

GUIDELINES  
OF THE  
PENSACOLA HISTORICAL SOCIETY GUILD

GUIDELINE I--NAME

The name of the organization shall be the Pensacola Historical Society Guild.

GUIDELINE II--PURPOSE

The Pensacola Historical Society Guild shall be a non-governing support organization of West Florida Historic Preservation, Inc. The Guild shall function as the membership and volunteer division whose purpose is to coordinate the monthly newsletter, membership events, programs and recruitment, publications, fundraising, and volunteer recruitment and training.

GUIDELINE III--MEMBERSHIP AND DUES

Any person interested in the preservation, education, and promotion of Pensacola history may become a member of the Pensacola Historical Society Guild by completing a membership application and payment of annual dues:

Section 1. Student/Senior Membership. Any student enrolled in an accredited high school, college, or university shall be eligible for student membership. College or university students shall attach a copy of their student ID to the application. Anyone age 65 or over qualifies to join the Guild as a senior member.

Section 2. Individual Membership. Any individual shall be eligible for individual membership.

Section 3. Couple Membership. Any couple shall be eligible for couple membership.

Section 4. Family Membership. All members of one family residing at the same address shall be eligible for a family membership.

Section 5. Patron, Supporter, and Grand Benefactor Membership. Any individual, business, or professional organization may join at the patron, supporter, or grand benefactor levels to further the mission of the Pensacola Historical Society Guild and West Florida Historic Preservation, Inc.

Section 6. Dues. The Advisory Council under the direction of the staff liaison will set the membership dues and benefits for each level of membership on a yearly basis.

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Section 7. Time Only Members. Any individual who, in exchange for a set amount of volunteer hours per year set by the Advisory Council under the direction of the staff liaison of West Florida Historic Preservation, Inc., shall be eligible for basic membership in the Pensacola Historical Society Guild.

Section 8. Honorary Memberships. The Advisory Council under the direction of the staff liaison of West Florida Historic Preservation, Inc. may designate certain "honorary memberships" at its discretion as a thank you for supporting the Pensacola Historical Society Guild.

#### GUIDELINE IV--ANNUAL MEETING

Section 1. The Annual Meeting shall be set by the Advisory Council of the Pensacola Historical Society Guild under the direction of the staff liaison of West Florida Historic Preservation, Inc.

#### GUIDELINE V--ORGANIZATION OF GUILD

Section 1. General Governance. The Advisory Council shall act as agents of the general membership; therefore, the Advisory Council shall keep the membership informed of the activities of the Guild. All meetings of the Advisory Council are open to the general membership.

Section 2. Advisory Council. The Advisory Council shall provide general oversight and governance of the Pensacola Historical Society Guild. The Advisory Council of the Guild shall operate under the direction of the staff liaison of West Florida Historic Preservation, Inc., and shall follow the wishes of the general membership to further the goals of the guild. The Advisory Council shall consist of the elected President, Vice President, and Secretary.

Section 3. President. The President shall provide general leadership and supervision for the Pensacola Historical Society Guild coordinating Guild goals with the West Florida Historic Preservation, Inc. staff liaison.

Section 4. Other Elected Officers. The Vice President and the Secretary shall assist the President in the operations of the Pensacola Historical Society Guild. The Secretary shall have the prime responsibility of keeping the membership informed of all the activities of the Advisory Council, and maintain meeting notes.

Section 5. West Florida Historic Preservation, Inc. Staff Liaison. The Advisory Council shall keep West Florida Historic Preservation Inc. informed of all activities through the staff liaison. This liaison will work directly with the Guild to further both the goals of the membership and West Florida Historic Preservation, Inc.

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Section 6. Meetings. The Advisory Council shall have monthly operational meetings to discuss the progress of the Pensacola Historical Society Guild and the various committees under its direction. General membership meetings shall be held at the discretion of the staff liaison.

#### GUIDELINE VI--ELECTED OFFICERS

Section 1. The elected officers of the Pensacola Historical Society Guild shall be the President, Vice President, and Secretary. The elected officers shall be elected to terms of one (1) year with the Vice President serving as the President Elect at the completion of the President's term.

Section 2. Committee Chairs. Committee chairs shall be appointed by the Advisory Council and the West Florida Historic Preservation, Inc. staff liaison for one-year terms. At the close of the term, the committee chair can be reappointed or return to the general membership.

Section 3. Compensation. The Advisory Council and the committee chairs of the Pensacola Historical Society Guild shall serve without compensation, monetary or otherwise.

Section 4. Vacancies. If for any reason there is a vacancy in the Advisory Council, the Executive Director of West Florida Historic Preservation, Inc. may appoint a replacement. The replacement will serve until the next scheduled election. If for any reason there is a vacancy of a committee chair, the Advisory Council shall name a replacement from the committee. If a replacement cannot be named to the committee, then a replacement shall be named from the general membership.

#### GUIDELINE VII—REMOVAL OF ADVISORY COUNCIL MEMBER

Section 1. Any member of the Advisory Council may be removed from office under the discretion of the Executive Director of West Florida Historic Preservation, Inc. Causes may include failure to carry out the duties of office, and conduct detrimental to the Pensacola Historical Society Guild and/or West Florida Historic Preservation, Inc.

Section 2. Methods of Removal. The Executive Director of West Florida Historic Preservation, Inc. shall remove a member of the Advisory Council by written notification which lists the cause for the removal of the Advisory Council member. The vacancy shall be replaced by a member of the general membership for the offices of Vice President and Secretary, and Vice President for the President.

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## GUIDELINE VIII—NOMINATIONS

Section 1. Nominations for the officers of the Advisory Council of the Pensacola Historical Society Guild shall be from the general membership, and approved by the Executive Director of the West Florida Historic Preservation, Inc.

Section 2. Ballots. The nominations shall be published in the Quarterly membership newsletter the month prior to election.

Section 3. Voting. The first order of business at the annual dinner membership meeting of the Pensacola Historical Society Guild shall be the election of the Advisory Council. If there is only one nominee for each office, voting will be vocal. If, however, there is more than one nominee for an office, voting will be by ballot. The ballots shall be counted by the staff liaison of West Florida Historic Preservation, Inc. , or an assigned staff member. The count shall be announced by the close of the annual dinner meeting. The Secretary of the Advisory Council shall prepare a list of members in good standing who are eligible to vote. Votes shall be allocated as follows:

- Individual, Student, Senior, Patron, Benefactor Memberships are allowed one (1) vote
- Family Memberships are allowed two (2) votes
- For any remaining “Lifetime Members” of the Pensacola Historical Society or West Florida Historic Preservation, Inc. are allowed the same voting privileges as the individual member with one (1) vote

Section 4. Installation of new officers. The new elected Advisory Council shall assume their new duties at the start of the next month’s Advisory Council monthly meeting.

## GUIDELINE IX—FISCAL PROVISIONS

Section 1. The Pensacola Historical Society Guild has no fiscal responsibility. The Guild is funded by a line in the operating budget of West Florida Historic Preservation, Inc. The Advisory Council may submit a proposed budget at the beginning of each fiscal year for upcoming expenditures.

Section 2. Expenditures. The Pensacola Historical Society Guild shall submit any request for funds to the West Florida Historic Preservation, Inc. staff liaison. Approval shall be granted depending on expense at the discretion of the Executive Director of West Florida Historic Preservation, Inc.

## GUIDELINE X—DUTIES OF THE ADVISORY COUNCIL

Section 1. President. The President of the Pensacola Historical Society Guild shall preside over the monthly Advisory Council meetings, shall appoint chairs for the various Guild committees, and shall keep the West Florida Historic Preservation, Inc. staff liaison informed of guild activities and committee progress.

Section 2. Vice President. The Vice President is the President-Elect and functions as President in the absence of the President. Other duties may be delegated to the Vice President as deemed fit by the President.

Section 3. Secretary. The Secretary shall record the meetings of the Advisory Council and make the meeting notes available to the general membership if required. The Secretary shall also distribute notices for the Advisory Council meetings and general membership meetings. The Secretary shall prepare the member-in-good-standing list for voting in the election, and prepare the ballots for election. The President may delegate more duties to the Secretary as needed.

## GUIDELINE XI—COMMITTEES

Section 1. Standing Committees. the Pensacola Historical Society Guild shall appoint standing committees.

Section 2. Types of Standing Committees. There shall be five (5) standing committees:

- a. Newsletter Committee. The Newsletter Committee shall coordinate the bi-monthly publication of the newsletter of the Pensacola Historical Society Guild to announce the happenings of West Florida Historic Preservation, Inc.
- b. Volunteer Committee. The Volunteer Committee shall handle volunteer recruitment and training.
- c. Publications Committee. The Publications Committee shall meet quarterly to publish the magazine and any other publications, i.e. books, pamphlets, or other educational materials that the Pensacola Historical Society Guild suggests to the staff liaison of West Florida Historic Preservation, Inc.
- d. Fundraising and Special Events Committee. The Fundraising and Special Events Committee shall meet bi-annually or more depending on the discretion of the Advisory Council to decide and plan any fundraising or special events.
- e. Membership Recruitment. The Membership Recruitment Committee shall have the responsibility of creating and executing the annual

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membership drive, organizing the annual renewal drive, and assist with planning of the membership benefit levels. The membership recruitment committee shall meet quarterly to carry out its duties.

Section 3. Special Committees. The Advisory Council of the Pensacola Historical Society Guild shall name special committees as needed

Section 4. Committee Terms. Standing committee members and chairs shall serve for two (2) year terms. If there is a vacancy, the President of the Pensacola Historical Society Guild shall name a replacement. Special committee members and chairs shall remain active for the duration of the need.

#### GUIDELINE XII—AMENDMENTS

These Guidelines of the Pensacola Historical Society Guild may be amended by the Advisory Council, the Executive Director, and the Board of Directors of West Florida Historic Preservation, Inc.