

March 18, 2016

The following are the latest updates of the MBSI Policies and Procedures (P&P). The P&P contains information relating to the ongoing operation of the Society.

When you see (Trustees "date") alone, it was a motion passed by the Trustees. When you see (Trustees "date", "Committee" Report), then the information was taken from the said Trustees' meeting, from that particular committee report. The item could come from the actual committee, or from a consensus made by the Trustees during the report. This format has been followed, beginning with anything dated 8/27/08 and forward.

It is important that you read ALL of the Sections, not just the ones you feel apply to you. Many items in one section relate to other areas.



David W Corkrum
Recording Secretary, MBSI

**POLICIES AND PROCEDURES
CURRENT THRU 3/18/16
Musical Box Society International**

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I. MEMBERSHIP

A. Recruitment

1. Gift Membership-members are encouraged to purchase gift memberships at the discounted rate of \$45. Gifting Member will receive a \$5 discount toward next year's dues for each gift membership purchased, up to the maximum of membership dues. A Gift membership section has been added to MBSI renewal notice form. (Trustees revised 3/28/14-Trustees 4/11/08)
2. Voucher program-\$15 MBSI discount vouchers are available from the Administrator upon request. Membership is valid for one year, at which time regular dues cost resumes. (Trustees revised 3/28/14-Trustees 4/08/05)
3. Chapter chair should maintain a supply of brochures and/or business cards for distribution to their members. (Trustees 3/28/14)
4. Each MBSI member, including MBSI member museums, which sponsors a NEW member, will receive a \$5 credit towards their next year's dues up to the maximum of membership dues. (Trustee revised 8/29/07-Trustees 3/16/07)
5. Chapter member lists shall be sent to the Administrator by April 15th. Administrator will compare lists to the MBSI database and send letters to those persons who are not Society members, requesting that they join MBSI. (Trustees 3/16/07)
6. A free one-year membership is given to the member and the dealer-member who sponsor the most new members each year. In the event of a tie, all tied will receive the free membership. (Revised 8/23/06-Trustees 9/28/04-Trustees Combined 3/21/03)

B. Membership Application/Brochures. We will honor dues amounts listed in older versions of the membership brochure, but advise the new member of any change in dues, with the new amount be charged upon renewal. (Trustees 4/08/05, Membership Report)

C. Advertising/Promotion. The "Southeast Chapter Traveling Display" will be loaned to other Chapters, when available, via ground transport, with the General Fund bearing the shipping cost between chapters. (Trustees 3/28/14)

D. New Members receive a welcome letter from the President, a copy of the current *Directory*, and any other material appropriate for new members, as determined by the Membership Chair. Trustees Revised 3/21/03-Trustees 9/1/93, Administrators Report)

E. It is the Policy of the Society not to have Life Memberships. (Trustees 2/87)

F. Non-Renewals/Deaths

1. The administrator shall be notified by Chapter Chairs of member deaths. (Exe. Revised 8/04-Trustees

Revised 3/21/03-Membership Annual Meeting 9/5/93)

2. The name of deceased members will be published in *Mechanical Music*. (Trustees Revised 3/28/14-Trustees 3/5/92)
- G. Suspended members Donald Tendrup and Jerry Wallace may not be reinstated as members. (Trustees Revised 3/21/03-Trustees 10/18/95)

II. CHAPTERS

- A. Chapter reports presented at the Annual Meeting shall be provided to the Recording Secretary, the Vice President, President and the Editor prior to the start of the meeting. (Trustees Revised 3/28/14-Trustees 8/06/01, P&P Report)
- B. For clarification purposes only, Chapter regions can include any state, and are not limited to any specific states. (Trustees 3/26/04)
- C. Chapters are asked to provide more preliminary information on their future activities, to be advertised in *Mechanical Music*. Should activity dates be set after the publication deadline, it was suggested that the MBSI Webmaster be contacted with dates to be placed on the MBSI web page. (Trustees revised 3/28/14-Annual Meeting 9/5/98, Editor's Report)
- D. Japanese authorized to translate any articles printed in MBSI publications. These translated articles are for distribution to MBSI members only and may not be sold. (Trustees 2/13/98)
- E. Notify the Membership Chair, Administrator and Editor of membership and officer changes within individual chapters.(Exe. Revised 8/04-Trustees 8/26/96, Treasurer's Report)
- F. Eligibility for Chapter membership is membership in the Society. Chapters should confirm membership in MBSI for their members. (Trustees revised 3/28/14-Trustees 3/5/93)
- G. The cost for requests for additional copies of the journal shall be borne by the chapter members requesting them. (Trustees 3/18/16, Finance Committee)

III. TRUSTEES

- A. Material prepared for discussion at Trustees meetings should be distributed by e-mail to the Trustees and Society Officers at least two weeks in advance of the meeting. (Trustees revised 3/26/15, Trustees 3/28/14)
- B. The appointment of a permanent (non-international) Advisor to the Board must be approved by a majority vote of the Board of Trustees. (Trustees 3/01/02)
- C. Trustees shall review the Bylaws, Policies and Procedures (P&P) documents and submit suggested changes for discussion and/or approval at the mid-term Trustees meeting. Changes take effect upon approval. (Trustees revised 3/26/15, Trustees 8/06/01, P&P Report)
- D. An International Trustee Advisor may be appointed for a two-year term by the President. (Trustees Revised 3/21/03-Trustees 4/12/96)
- E. Mid-year Trustees meeting shall be held after December 31 year-end financial reports are completed. (3/94 Trustees meeting suggestion)
- F. Date for mid-year Trustees meeting shall be set by the President and Trustees notified early. (Trustees 3/30/12)

IV. PRESIDENT

- A. The Agenda shall be emailed to Society Officers, Trustees, and Committee Chairs two weeks prior to the Meeting. (Trustees 3/26/15)

- B. The President will ensure that the Annual Report of Trustees, required by New York Not-For-Profit Corporation Law, Section 519, is prepared in time for the annual meeting. This includes assigning someone to prepare the report in a timely manner if the office of Treasurer is vacant. See Section VII, Paragraph G, for details. (Trustees 3/18/16)
- C. The new President is to receive the outgoing President's manual and keep it current. (Trustees revised 3/28/14-Trustees 5/30/76)

V. RECORDING SECRETARY

- A. Recording Secretary shall incorporate the changes to the Bylaws, Policies and Procedures, and Board Actions documents approved at the mid-term meeting and send copies of the updated documents to the Executive Committee for final review of correctness within 60 days of adjournment of the mid-term meeting. Upon final approval by the Executive Committee, the Recording Secretary shall provide the approved versions to the Officers, Trustees, Committee and Chapter Chairs, Administrator, Accountant, and Editor not less than two weeks before the Annual Meeting. (Trustees 3/26/15)
- B. Recording Secretary shall send copies of the minutes to the Trustees, Officers, Trustee Elects and Officer Elects. A deadline for changes prior to publication shall be included. (Trustees Combined and Revised 3/21/03-Trustees 8/06/01, P&P Report/Trustees 3/18/89)
- C. The original Official Charter will be stored by the Recording Secretary. (Trustees 8/26/96, Treasurer's Report)
- D. The Recording Secretary will ensure that the Annual Report of Trustees required by New York Not-For-Profit Corporation Law, section 519, is included as an appendix to the minutes of the annual meeting, or abstracted in those minutes, and published in Mechanical Music with those minutes.

VI. WEB SECRETARY

General inquiries shall be answered by the Web Secretary or other person(s) designated by the Publications Committee or appointed by the President. (Exe. Revised 8/04-Trustees Revised 3/21/03-Trustees 3/05/93)

VII. TREASURER

- A. Dues
 - 1. The dues surcharge for foreign members is determined by the Trustees. (Trustees revised 3/28/14-Trustees 8/06/01)
 - 2. All new members shall be on an anniversary dues structure basis, effective 9/1/97 (current members remain on a calendar year basis). (Trustees 8/13/97)
 - 3. Overpayments to Dues up to and including \$15 shall be considered as a donation to the General Fund, and shall be acknowledged by a thank you letter. If the member requests, the excess shall be returned. (Trustees 3/04/94)
- B. Donations
 - 1. Individual gifts to the MBSI with a value of less than \$500, for which no particular use is indicated, will be placed in the General Fund, unless specifically directed otherwise by the Board of Trustees. (Trustees 3/01/02)
 - 2. Individual gifts to the MBSI with a value of \$500 or more, for which no particular use was indicated, are to be placed in MBSI funds as decided by the Board of Trustees. (Trustees 3/02/01)
 - 3. Donors may request that their contributions be used by the Society for a specific purpose. (Trustees Revised 3/21/03-Annual Members Meeting 9/05/93, mentioned by Treasurer Caporale)
- C. Investments

1. Up to 50% of the Endowment Fund may be invested in quality dividend index funds. (Trustees 10/7/14)
 2. Money within Endowment Fund shall be invested separately and shall not be co-mingled with other funds. (Trustees 8/23/06, Treasurer's Report)
 3. Treasurer authorized to make the changes necessary to maximize our interest by utilizing available insured money market accounts and CDs. (Trustees 8/31/00)
 4. No more than the current amount insured by FDIC, including anticipated interest income, shall be deposited in any single institution or its related organizations. The Treasurer may move funds that have exceeded the FDIC insured amount to different institutions and provide a written report on such movements at the next Board meeting. (Trustees Combined and Revised 3/18/11-Trustees 9/2/98-Trustees 4/12/96)
 5. The Finance Committee may authorize the Treasurer to invest up to fifty percent (50%) of MBSI's investment funds in any combination of United States Treasury bills, notes, and bond funds. The remainder shall be deposited or invested only in FDIC-insured accounts. (Trustees revised 3/28/14-Trustees 8/27/13)
- D. Treasurer records or documents no longer relevant to current operations are to be moved to the designated archive storage facility. (Trustees Revised 3/21/03-Trustees 8/28/96)
- E. Safe Deposit Box is maintained by the Treasurer for the safe keeping of documents. (Trustees 8/06/01, clarified)
- F. Reporting
1. Not less than 60 days before the date of the annual meeting, the Treasurer (or the Vice Chair of the Finance Committee if the office of Treasurer is vacant) will arrange for MBSI's accountant to prepare and certify the Annual Report of Trustees required by New York Not-For-Profit Corporation Law, section 519. The 12-month period used for the report will be the 12 months ending on the last day of June in the year the report is prepared.

The Treasurer or someone assigned the task in his or her absence, will orally deliver the report, or a summary of the report, at the annual business meeting and will announce that photocopies for the full report are available to any member attending the meeting who requests one. A sufficient number of photocopies of the report should be prepared in advance for that purpose.
 2. The approved budget will be sent to Officers and Trustees. (Trustees 9/03/09, Treasurer's Report)
 3. Changes in the budget, proposed and accepted during the mid-year and annual meetings, shall be reflected in the budget and reported to the accountant. (Trustees 4/08/05, Treasurer's Report)
 4. Physical inventory of books and ephemera should be made every year by the Publications Committee and submitted to the President and Accountant. (Trustees Revised 3/28/14-Trustees 3/04/94)
 5. Unpredictable items, such as donations, should be separated from normally recurring items. (Trustees 8/28/02, Finance Report)
- G. Budget Issues
1. The budget format shall include the budget for the next year, the actual numbers from the previous year, and the budget for the current year. (Trustees 8/06/01, Finance Report)
 2. The amount being spent on insuring the society's collection of historical treasures, shall be covered under the general budget. (Trustees revised 3/28/14-Trustees 8/06/01)
 3. The budget format shall include line items for "Annual Meeting Income" and "Annual Meeting Expenses Chargeable to Meeting Budget" (to distinguish those expenses chargeable to the meeting budget from those chargeable to MBSI's budget) for recording actual annual meeting income and expenses for the prior year. Inasmuch as it is impossible to determine those amounts in advance with any degree of accuracy, budget blocks for projected income and expenses relating to annual meetings that have not yet occurred will bear the notation "to be determined" or the initials "TBD". (Trustees 3/28/14)

VIII. ADMINISTRATOR/ACCOUNTANT

A. Financial Reporting

1. Financial statements shall include Schedule of Investments. (Trustees 2/24/06)
2. Financial statements will contain figures rounded to the nearest dollar. Figures from the prior year's report will be provided for comparative purposes. (Trustees 8/27/03)
3. Accounting reports shall be distributed monthly to the Executive and Finance Committees, and at least quarterly to Trustees. (Trustees Revised 3/21/03-2/13/98), Treasurer's Report)
4. Financial reports will include, as a separate and distinct amount, the actual cash figure that is included within the total value of the Museum Fund. (Trustees 8/28/96, Treasurer's Report)
5. Accrual-based accounting is used for financial reporting. (Trustees 4/12/96)
6. Year-end fiscal report includes a list of all payees who were paid \$1000 or more during the year. At the following Trustees meeting, the Trustees decide which of these expenses require competitive bidding and the number of bids required for each. Finance Committee submits its recommendations for the Trustees discussion. (Trustees 4/12/96)
7. Financial reports: Fiscal Year ending December 31 is prepared for mid-year Trustees meeting. (Trustees revised 3/28/14-Trustees 9/01/93, Treasurer's Report)
8. Line item expenditures of \$5000 or more in the Financial Statements, which were not reported on earlier, shall be accompanied by a detailed description or explanation. Trustees Revised 3/21/03-Trustees 3/04/94)

B. Members

1. Administrator shall send the current membership numbers to the President and the Membership Committee Chair prior to the mid-year and Annual Trustees meetings. (Trustees 3/19/10, Membership Report)
2. At least bimonthly, Chapters are to receive a list of new members and lapsed memberships identified by state and country (if outside of the U.S.). (Trustees Revised 3/21/03-Trustees 9/01/93, Administrators Report)
3. The practice of mailing copies of Mechanical Music to past-due members is discontinued. (Trustee 3/18/16, Finance Report)

C. Revenues

1. Advertising revenues are sent directly to the MBSI Administrator for deposit. (Trustees Revised 3/28/14-Trustees 8/06/01, Editor's Report)
2. Any future donated instruments will be designated with the fair market value at the time of acquisition. This dollar figure will be the amount used to determine the value of the "museum collection of historical treasures". (Trustees 8/28/96, Treasurer's Report)
3. All donations made to the Society shall be reported to the Administrator, who shall issue a thank you note and a receipt for all cash donations. For a donation of \$250 or more, the Administrator shall notify the appropriate Committee Chair and the President. The President shall also send a thank you note. (Trustees Revised 3/21/03-Trustees 3/04/94)
4. Cash or authorized credit card transactions shall be forwarded to the Administrator within ten days of receipt by MBSI intermediaries. Administrator shall deposit funds received and accountant shall charge credit cards within seven days. (Exe. Rev. 8/04-Trustees Revised 3/21/03-Budget Committee recommendation: Trustees 9/01/93)

D. Checks/Payments/Reimbursements

1. The President, Vice President, and the Treasurer are authorized to sign checks on behalf of the MBSI. Two signatures are required for checks over \$2,000, except for checks for regularly occurring expenses. Establishment of automatically recurring electronic payments requires the concurrence of a majority vote of the Executive Committee. Non-recurring individual electronic payments are authorized only in the case of an emergency where time is of the essence and require the concurrence of a majority of the authorized check signers. (Trustees 9/1/15, P&P Sub-committee)
2. All officers, trustees and individuals should submit their operational activity expenses for reimbursement. (Trustees Combined and Revised 3/21/03-Trustees 3/02/01, Finance Report/Trustees 8/28/96, Finance Report)
3. Requests for reimbursement or direct payments to vendors shall be submitted on a form approved by the Treasurer. Individuals are entitled to reimbursement for non-budgeted expenses incurred while working on MBSI business or projects, with the approval of the President or Treasurer. (Trustees combined and Revised 3/21/03-Trustees 9/29/99/Requested by Finance Chair Schack, Trustees Meeting 4/12/96)

E. Special Funds

1. Publications. A restricted Special Publications Fund, subject to oversight by the Trustees and review by the Finance Committee, is established for the purpose of funding specific publications. Note: This fund is not for the general operations of publishing our current magazines. (Trustees Combined and Revised 3/21/03-Trustees 2/13/98/Trustees 4/12/96/Trustees 9/02/98, Treasurer's Report)
2. Endowment. The documents "Resolution and Declaration of Trust" and "Endowment Fund Procedural Guidelines" are held by the President, Accountant and Treasurer. (Trustees revised 3/28/14-Trustees 3/01/02)
3. Miscellaneous
 - a. A verifiable annual inventory shall be generated with regards to income from book sales and dues. (Trustees 8/30/13)
 - b. Money designated for specific restricted funds shall be removed from the General Fund and segregated into the appropriate account as soon as possible, at least twice a year. (Trustees Revised 3/21/03-Treasurer's report to Trustees 3/04/94)

F. Staff

1. As of January, 2005, Administrator is designated as a part-time MBSI employee. (Trustees 4/08/05, E-mail Executive vote)
2. An administrator and accountant are hired for a period of one year, beginning 1/01/02. (Trustees 8/06/01)

IX. ADDRESS

All requests for items offered by the Society shall be addressed to PO Box 10196, Springfield, MO 65808-0196. (Trustees 4/04); therefore, the MBSI Goods and Services form is used for ordering publications, pins, Regina certificates, magazine back issues, etc., and also for soliciting additional donations and the form will be available on the Website and printed periodically in Mechanical Music. (Trustees Revised 3/30/12-Trustees 9/28/04)

X. MAILING LISTS/LABELS

- A. It is agreed that the use of email for unsolicited advertising or commercial use is discouraged. (Trustees 3/13/09)
- B. Chapters may have access to the MBSI data base for meeting purposes only, at no charge. (Trustees 3/01/02)
- C. The MBSI membership mailing list, containing only names and addresses, may be purchased and used by members at a cost of \$500 for each single use. A letter stating the single use policy shall accompany the mailing list. (Trustees Combined and Revised 3/21/03-Trustees 3/02/01, Old Business/standing policy/Trustees 8/31/00, Old Business/Trustees 9/28/94/Trustees 2/20/87)

- D. A member may request of the Treasurer or Administrator that his/her name and address remains anonymous and not included in any MBSI publication, *Directory* or mailing list. (Trustees Revised 3/21/03-Trustees 2/20/97)

XI. REPORTS

All reports/handouts should be dated with month and year (Trustees 3/04/94, Treasurer Request)

XII. COMMITTEES

- A. Web site Committee established. (Trustees 4/11/08, Web Site Report)
1. Index of MBSI published articles shall be posted on MBSI web site, viewable by the public; actual content of articles only viewable to Society members. (Trustees 8/23/06, Publications Report-Trustees Revised 3/30/12)
 2. PDF format of *Mechanical Music* shall be provided by the publisher. (Trustees 8/23/06, Publications Report-Trustees Revised 3/30/12)
 3. Website (with exception of Photo Gallery) will be monitored and updated by the website committee and the Editor. (Trustees Revised 3/28/14-Trustees 8/25/04, Publications Committee-)
 4. Although the Annual Meeting, including activities, may be publicized on the web site, the actual REGISTRATION FORM cannot be posted until the Annual Meeting registration packets have been mailed to the general membership. (Exe. 8/04-Trustees Revised 3/30/12)
 5. The web secretary shall provide a list of dealers and restorers, along with information on joining the Society, to those who inquire through the web site. Only *Directory* advertisers will be mentioned in the list. (Trustees 9/06/01, Publications Report-Trustees Revised 3/30/12)
 6. All web site inquiries will be directed to the Web Secretary, Editor, or Publications Committee Chair. (Trustees Revised 3/28/14-Trustees 8/06/01, Publications Report)
- B. Committees cannot spend money that has not been previously budgeted. (Trustees revised 3/28/14-Trustees 8/31/00, Audio/Visual Report)
- C. President shall appoint a trustee to serve on each committee. (Trustees 9/28/94)
- D. Chair Responsibilities
1. All committees must submit budget requests upon the call of the Treasurer. These requests will be taken into consideration by the Finance Committee in preparing the annual budget for presentation to the trustees at the annual meeting and annual budget adjustment recommendations presented to the trustees at the mid-year meeting. (Trustees 3/28/14)
 2. Committee Chairs will email a written report to every Trustee and Officer at least 2 weeks prior to any meeting of the Board of Trustees, when possible. (Trustees Revised 3/30/12-Trustees Revised 3/21/03-Trustees 9/28/94 suggested by V.P. Metzger)
 3. President shall send thank you letter to all outgoing committee chairs, and letter of welcome to the replacements. Committee chairs do the same for the committee members. Changes should be noted annually in *Mechanical Music* and updated on the website accordingly. (Trustees revised 3/28/14- by Trustees 3/4/95)
- E. The cost for requests for additional copies of the journal shall be borne by the committee requesting them. (Trustees 3/18/16, Finance Committee)

XIII. PUBLICATIONS

- A. Publications Committee and Editor
1. Editor shall submit a statement of services prior to payment. (Trustees 4/08/05, Publications Report)

2. Administrative “chain of command”; Publications Committee Chair, President, Trustees. The Editor reports to the Publications Committee Chair, but is not responsible to him/her for the “editorial” aspects of the Job. However, all administrative responsibilities for the production of our publications must meet with approval of the Publications Committee Chair. (Trustees revised 3/28/14-Trustees 8/13/97, Publications Report)
3. Any person affiliated with the production of *Mechanical Music* is restricted from inquiring about any items advertised in it for 21 days after the postmark of the issue. (Trustees 3/5/93)

B. Articles and Content

1. Any response must relate to technical issues and is subject to editing; any rebuttal will exclude names and is subject to editing; only one response and one rebuttal to any particular issue shall be published. *Mechanical Music* shall publish chapter news, Calendar, Mart and other Society business as well as material relating to technical, historical, and collecting aspects of mechanical music. Correspondence relating to *Mechanical Music* articles will be published in the *Mechanical Music*. (Trustees Revised 3/30/12-Trustees 3/5/92)
 - a. The publications of the MBSI shall not be used to impugn the reputation of any individual. (Trustees 8/28/91)
 - b. Funds, such as Endowment, Museum, etc. shall be described a minimum of once a year in *Mechanical Music*, and possibly the brochures. (Trustees Revised 3/30/12-Trustees 2/08/91)
2. The guidelines for authors, reviewers, and Letters to the Editor will be printed once a year in the publications. (Trustees Revised 3/30/12-Trustees 8/28/96, Publications Report)
3. The deadline for submitting material is the 15th day of every odd month. (Trustees revised 3/28/14-Editors Report 3/16/07)
4. Names and addresses of suppliers and/or manufacturers may be included in printed articles, where the Editor deems appropriate. (Trustees 8/13/97, Publications Report)
5. The Editor and Publications Chair make the final decision on whether or not an article is printed. (Trustees 8/28/96, Publications Report)
6. Current membership application shall be published in every issue of *Mechanical Music*. When space allows, an order blank for goods and services shall also be published. (Trustees Revised 3/28/14/Trustees 9/28/94)
7. Disclaimer will appear in all MBSI magazines: “All manuscripts will be subject to editorial review. Articles submitted for publication may be edited or rejected at the discretion of the Publications Committee and the Editorial Staff. The article will not be published with significant changes without the author’s approval. All articles are considered to be the author’s personal opinion. The author may be asked to substantiate his/her statements.” (Trustees Revised 3/21/03-Trustees 3/4/94)
8. Every article submitted for publication requires review by Publications Committee. (Trustees revised 3/28/14-Trustees 3/5/93)
9. Reproduction, in any form, of any article first appearing in an MBSI publication, is prohibited without written permission from the Editor. (Trustees Revised 3/21/03-Trustees 9/10/86-continuation of policy)

C. Advertising

1. Advertising rates are as determined by the Publications Committee and approved by the Board of Trustees. (Trustees Revised 3/21/03-Trustees 8/06/01, P&P Report)
2. All changes to advertising or articles must be made in writing to the Editor. (Trustees 8/06/01, Publications Report)
3. Expelled members cannot advertise in MBSI publications. (Trustees 8/06/01, Publications Report)

4. Ads are accepted only from those whose accounts are paid up. (Trustees 3/05/92, Reaffirmed previous policy)
 5. Policy Statement. The Publications Committee Chair and Editor of *Mechanical Music* and Member *Directory* shall accept advertising which is for the exchange of items and services primarily related to musical boxes as defined in Article II (Definition of a Music Box) of the Society Bylaws. (Trustees Revised 3/21/03-Trustees 9/12/90)
 6. Disclaimer will appear in each issue of *Mechanical Music*: "It is to be hereby understood that the placing of advertisements by members of the Society in this publication does not constitute nor shall be deemed to constitute any endorsement or approval of the business practices of advertisers. The Musical Box Society International accepts no liability in connection with any business dealings between members and such advertisers. It is to be further understood, that members are to rely on their own investigation and opinion regarding the reputation and integrity of advertisers in conducting such business dealings with said advertisers." (Trustees Revised 3/21/03-Trustees 3/18/89, suggestion of H. Roehl, Publications Chair)
- D. Each issue of *Mechanical Music* shall be sent to the Administrator and accounting firm. (Trustees 2/24/06)
- E. Finance
1. Any cost necessary to translate articles from sister organization's publications shall be attributed to the Publications Budget. (Trustees 4/11/08, Editor Report)
 2. Trustees shall review all publications costs annually. (Trustees 9/12/90)
- F. Directory
1. Publication date is June 30. The Publications Committee Chair is responsible for notifying the membership that any correction to the Directory must be submitted by March 31. The Chair will place a notice in the Jan/Feb issue of *Mechanical Music*, on the website and notify chapter chairs. (Trustees revised 3/28/14-Trustees 3/04/94)
 2. MBSI Bylaws shall appear in the *Directory*. (Trustees 3/05/92)

XIV. MEETINGS

- A. Hotel
1. Legal counsel must review contractual agreements between the hotel and the MBSI before signing. (Trustees 3/22/97, Meetings Report)
 2. Program Committee must have approval of the Meetings Committee Chair for the planned number of registrants before the hotel contract is signed. (Trustees 9/28/94)
 3. Hotel contract must have two signatures: the individual designated by the host chapter chair, and the MBSI Meetings Chair. (Trustees 3/05/93)
- B. Announcement
1. The Annual Meeting registration process and forms will provide the opportunity for non-members to join and register as a member. Non-members will be allowed to attend the MBSI Annual Meeting for an additional fee of \$20. Membership is required to vote at the Annual Meeting or sell at the Mart. (Trustees Revised 3/30/12-Trustees Revised 3/21/03-Trustees 3/01/02)
 2. Annual meeting registration packets will be included with the May/June issue of *Mechanical Music*. (Trustees 3/18/16, Meetings and Finance Committees)
 3. No distribution of any registration form, or invitation, of any kind to take place prior to the regular distribution of annual meeting packets to the general membership. (Trustees 8/28/02)

4. Annual Meeting announcement and registration materials must be reviewed by the Meetings Committee Chair prior to being printed and mailed. (Trustees revised 3/28/14-Meetings Committee 3/05/93)
- C. Table Favor Policy
1. The cost of each table favor shall not exceed \$20, effective immediately. (Trustees 8/30/12, Meetings Committee)
 2. One MBSI table favor will be given to the Museum Chair to become a part of our Museum collection. (Trustee revised 3/28/14-Trustees 2/13/98, New Business)
 3. Chapters must notify Meetings Committee, in confidence, of their plans in order to avoid duplications. (Trustees revised 3/28/14-Trustees 8/31/88)
- D. Mart Policy
1. There shall be complimentary MBSI mart table(s) made available to the Membership and Publications Chairs at each Annual Meeting, from which to sell pins, seals, books, etc. The Chairpersons shall notify the mart chair of their intentions 30 days prior to the start of the meeting. (Trustees revised 3/28/14-Trustees 8/28/02)
 2. All mart participants shall assume all obligation and responsibility for compliance with local, state, and federal tax laws. Each mart participant shall, where required, collect all sales or similar taxes on any taxable transaction and shall complete and sign acknowledgment form wherein such member agrees to comply with MBSI guidelines concerning mart policies and tax matters referenced above. Failure to comply with this will result in exclusion from the mart. Sponsoring Chapters must make sure neither the Chapter nor the Society incurs any liability for sales tax. (Trustees 2/13/98)
 3. All marts shall be no less than two hours duration. Chapters and the Society are authorized to conduct a separate trading mart, open to the public, subject to Trustee review; however, a mart of equal duration, open to MBSI members only must be held first. (Trustees Revised 4/5/13 and 3/21/03-Trustees 2/13/98)
 4. There are no sales of Mart items in the Mart room until the Mart has officially opened to the membership. This policy shall be included in the Mart Release form signed by all dealers registering for Mart tables. (Trustees 4/15/84)
 5. At any Mart held by the Society, members may buy and sell; registered guests may buy, but not sell. (Trustees 4/15/84)
- E. Board Meetings
1. Trustees meeting shall not conflict with the scheduled activities of an Annual Meeting. (Trustees revised 3/28/14-Trustees 2/13/98)
 2. The mid-year Board meeting shall be held after the 12/31 year-end financial reports are completed and should be held in conjunction with a chapter meeting whenever possible. (Trustees 3/28/14)
- F. Meetings and Events/Miscellaneous
1. The following three items will also be included in the Meetings handbook:
 - a. Whenever possible, an etiquette reminder shall be placed in the Annual Meeting registration packet, advising visitors to refrain from conversation when instruments are being demonstrated. Meetings Committee is to determine the exact wording. (Annual Business Meeting 8/28/05)
 - b. There should be a President's Reception held at each Annual Meeting. (Trustees 3/21/03, Meetings Report)
 - c. Any chair of any committee involved in at Annual Meeting must be a member of MBSI. (Trustees Corrected 4/5/13, Trustees 8/06/01)

2. The cost and selection of badge ribbons used at Annual Meetings shall remain with host chapter. (Trustees 3/02/01, Meetings Report)
 3. Suggested that a representative be chosen from each of the host chapters of upcoming Annual Meetings to coordinate with A/V Committee in determining exactly what is to be taped. (Trustees 8/31/00, Audio/Visual Report-Trustees 3/02/01, Audio/Visual Report-Trustees 2/18/00, Audio/Visual Report)
 4. It shall be the policy of the MBSI that to the extent those complimentary rooms are to be received by the host chapter of the MBSI Annual meeting that the first such available complimentary room shall be provided to the MBSI President. To the extent that there are any additional complimentary rooms provided to the host chapter of an Annual Meeting, such complimentary rooms shall be distributed at the discretion of the Chair of the Annual Meeting. (Trustees 2/13/98)
 5. The coordination of the scheduling of events during an Annual Meeting shall be resolved between the host Chapter Chair and the Meetings Chair, and in the event of any disagreement or dispute concerning the placing or scheduling of events, the decision of the Executive Committee shall prevail. The trustees meeting shall not conflict with any home tours. (Trustees revised 3/28/14-Trustees 2/13/98)
 6. The Business Meeting of the MBSI, to be held during the Annual Meeting, shall be scheduled on the Saturday morning during the Annual Meeting. A waiver of this provision shall require a majority vote of the Trustees. (Trustees 2/13/98)
 7. Recognition of first time annual meeting attendees shall take place at an event as planned by the host chapter, such as the Annual Business meeting. No special reception will be held for first time attendees. (Trustees Revised 3/18/16, Meetings Committee)
 8. Standing committees shall be given time to meet at the Annual Meeting. (Trustees revised 3/28/14-Trustees 9/12/90, Meetings Committee Report)
- G. The Banner will be displayed at MBSI meeting and events. (Trustees 3/23/90)
- H. Finance
1. Advance seed money for future Annual Meetings is limited to \$15,000. Up to \$5,000 of this money may be supplied not more than three years in advance, and the remaining \$10,000 not more than two year in advance. (Trustees 8/30/12, Meetings Report)
 2. Any Hotel deposits will be separate from seed money and be paid directly from the Society's general fund. (Trustees 8/30/12, Meetings Report)
 3. Provided there is a net financial surplus greater than the requested funds, the policy will be to refund registration amount, reduced by any expenditures, pro-rata, made by the MBSI prior to registration. In the event of no meeting surplus, or a loss, any refund will be made at the discretion of the Annual Meeting Chair or the Meetings Committee Chair. (Trustees 3/16/07)
 4. Chapters should build a 5% cushion into the Annual Meeting budget to compensate for credit card fees. (Trustees revised 3/28/14-Trustees 4/08/05, President Report)
 5. Cost of President's Reception, and Trustees' meetings, shall be part of the MBSI budget, rather than the Annual Meeting budget. (Trustees revised 3/28/14-Trustees 3/21/03, Meetings Report)
 6. Chapters are required to accept credit cards as a method of payment for registration fees for Annual Meetings. (Trustees 2/13/98)
 7. The Annual Meeting accounting period shall be closed 90 days after the last official day of the Annual Meeting, or December 31st, whichever occurs first. (Trustees 8/28/96)
 8. The official Society credit reference, containing two years of information, shall be updated by the Treasurer after the close of each fiscal year and provided to the Meetings Committee Chair for use by host chapters. (Trustees Revised 3/21/03-Trustees 8/28/96, Finance Report)

9. The costs of Annual Meetings need to be minimized in order to encourage members to attend. (Trustees 8/28/91)
10. The Annual Meeting chair and his/her designated financial officer shall be authorized to establish a bank account in the Society's name, to be used exclusively for the operation and conduct of that Annual Meeting, and they shall be authorized to enter into contracts for said meeting, and those two officers shall be protected under the blanket bond as are Society officers, and be so authorized and protected as soon as the confirmation of the Annual Meeting date is made. (Note: see "Insurance" section, which states Treasurer and Registrar are bonded.) (Trustees 2/20/87)
11. The bank account for running an Annual Meeting should be an International account (in the name of MBSI, such as "MBSI-1988-Annual Meeting".) (Trustees 2/20/87)
12. Following receipt of written requests substantiating need, and upon authorization of the executive committee, the Society Treasurer shall advance moneys to the host chapters. Within three months after an Annual Meeting, the financial officer of the host chapter shall submit to the Society Treasurer an operating statement, showing receipts and expenses, accompanied by all moneys remaining after payment of expenses. (Trustees 9/10/86)
13. The operating statement shall be made a part of a full Annual Meeting report prepared by the meeting chair and submitted to the Society President no later than six months after the Annual Meeting. (Trustees 9/10/86)

XV. MUSEUM

- A. Contributions of funds for restoration of instruments and contributions of instruments shall be recognized by plaques at the instruments, unless the donor requests anonymity. (Trustees 8/29/89)
- B. Definitions/Contracts/Agreements
 1. The MBSI museum collection: shall be held for public exhibition, education, or research in the furtherance of public service rather than financial gain; shall be protected, kept unencumbered, cared for, and preserved; the proceeds from the sale of the collection items shall be used to acquire other items for the collection or for restoration of items currently in the collection. (Trustees 2/24/06)
 2. Whenever an instrument is loaned to the Society, and the instrument is damaged while under the care of the Society, the damages shall be paid to the lender as soon as an estimate is formally made (and agreed upon by the Trustees) for the repairs. It is then the responsibility of the Society to recoup any losses that may be possible. (Trustees 8/06/01)
- C. Acquisitions and De-accessions
 1. Museum inventory is continually updated by the Museum Committee as instruments are donated or de-accessed. (Trustees revised 3/28/14-Trustees 3/02/01, Museum Report)
 2. Museum Committee shall develop a procedure for purchasing items. Without procedure, any purchase must be approved by at least two members of the Executive Committee. (Trustees 3/05/93)
 3. Items valued in excess of \$25,000 and approved for sale by the Museum Committee must also be approved by the Board of Trustees. (Trustees 3/05/93)
- D. Whenever possible, a Ways and Means Committee shall be organized for the purpose of raising funds for Museum Committee operations. (Trustees Revised 3/21/03-Trustees 3/21/97)
- E. Reference and Lending Libraries
 1. The lending library librarian is responsible for keeping an accurate inventory. (Trustees 3/28/14)
 2. The book loan term period is three months with one renewal. (Trustees 3/28/14)

3. The Museum Committee will notify the President with the name of any member who does not return a borrowed book. If the President cannot convince the member to return the book, that person's membership is revoked, until the book is returned or a \$200 fine is paid. (Trustees revised 3/28/14-Trustees 8/06/01)
 4. Museum Committee will oversee the functions of the MBSI Libraries. (Trustees revised 3/28/14-Trustees 8/28/96)
- F. Safe Deposit Box/Digital Storage
1. Storage of hard drives containing digital versions of The Music Trade Review maintained by Bill Wineburgh. (Trustees 8/23/06)
 2. Safety deposit box to be rented for the storage of smaller, valuable items. (Trustees 8/31/00, Museum Report)
- G. A list of current museum assets, as of the close of the fiscal year, shall be provided to the person in charge of insuring articles by January 15 and to the Board of Trustees at their mid-year meeting (Trustees revised 3/26/15, Trustees Revised 3/21/03 Suggested by Budget Committee, Trustees 9/01/93)

XVI. FINANCE

- A. The Treasurer, to the extent that he or she also serves as Chair of the Finance Committee, shall not have the right to vote in connection with any matters under consideration by the Finance Committee, except to the extent required to "break" a tie as a consequence of voting by other members of the Finance Committee. (Trustees 8/13/97)
- B. Complex issues involving financial consideration should be referred to the Finance Committee before final decision by the Trustees. (Requested by Finance Chair Schack, Trustees Meeting 4/12/96)
- C. Finance Committee will focus on budget issues at the Annual Trustees Meeting, other issues at the mid-winter meeting. (Trustees Meeting 10/18/95, Finance Report)

XVII. AUDIOVISUAL

- A. All previous recorded programs are now duplicated and a copy of each video will be given to the presenter; the videos may be borrowed or purchased from the lending library at a cost of \$5. (Trustees revised 3/28/14-Trustees 8/28/02, A/V Report)
- B. Group photos of the Trustees and Officers shall be taken at all Trustees meeting, and shall be printed in *Mechanical Music* along with the minutes of that meeting. (Trustees revised 3/28/14-Trustees 3/18/89)
- C. Audio or video recording of Annual Meeting events for commercial purposes is prohibited without the expressed written permission of the A/V Committee. (Trustees Revised 3/21/03-Trustees 2/06/88)

XVIII. NOMINATING

- A. The Nominating Committee shall consist of a Chair, nominated by the President, and three Board of Trustees representatives selected by the Board. The Chair will then appoint three Committee Members from different Chapters to serve, in rotation, for a term of two years. (Trustees 3/30/12, Nominating Committee)
- B. In accordance with the MBSI Bylaws, the Nominating Committee will:
 1. Submit a slate of qualified candidates to fill MBSI positions of: President, Vice President, Secretary, Treasurer and positions on the Board of Trustees. (Trustees 3/30/12, Nominating Committee)
 2. Make an effort to nominate Trustee candidates from different Chapters to facilitate equitable representation. (Trustees 3/30/12, Nominating Committee)
- C. The Nominating Committee will seek qualified candidates for the "Darlene Mirijanian Award" given for creativity in mechanical music. (Trustees revised 3/28/14-Trustees 3/30/12, Nominating Committee)

- D. All nominations will be submitted to the Board of Trustees at the mid-year meeting. The slate shall then be submitted to the membership at the Annual Meeting for a vote. (Trustees revised 3/28/14-Trustees 3/30/12, Nominating Committee)

XXV. AWARDS

- A. Roehl Award
1. Award to be given whenever appropriate and limited to no more than one recipient per year. (Trustees 3/21/03)
 2. Award recipient to be selected by a trustee approved member selector, who shall serve a three year term and unlimited additional three year terms, at the direction of the Board. The selector chooses the recipient from suggestions submitted by chapters or individual members. Award shall be presented by the Vice President or his/her designee. (Trustees Revised 8/30/12-Trustees 3/21/03, Awards Report)
- B. Darlene Mirijanian Memorial Award for Creativity
1. Award recipient is to be selected by the Nominating Committee. Award shall be presented by the Vice President or his/her designee. Award not necessarily given every year. (Trustees revised 3/28/14-Trustees 3/21/03, Awards Report)
 2. Award to be given whenever appropriate, for creativity in mechanical music and automata. Information about future nominees for this award should be sent to the Mirijanian Award Chair, appointed by the President. (Trustees Combined and Revised 3/21/03-Trustees 2/13/98, Awards Report-Trustees 10/18/95)
- C. Q. David Bowers Literary Award
1. The Q. David Bowers Literary Award recipient shall be chosen by the Publications Committee. (Trustees Revised 3/21/03-Trustees 8/28/02)
 2. Award to “the person who, in that year or any previous year, has contributed greatly to the fund of literature – either articles or books or other graphic contributions – in the field covered by the Society”. (Trustees Revised 8/30/12-Bowers Procedures, E. Roenigk 1989)
- D. Trustees Award
1. Annual award to the person “who has made the greatest contribution to the Society and /or the field of automatic musical instruments in general” and made solely at the discretion of the Trustees. (Trustees Revised 8/30/12-Bowers Procedures, E. Roenigk 1989)
 2. Nominees are asked for by the Vice President well in advance of the mid-year meeting. At that meeting, the nominees are discussed in order to come to a consensus. Vote and selection is made at that time. (Bowers Procedures, E. Roenigk 1989)
 3. A carryover list of those nominated in the past is included with the request for nominations. (Bowers Procedures, E. Roenigk 1989)
- E. Individual plaques for Trustees and Q David Bowers Awards are given, and the yearly winners’ names are added to the master plaques. (Trustees Revised 3/30/12-Bowers Procedures, E. Roenigk 1989)
- F. Eligibility
1. In the event that a non-member is selected to receive an MBSI Award, that individual shall be invited to attend our Annual Meeting. (Trustees revised 3/28/14-Trustees 8/25/04)
 2. Award is not given to a sitting Trustee. (Trustees 3/28/14)
- G. The President of the Society may recognize individuals for outstanding work, service, etc. with the Presidents Award. The award is in the form of a framed certificate or other suitable form. The nominee and the reason for the

award require Executive Committee approval only. Given either at a suitable chapter meeting or at the Annual Meeting of the Society, and is announced in the *Mechanical Music*. (Trustees revised 3/28/14-Trustees 8/31/88)

- H. In the event that a person is nominated for the Lifetime Service award, the Trustees shall determine whether or not an award shall be given; no criteria in place. (Trustees 8/23/06, Vice President Report)
- I. The Board of Trustees reserves final authority to approve, disapprove, or change suggested award recipients should, in their opinion, another individual be more qualified. (Trustees 4/5/13, Vice Presidents Report)

XXVI. COMPENSATION

- A. The President can request reimbursement, up to the allotted budgeted amount, for expenses incurred while conducting Society business, without further approval by another individual or the Board. (Trustees 3/01/02)
- B. Officers, Trustees, and members shall not be reimbursed for travel, lodging, or food expenses incurred as a result of their personal attendance at a Trustee Meeting or Annual meeting. Expenses incurred for other operational activities may be reimbursed if included in an approved budget. If not budgeted, individual expense items for less than \$5,000 may be reimbursed only if pre-approved by the President (or in his/her absence, the Vice President) and the treasurer (or another Officer in the absence of the Treasurer). Individual expenditures in the amount of \$1-\$500 can be pre-approved by the President alone (or in his/her absence the Vice President). (Trustees 8/28/96)
- C. Requests for reimbursement shall be submitted in writing within 60 days of the expenditure. Receipts must accompany the requests. (Trustees 3/18/16, Finance Committee)

XXVII. INSURANCE

- A. Director's and Officer's insurance shall be maintained. (Trustees Revised 3/21/03-Trustees 3/01/02)
- B. MBSI liability insurance does not cover the Japanese Chapter. This Chapter shall be notified of the situation. (Trustees 3/02/01, New Business)
- C. Chapter activities at Annual Meetings are covered for bodily injury and liability by MBSI's insurance. This does not include damage to instruments or personal property. If a Chapter needs specific coverage for an Annual Meeting, they should obtain this on their own well in advance of the meeting. (Trustees 3/04/94)

XXVIII. MISCELLANEOUS

- A. Trademark Ruling-Although the application to register MBSI as a scientific mark was rejected, the MBSI collective membership mark remains and has been renewed. (Trustees 8/23/06)
- B. Recommended that all MBSI publications, letterhead, web site, etc. include the phrase "Devoted to All Automatic Musical Instruments". (Trustees 4/08/05, New Business)
- C. The value of instruments donated to the Society is included in the maximum income allowed annually, to keep our current tax status. (Trustees 8/06/01, Legal Report)
- D. Reproductions: The Society encourages manufacturers of reproductions of mechanical musical items to date them. (Trustees 3/28/14)

Section XXIX EXECUTIVE COMMITTEE

- A. The Vice President will be responsible for maintaining minutes recording actions taken by the Executive Committee (EC). Where the EC takes action through the unanimous consent of all members of the Committee by email, the consent of each member to the action will be printed out and filed with the applicable portion of the minutes. At the end of his or her term, the Vice President will transfer the minute book to the new Vice President. (Trustees 9/1/15, P&P Sub-committee)
- B. The President, or the Vice President in the absence of the President, will, by email, promptly inform the full Board, the Secretary, and the Treasurer of actions taken by the EC. The President will include a summary of any actions taken by the EC since the previous message in his or her regular message in *Mechanical Music*. (Trustees 9/1/15, P&P Sub-committee)

Sources:

1. *“Summary of Policy Decisions by MBSI Trustees May 1976-August 1984, “Delmont J. Lohuis, Recording Secretary, MBSI.*
2. *Minutes of Trustees, Minutes of Annual Members Meetings, 1985- April 1996, Gloria Schack*
3. *Minutes of Trustees, Minutes of Annual Members Meetings, August 1996-March 2004, Trustees and Executive Decisions thru 8/08/04, Carla Wiemer, Vice President, MBSI*
4. *Minutes of Trustees, Minutes of Annual Members Meetings, August 2004-April 2006, Trustees and Executive Decisions thru 8/26/06, Carla Wiemer, Trustee, MBSI*
5. *Minutes of Trustees, Minutes of Annual Members Meetings, August 2006-October 2014, Trustees and Executive Decisions thru 10/7/14, David Corkrum, Recording Secretary, MBSI*
6. *Minutes of Trustees Meeting 3/26/15-3/18/16, David Corkrum, Recording Secretary, MBSI.*