: Adult members are persons eighteen (18) and over who have submitted an application form accompanied by appropriate dues.
- B. Student Members: Student members are persons under age eighteen (18) who have submitted an application form accompanied by appropriate dues.
- C. Organizations: Any social, fraternal, business or service organization may apply for membership in this Association by submitting an application accompanied by appropriate dues.
- D. Life Members: Any person may become a life member by submitting an application accompanied by remitting twenty (20) years' dues in advance. No further annual dues shall be required.

Section 4. Dues:

- A. The fiscal year shall be July 1 through June 30, beginning July 1, 2013.
- B. The annual dues rate for sustaining charter members, active adult members, student members and for social, fraternal, business or service organization members shall be established by vote of the Board of Directors and shall be payable in advance on or before the renewal due date for such dues. The treasurer shall notify members through an Association newsletter or via special written notice thirty (30) days in advance of the due date.
- C. Life membership may be obtained by payment of twenty (20) years dues in advance.
- D. A member in good standing is defined as a person who is a life member, charter member, or is current in his or her yearly dues.

## ARTICLE IV

### Meetings

Section 1. Regular: The regular meetings of the Board of Directors shall be held monthly at the call of the Chair.

Section 2. Special: Special meetings of the Board of Directors may be called by the Chair or upon request of three (3) members of the Board of Directors. Notice of such special meetings shall be given to all Directors either orally or in writing at least three (3) days in advance of such meeting.

Section 3. Annual: One regular meeting per year shall constitute as the Annual Meeting for the election of required number of members for the Board of Directors and submission of annual reports of officers and committees. A quorum for the annual meeting shall consist of a majority of the attending members. Should the annual meeting need to be rescheduled, it requires the approval of the Board.

## ARTICLE V

### Board of Directors Nominations

Section 1. A Nomination Committee shall be comprised of three (3) members in good standing of BCMHA.

Section 2. Term: The term of responsibility shall be one (1) year from April 1 to March 31.

Section 3. Election: The Nominating Committee shall be elected by the plurality of vote of the membership at the Annual Meeting. The chairperson will be chosen by the members of the committee.

Section 4. Duties and Responsibilities: The Nominating Committee shall present a slate of names to the general membership at the Annual Meeting for the election of BCMHA members to fill positions on the Board of Directors whose terms have expired.

Section 5. Vacancies: Vacancies within the Nominating Committee shall be filled for the unexpired portion of the term by appointment as determined by the officers.

## ARTICLE VI

### Board of Directors

Section 1. The Board of Directors shall consist of nine (9) Directors, which will include officers, who are members in good standing of BCMHA.

Section 2. Terms:

- A. The terms of office of the Directors shall be for three (3) years; however, no member shall serve more than two (2) consecutive terms. A member shall be eligible to be considered for re-election to the Board after an absence from office for a period of at least one year.



- B. Each term of office shall commence on April 1 of the election year and shall expire March 31 of the third year thereafter.
- C. Terms shall be staggered three (3) to be filled in 2004, three (3) to be filled in 2005, and three (3) to be filled in 2006. The same cycle shall be continued in years thereafter.

Section 3. Election: The election of a Board of Director member shall be by majority vote of those members in attendance during the Annual Meeting. Additional nominations may be made by a member in good standing of BCMHA. All nominations from members-at-large must be submitted to the nominating committee for review two (2) weeks prior to the Annual Meeting. In case of a tie, the vote shall be determined by a flip of a coin. The second name shall be held as an alternate to the Board of Directors and may be considered for appointment to fill a vacancy.

Section 4. Duties and Responsibilities: The duties and responsibilities of the Board of Directors shall be to conduct the business of the Association between Annual Meetings. Board members may be assigned responsibilities to chair specific committees within the BCMHA program.

Section 5. Quorum: A majority of the Board of Directors shall constitute a quorum at regular or special meetings.

Section 6. Vacancies: Vacancies occurring on the Board shall be filled for the unexpired portion of the term by 1) the alternate as determined at the Annual Meeting or 2) appointment by the Chair with approval of the Board of Directors from a slate of names submitted by the Nominating Committee.

Section 7. Removal: Absence of a Board member from three (3) consecutive regularly scheduled Board of Directors meetings shall automatically constitute resignation from the BCMHA Board of Directors unless such absences shall be approved by a majority of the Board of Directors.

## ARTICLE VII Officers

Section 1. The officers shall consist of four (4) members in good standing of BCMHA who have been elected to the Board of Directors. The officers titles and responsibilities are as follows: Chair: responsible for chairing all board meetings; Vice Chair: acts in the absence of a Chair; Secretary: is responsible to see that written minutes are taken at every board meeting, that votes cast are accurately recorded, names of those in the minority on any question are identified. Minutes should be signed, circulated to the board members for review, and presented for approval; Treasurer: monitors budget and financial processes, reconciles accounts, and reports to the Board of Directors.

Duties of the officers shall be in accordance with the parliamentary authority adopted by this association except as otherwise specified by these Bylaws. The officers shall establish an agenda for the regular Board of Directors meeting and distribute written minutes from the previous

meeting, one week prior to such a meeting. The officers shall compile summary reports in a timely manner for the Board of Directors.

Section 2. Term: The term of offices shall be for one (1) year or until a successor is elected. However, no officer, with the exception of the treasurer, shall serve more than two (2) consecutive terms in the same position.

Section 3. Election: The election of officers shall be by majority vote by the Board of Directors at the first regular meeting following the Annual Membership Meeting. Nominations shall be made from the floor for each position.

Section 4. Vacancies: A vacancy for an unexpired portion of the term of an officer shall be filled by a majority vote of the Board of Directors.

Section 5: Removal: Absence of an officer from three (3) consecutive regularly scheduled Board of Directors meeting shall automatically constitute a resignation as an officer, unless such absences are excused by a majority of the Board of Directors.

## ARTICLE VIII Executive Committee

Section 1. Composition: The Chair, Vice Chair, Secretary, and Treasurer shall constitute the Executive Committee.

Section 2. Term: The term shall be for one year.

Section 3. Responsibilities:

- A. The Executive Committee is empowered to take emergency action between meetings of the Board of Directors, except that this committee shall not have power to change the budget, or take any action which is contrary to the Bylaws, policies or rules established by the Board of Directors or which represents a major change in the affairs, business or policies of BCMHA.
- B. Any action taken by the Executive Committee shall be reported to the Board of Directors at the next regularly scheduled meeting.
- C. Any action taken by the Executive Committee is responsible for recommending to the Board of Directors action for the improvement of the operation of BCMHA.
- D. The Executive Committee shall furnish written copies of its minutes to the Board of Directors prior to the next scheduled Board of Directors meeting.

Section 4. Meetings: The Executive Committee will meet at the call of the chair, or at the written request of any two (2) members of the committee.

ARTICLE IX  
Special Meetings

Section 1. Special meetings of the Board of Directors may be called by any Board Member.

Section 2. Quorum: A majority of the Board shall constitute a quorum.

Section 3. Minutes and actions taken during a special meeting shall be reported to the Board at the next regularly scheduled meeting.

ARTICLE X  
Committees

Section 1. The chair, with the approval of the Board of Directors, may appoint Standing Committees and/or Special Committees. Committees may include BCMHA members who are not members of the Board of Directors.

Section 2. Standing Committees may include, but are not limited to the following:

- A. Financial: To oversee the Operational Budget, Fund Raising, Grant Request, Trust Funds, Special Donations, Gift Shop, and selection of an auditor for the Annual Audit of BCMHA monies.
- B. Membership: To oversee Membership and Membership communication.
- C. Community Relations and Publicity: To oversee Community Relations, News and Media Releases, Publications.
- D. Exhibits, Programs, and Events: To oversee Exhibits, Collections, Programs and Events.

Section 3. Special Committees may be established as necessary under provisions of Section 1 above.

Section 4. Standing Committees and Special Committees are advisory and may not engage in contractual agreements or financial commitments without the approval of the Board of Directors.

ARTICLE XI  
Indemnification

Indemnification: Officers, directors, employees and agents of BCMHA shall be indemnified for any cost, expenses or liabilities necessarily incurred with the defense on any action, suit or proceeding in which they are made a party by reason of being or having been a member serving in an elective or appointed capacity. No member or employee shall be indemnified when adjudged in the action or suit to be liable for negligence or misconduct in the performance of duty.

ARTICLE XII  
Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the BCMHA may adopt.

ARTICLE XIII  
Amendments of Bylaws

These Bylaws may be amended at the Annual Meeting or any general meeting of the BCMHA by a 2/3 votes of the members present, provided that the amendment(s) have been posted electronically on the BCMHA web site and members have been notified thirty (30) days prior to the meeting.

ARTICLE XIV  
Dissolution

If it is necessary for this association to disband:

- 1) All debts of the BCMHA shall be paid.
- 2) Any property which has been loaned to it shall be returned.
- 3) A resolution shall be adopted by designating the disposition of any remaining historical documents, artifacts or any monies remaining in the treasury.
- 4) No money shall inure to a member or individual as specified in 501 (c) (3) of the Internal Revenue Code or corresponding section of any future tax code.

End of BCMHA Bylaws.

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# Collections Policy of the Boulder City/Hoover Dam Museum

## INTRODUCTION

### Purpose of Collections Policy

The purpose of the collections policy is to provide guidelines for the Museum's collections-related activities, insuring that these activities meet high professional standards. The Museum's collections policy is a public statement of the Museum's commitment to care for and manage its collections properly.

The collection policy shall be approved by the Board of Directors of the Boulder City Museum and Historical Association,

### Statement of Purpose of the Museum

The purpose of the collection activities for the Boulder City/Hoover Dam Museum (hereinafter referred to as the Museum) shall be (1) acquire, research, and preserve materials concerning the history and development of Boulder City, Hoover Dam, Lake Mead, and the Lower Colorado River region, as well as materials representing the historic period 1920-1945. (2) to make such materials available for study and (3) create themed exhibits of community interest. The Boulder City/Hoover Dam Museum is administered by the Boulder City Museum and Historical Association. The private, non-profit association was established in September 1980 as a 501 (c) (3).

### Types and Status of Collections

"COLLECTIONS" is the term used for all material holdings of the Museum. Specific collection categories are defined as follows:

#### Permanent Collection

The permanent collection comprises those significant objects which directly relate to the purpose of the Museum. Objects accessioned into the permanent collection are cataloged, documented, preserved, and managed according to prescribed procedures meeting current professional museum standards.

#### Educational Collection

The educational collection comprises those expendable objects which contribute to the educational programs of the Museum and which are available directly to the public for examination. Objects in the interpretive collection are readily available or duplicate objects and are not accessioned into the permanent collection.

## **Scope of Permanent Collection**

The scope of the collection of the Museum shall be artifacts of the Boulder City history and culture from Boulder City's beginning to the present. Objects acquired by the Museum shall represent material culture in the Boulder City area. The collection shall include documentation of individuals and cultural groups as well as objects which illustrate events and the history of the Boulder City area.

## **Delegation of Responsibility for Implementation of the Collections Policy**

The Museum Manager or Board Designee is responsible for supervising the proper implementation of the collections policy. The Museum Manager or Board Designee delegates the day-to-day care and management of the collections.

## **ACQUISITION**

### **Policy**

The museum may acquire objects by donation, by bequest, by purchase, or by transfer. Authority for the acquisition of objects for the permanent collection is held by the Museum Manager and the Collections Committee.

### **Criteria for Acquisition**

The following criteria have been established for the acquisition of objects:

Objects must be relevant to, and consistent with the Museum's purposes and activities; chiefly research, preservation, exhibition, and/or interpretation.

The Museum must be able to provide proper care and storage for objects in keeping with professionally accepted standards.

It is intended that objects in the permanent collection shall remain in the collection as long as they retain their physical integrity, their authenticity, and their relevance and usefulness for the purposes and activities of the Museum.

The Museum and its staff shall be in full compliance with state, federal, and international laws and regulation governing the acquisition, sale, and transfer of cultural properties.

Title to all objects acquired for the permanent collection shall be obtained free and clear without restrictions to use or future disposition.

The present owner shall have clear and verifiable title of ownership to the object and shall have obtained the object legally and ethically.

The Museum shall be provided with (or allowed to copy) all documents and information in the present owner's possession that pertain to the historical significance and provenance of the object.

Acceptance of the object will not result in major expense in conservation disproportionate to its usefulness

## **Procedures**

All offers of objects to the Museum whether by donation, by bequest, by purchase, or by transfer should be referred to the Museum Manager or Designee. The potential donation is then reviewed by the Museum Manager. The object will be placed in temporary deposit and the potential donor will be given a Temporary Custody Receipt for the object. The Temporary Custody Receipt should be signed by the object's owner and the Museum staff person receiving the object. The receipt outlines the terms of temporary custody, the length of which cannot exceed thirty days. After study and review of the object, the Museum Manager or Designee will determine whether or not to acquire the object and may seek outside guidance before making the determination.

If the decision is made not to acquire the object, then the Museum Manager or Designee will be responsible for returning the object to the owner, according to the terms of agreement outlined in the Temporary Custody Receipt; and documenting the return. If the decision is made to acquire the object, the Museum Manager or Designee will initiate and complete the acquisition of the object in the following manner:

If the object is to be donated, a Deed of Gift should be signed by the Museum Manager, or the Designee. The Deed of Gift formally transfers the complete ownership of the object to the Museum and shall be legally binding when signed and dated by both parties. A copy of the Deed of Gift be provided to the donor, and Deed of Gifts shall be kept on file.

If the object is to be bequeathed, a copy of the pertinent section of the will should be provided by the attorney or executor and shall be kept on file.

If the object is a purchase or transfer a copy of the transaction document shall be kept on file.

## **DEACCESSION**

### **Policy**

The Museum has the right, carefully and judiciously, to deaccession and dispose of objects from its collection in a manner consistent with professionally accepted standards. A written deaccession request listing the reason(s) for deaccession and recommended means of disposal must be signed by the Museum Manager before submission to the Board of Directors. Only if

the deaccession request is approved by the Board of Directors, is the Museum authorized to proceed with the deaccession and disposal.

### **Criteria for Deaccession**

An object recommended for deaccession must meet at least one of the following criteria:

The object has ceased to have relevance and consistency with the Museum's purposes and activities.

The object has deteriorated beyond usefulness.

The object is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other objects and/or the health and safety of the Museum's staff and/or visitors.

The Museum is unable to continue to provide care and storage for the object in keeping with professionally accepted standards.

The object's care and storage are far more expensive than the value of the object as it relates to the Museum's purposes and activities.

The object has failed to retain its identity or authenticity.

The object may be replaced with a similar object of greater significance, quality, and better condition.

### **Methods of Disposal of Deaccessioned Artifacts**

Deaccessioned objects will not be sold or given, publicly or privately, to any Museum employees, volunteers, or members of the Board of Directors, their families, or their representatives. Complete records will be maintained on all deaccessioned objects and their subsequent disposition. A deaccessioned object may be disposed of in one of the following method:

#### **Placement in the Educational Collection of the Museum if Appropriate**

Donation to an appropriate non-profit museum or scholarly or cultural institution or organization preferably within the state of Nevada, if the object is from the state.

Sale at an advertised public auction or in the public marketplace in a manner that will best protect the interests, objectives, and legal status of the Museum.

An attempt can be made to contact the donor to determine if the donor requests that the artifact(s) be returned.

Destruction of the object (only if the object has deteriorated beyond usefulness and not other method of disposal is appropriate).



## **Use of Proceeds Derived from Deaccession/Disposal**

Any funds derived from the sale of deaccessioned objects will be used solely for collections, acquisitions or conservation.

## **V. INCOMING LOANS OF ARTIFACTS**

### **Policy**

The Museum may borrow objects from institution and individuals for specific purposes such as exhibition and/or research. Loans of objects from individuals are limited to a time period of one year or less with an option to renew on a year to year renewal if agreeable to both parties. Authority for incoming loans is given to the Museum Manager or Designee.

The Museum will not under any circumstances accept so-called indefinite or permanent loans.

Objects on loan are to be provided with the same professional level of care afforded objects owned by the Museum. The Museum will not knowingly accept an object on loan if the physical condition is such that the object will not be able to travel to and from the Museum and/or exhibition. Lenders to the Museum shall have obtained the object legally and ethically and have a clear and verifiable title of ownership to the object.

Complete records on all incoming loans are maintained in the Collections Files.

### **Procedures**

For objects on loan from individuals or institutions for a period of one year or less, an Incoming Loan Agreement must be signed by the lender and an authorized Museum staff person (the Museum Manager, or the designee) The lender must also be notified by the Museum Manager or Designee. The incoming Loan Agreement outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, and the responsibilities of both borrower and lender. Copies of the Incoming Loan Agreement will be provided to the lender. Incoming Loan Agreements will be kept on file in the Collections Files. A condition report on the borrowed object(s) will be prepared by designated person. A copy of the condition report will be provided to the lender if requested.

The Museum will normally photograph borrowed objects for recordkeeping and security purposes unless instructed by the lender not to do so. The Staff will be responsible for the packing, shipping, and/or transportation, and insurance coverage for borrowed objects. The Lender is responsible for the cost of any object appraisal(s) if needed for insurance purposes. The Museum will make all reasonable efforts to return borrowed objects to the lender in accordance with the terms outlined in the Incoming Loan Agreement.

## **OUTGOING LOANS OF ARTIFACTS**

### **Policy**

The Museum may lend objects to qualified museums for specific purposes such as exhibition and/or research for a specified time period if such museums meet professional standards of collections care and management. **The Museum will not under any circumstances lend objects to individuals.** Outgoing loans to qualified museums will be permitted for a period of one year or less with an option for renewal if agreeable to both parties. No object will be lent if its physical condition is such that the object will not be able to withstand travel and/or exhibition. The Museum will not lend objects which are needed for exhibition and/or research purposes. Authority for outgoing loans is shared by the Museum Manager and the Designee, subject to the approval of the Board's Museum Committee.

### **Procedures**

Museums seeking to borrow an object(s) must make a written request to the Museum Manager stating the specific object(s), purpose, and time period of the proposed loan, and guaranteeing payment of all costs associated with the loan including packing, shipping, and/or transportation, and insurance. A Standard Facilities Report will be supplied to the proposed borrower, and it must be completed and returned to the Museum Manager in a timely manner. The Collections Committee will jointly review the written loan request and the completed Standard Facilities Report to determine if the qualifications of the proposed borrower, the Museum Manager or the Designee will notify the proposed borrower.

If professional standards are met by the proposed borrower and if the loan of the object(s) will not endanger its physical condition or interfere with the Museum's own exhibition and/or research needs, the Museum Manager may make a written recommendation to the Board's Museum Committee to approve the loan. Upon approval by the Board's Museum Committee, the Museum is authorized to proceed with the outgoing loan.

An Outgoing Loan Agreement must be signed by the authorized representative of the borrowing museum and either the Museum Manager or Designee.

## **ACCESS TO AND USE OF COLLECTIONS AND COLLECTIONS RECORDS**

### **Policy**

The Museum will strive to make its collections and collections records available for study and examination by individuals for scholarly research and other legitimate purposes.

The Museum will allow access to and use of its collections and collections records in a controlled, professional manner that protects the physical and intellectual integrity of the collections and collections records. Access to the collections records will not be unreasonably denied. However, acknowledging its responsibility to safe guard the collections and collections records, the Museum reserves the right to control access to prevent the following:

Deterioration, mutilation, loss, or dislocation of objects and/or collections records.

Undue interference with the administrative, professional, and technical operations of the Museum.

Undue impact on the furnishing of services to other Museum users.

Authority for permitting and monitoring access to and use of the collections and collections records is shared by the Museum Manager. The Museum Manager shall have discretionary power to designate any additional staff (paid or volunteer) who may have access, either restrictive or nonrestrictive basis, to the collections storage facilities.

Other individuals, including staff members, and visitors, may only enter storage areas, when accompanied by the Museum Manager or designee.

### **Procedures**

Access to objects in the collection shall be granted by the Museum Manager's office on an appointment basis to qualified researchers.

A written request should be submitted two weeks in advance. The request must specify the objects and records to be examined, the purpose and proposed date of the examination, and the researcher's current contact information. The request should be submitted to the Museum Manager or Designee. Objects must not leave the collections facility.

If the request meets with the established access policy of the Museum, the Museum Manager or the Designee will schedule an appointment with the researcher and will provide supervised access to the specified objects and records.

Collections records shall remain restricted in use to all other individual, both within and without the Museum, with the exception of the Manager and staff. Only the basic accessioning information shall be made available for viewing. Donor files, etc shall remain confidential.

The Museum reserves the right to obtain copies of publications which shall result from the utilization of information and/or materials from its collection. [use policy agreement]

## **REPRODUCTION AND PHOTOGRAPHING OF COLLECTIONS ITEMS**

### **Policy**

The collections staff shall maintain a comprehensive schedule of fees to be charged for reproducing or photographing items in the collections. Extreme care must be taken to ensure the protection of copyrights, patents, or any other property rights.

A full credit line, as authorized by the Museum Office is required when any object from the collection is published or reproduced.

Authorization of use of photographs or reproductions is granted on a basis of ONE TIME USE ONLY.

Exhibits may be photographed by visitors for non-commercial purposes only. Flash equipment and tripods are prohibited in the galleries. Photographers must not obstruct other museum visitors.

## **CARE OF COLLECTIONS**

### **Policy**

The museum shall maintain in its annual budget, funding for the ongoing care and conservation of objects in its collections. It shall be the responsibility of the collections staff through regular periodic inspections, to assess the physical needs of the objects in the collection and make the appropriate recommendations to the Museum Manager.

It is the responsibility of the Museum to ensure that the collections are adequately protected against fire, theft, vandalism, natural and/or environmental disasters. Proper exhibition and storage facilities along with adequate environmental control systems must be a HIGH PRIORITY at all times. Consideration must be given to provide a well trained (paid and volunteer) staff and maintaining a high level of awareness and understanding of professional collections standards and procedures. A review of these measures shall be made throughout the year.

### **Procedures**

An important part of the collections care procedure shall be the establishment and implementation of a comprehensive records system, which includes at least the following: documents recording the legal status of title of an object(s); all correspondence pertinent to an accessioned object; accessioning and cataloging records; deaccessioning records; photographic documentation; exhibit, condition and conservation history; insurance records; current location and loan records; and an annual inventory record. The Museum Manager and designees are responsible for the establishment and maintenance of the records system on a daily basis. The Museum Manager and the Board of Directors shall be responsible for its enforcement. A duplicate copy of all vital collections records shall be made and stored outside the museum in a secure and appropriate institution.