

# Friends of Ft. Halifax Park, Inc. – Standing Rules

## *Adopted pursuant to the Bylaws of Friends of Fort Halifax Park, Inc. Article I, Section 6*

**No. 1:** FoFHP Symbol or Logo. The Organization's trademark shall be a graphic representation of the footprint of the Fort – the walls represented in brown with a red English flag with a three-colored (red, white, and blue) square field in its upper left corner. The flag shall be on a flagstaff at the 12 o'clock position on the logo, and proportioned so as to be approximately one-quarter the size of the fort footprint. The Fort shall be shown as basically square with four corner bastions. The upper right bastion shall be depicted as round notwithstanding possible historic basis for concluding that all four corner bastions were diamond-shaped. If it should ever be determined conclusively via archeological investigation that the Fort was differently shaped, then the Membership will address possibly modifying the trademark design.

**No. 2:** Mailing and Electronic Contact. The Organization shall maintain a post office box at the Halifax, PA Post Office, with a key to the box held by both the President and one other Officer designated by the Board. The mailing address for the Organization is: Friends of Fort Halifax Park, Inc., P.O. Box 565, Halifax, PA 17032. The Organization shall also maintain a website with a domain address of [forthalifaxpark.org](http://forthalifaxpark.org) and an email address designated as [friendsofforthalifax@gmail.com](mailto:friendsofforthalifax@gmail.com).

**No. 3:** Monthly Meeting Time and Location. The Regular Monthly Meetings of the Board of Directors and General Membership will be held on the second Wednesday of every month at the Halifax Area Historical Society Building, Market and 3<sup>rd</sup> Streets, Halifax, PA, starting at 6:00 PM unless changed by unanimous agreement of the Board as provided in the Bylaws. The Annual Membership Meeting will be held in conjunction with the November Regular Meeting except if such day is a legal holiday, and then the Board of Directors shall select an alternative day for the Annual Meeting, but it shall be in November as specified in the Bylaws.

**No. 4:** Membership Classifications, Dues and Voting.

- a. Membership Classification will be determined by the level an Applicant for Membership has selected and, except for Life Membership, will last for a period one (1) year. Optional classes of Membership are as follows:
  - Student -- \$10 (under the age of 18)
  - Individual -- \$25
  - Family -- \$45 (two adults residing in the same household)
  - Supporting -- \$100
  - Corporate -- \$250
  - Life -- \$500
- b. Anyone becoming a Member after January 1<sup>st</sup> but before July 1<sup>st</sup> shall pay for a full year; the Membership period for applicants after July 1<sup>st</sup> until the end of the year will be through the end of the following calendar year.

- c. Any Member who has not remitted dues for renewal of Membership by July 1<sup>st</sup> will be suspended from the Official Membership Roster and can only be reinstated for Membership during that calendar year by paying a full year's Membership fee.
- d. Every individual Member is entitled to one (1) vote on matters of Official Action at Meetings of the Organization. Family, Supporting, and Life Memberships, however, include voting privilege for the Member and also for one other individual over the age of 18 residing in the Member's household.

**No. 5:** Implementation of Official Action. Approval by majority vote of the General Membership at a Regular Meeting or Annual Membership Meeting, or of a quorum of Directors sitting at an Executive Meeting, is required for any Official Action of the Organization; however, individual Directors or Members may proceed as necessary independently to implement previously authorized Official Action. In the implementation of Official Action, nothing should be finalized for written publication without prior review and approval by at least two sitting members of the Board of Directors.

**No. 6:** Annual Budget. At the yearly Annual Meeting in November, the Treasurer shall present for consideration by the General Membership a Proposed Budget for the next Fiscal Year, January 1<sup>st</sup> through December 31<sup>st</sup>. Any change in the dues structure to be effective the next Fiscal Year must be approved by the General Membership no less than 30 days prior to the November General Membership Meeting so as to permit its incorporation into the Treasurer's annual Budget Proposal. When approved, or approved as modified, by the General Membership, that Budget shall control Organization expenditures for the following Fiscal Year. Budget allocations can be modified by approval of the General Membership at a Regular Meeting so long as any increase in budgetary allowance for one account is offset by corresponding reduction in some other account(s).

Adopted March 20, 2014  
Revised November 5, 2015 (No. 3)