

March 28, 2022

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 Corkrum,
for Linda Birkitt
Recording Secretary, MBSI

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POLICIES AND PROCEDURES
CURRENT THRU 3/28/22

Musical Box Society International

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I. PRESIDENT

- A. The agenda shall be emailed to society officers, trustees, and committee chairs two weeks prior to the trustees' meeting. (Trustees 3/26/15; Trustees 8/29/17)
- B. The president will ensure that the Annual Report of Trustees, required by New York Not-For-Profit Corporation Law, section 519, is prepared prior to the annual meeting, or if the annual meeting has been cancelled, prior to the fall trustees' meeting. This includes assigning someone to prepare the report in a timely manner if the office of treasurer is vacant. See Section IV, Paragraph F, for details. (Trustees 3/18/16; Trustees 8/29/17; Trustees 3/20/21)
- C. The new president is to receive the gavel, the president's medallion and the outgoing president's manual and keep it current. (Trustees revised 3/28/14-Trustees 5/30/76; Trustees 8/29/17)

II. VICE PRESIDENT

- A. The vice president coordinates the annual awards process, ensuring timely action to obtain nominations as required to present to the board at its mid-year meeting, obtaining plaques or other award memorabilia for presentation to recipients at the annual awards luncheon, presiding at the annual award luncheon, and obtaining brass plates with the names of Trustees' Award and Q. David Bowers Literary Award winners to update the master plaques held at American Treasure Tours. In the event that the annual meeting has been cancelled, award memorabilia will be sent to recipients prior to the trustees' fall meeting. Also see section XXIV, "Awards." (Trustees 3/20/21)
- B. The vice president is responsible for gathering the necessary information and completing and filing the annual report from the society to the Board of Regents of the University of New York not later than the July 1 filing deadline. At the conclusion of his or her final term serving as vice president, he or she will ensure that the email address of the successor vice president replaces his or her email address as the contact email address on file with the Board of Regents. (Trustees 3/20/21)
- C. Also see bylaws Article VII, Section 3.

III. RECORDING SECRETARY

- A. The recording secretary shall incorporate any changes to the bylaws, policies and procedures (P&P), and board actions documents approved at a trustees' meeting and send copies of the updated documents to the Executive Committee (EC) for final review within 60 days of adjournment of the meeting. Review by the EC is limited to ensuring that the changes made by the recording secretary exactly conform to what the board did, i.e., that changes made by the board to the text of bylaws, or P&P exactly parallel the changes in language approved by the board, that board actions the board directed be deleted are deleted and that board actions added are properly described. Upon final approval by the EC, the recording secretary shall provide the approved versions of the revised bylaws and P&P to the officers, trustees, committee and chapter chairs, administrator, and accountant and the updated board actions to the trustees not less than 30 days following being given notice of that approval. Any updated or revised bylaws will also be sent to the editor. (Trustees 3/26/15; Trustees 8/29/17; Trustees 8/27/19)

- B. The 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; Trustees 8/29/17)
- C. Copies of the society's provisional corporate charter and its absolute corporate charter and all amendments thereto will be stored by the recording secretary. (Trustees 8/26/96; Treasurer's Report; Trustees 8/29/17)
- 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 of the trustee's fall meeting if the annual meeting has been cancelled), or abstracted in those minutes, and published in Mechanical Music with those minutes. (Trustees 3/20/21)

IV. TREASURER

A. Dues

See section XVI, "Membership." (Trustees 4/5/19)

B. Donations

1. Individual gifts to the society 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; Trustees 8/29/17)
2. Individual gifts to the society with a value of \$500 or more, for which no particular use was indicated, are to be placed in society funds as decided by the board of trustees. (Trustees 3/02/01; Trustees 8/29/17)
3. Donors may request that their contributions be used by the society for a specific purpose. (Annual Members Meeting 9/05/93, mentioned by Treasurer Caporale; Trustees Revised 3/21/03; Trustees 8/29/17)

C. Investments

1. Up to 50% of the endowment fund may be invested in quality dividend index funds. (Trustees 10/7/14; Trustees 8/29/17)
2. Money within the endowment fund shall be invested separately and shall not be co-mingled with other funds. (Trustees 8/23/06, Treasurer's Report; Trustees 8/29/17)
3. The treasurer is authorized to make the changes necessary to maximize our interest by utilizing available insured money market accounts and CDs. (Trustees 8/31/00; Trustees 8/29/17)
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 4/12/96; Trustees 9/2/98; Trustees Combined and Revised 3/18/11; Trustees 8/29/17)
5. The Finance Committee may authorize the treasurer to invest up to fifty percent (50%) of the society'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 8/27/13; Trustees revised 3/28/14; Trustees 8/29/17)

D. The treasurer records or documents no longer relevant to current operations are to be moved to the designated archive storage facility. (Trustees 8/28/96; Trustees Revised 3/21/03; Trustees 8/29/17)

E. A safe deposit box is maintained by the treasurer for the safe keeping of valuables as required. (Trustees 8/06/01, clarified; Trustees 8/29/17)

F. Reporting

1. Not less than 60 days before the date of the annual meeting (or of the trustees' fall meeting if the annual meeting has been cancelled), the treasurer (or the vice chair of the Finance Committee if the office of treasurer is vacant) will arrange for the society'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, provided that an annual meeting is held, 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. (Trustees 3/18/16; Trustees 3/20/21)

2. The approved budget will be sent to officers, trustees and the accountant. (Trustees 9/03/09, Treasurer's Report; Trustees 8/29/17)
3. Changes in the budget, proposed and accepted during the mid-year and annual meetings (or the mid-year and trustees' fall meeting if the annual meeting has been cancelled), shall be reflected in the budget and reported to the accountant. (Trustees 4/08/05, Treasurer's Report; Trustees 8/29/17; Trustees 3/20/21)

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. The budget format shall also 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 the society'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 8/06/01, Finance Report; Trustees 3/28/14; Trustees 8/29/17)
2. The amount being spent on insuring the society's collection of historical treasures shall be covered under the general budget. (Trustees 8/06/01; Trustees revised 3/28/14; Trustees 8/29/17)

Section V. EXECUTIVE COMMITTEE

- A. The vice president will be responsible for maintaining minutes and recording actions taken by the 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; Trustees 8/29/17)
- 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; Trustees 8/29/17)

VI. TRUSTEES

- A. Material prepared for discussion at trustee's meetings should be distributed by e-mail to the trustees and society officers at least two weeks in advance of the meeting. (Trustees 3/28/14; Trustees revised 3/26/15; Trustees 8/29/17)
- B. The appointment of a non-international advisor to the Board must be approved by a majority vote of the board of trustees. (Trustees 3/01/02; Trustees 8/29/17)
- C. The trustees shall review the bylaws and P&P documents and submit suggested changes for discussion and/or approval at the mid-term trustees meeting. Changes take effect upon approval. (Trustees 8/06/01, P&P Report; Trustees revised 3/26/15; Trustees 8/29/17)
- D. An International Trustee Advisor may be appointed for a two-year term by the president with the concurrence of the Executive Committee. (Trustees 4/12/96; Trustees Revised 3/21/03; Trustees 8/29/17)
- E. The president sets the date and place for the mid-year board meeting. The date must be after the financial reports for the previous fiscal year have been completed and distributed to the trustees and officers and the meeting will be held in conjunction with a chapter meeting whenever possible. The president will notify the trustees and officers of the date and place of the meeting as early as possible in order to help guard against schedule conflicts and permit economical travel arrangements to be made. (Trustees 8/29/17)

VII. WEB SECRETARY

- A. General inquiries shall be answered by the web secretary or other person(s) designated by the Publications Committee or appointed by the president. (Trustees 3/05/93; Trustees Revised 3/21/03, Exe. Revised 8/04; Trustees 8/29/17)

- B. 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; Trustees 8/29/17)

VIII. ADMINISTRATOR/ACCOUNTANT

A. Financial Reporting

1. Financial statements shall include a schedule of investments. (Trustees 2/24/06; Trustees 8/29/17)
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; Trustees 8/29/17)
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, Trustees 8/29/17)
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; Trustees 8/29/17)
5. Accrual-based accounting is used for financial reporting. (Trustees 4/12/96; Trustees 8/29/17)
6. The year-end fiscal report will include 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. The Finance Committee submits its recommendations for the trustees discussion. (Trustees 4/12/96; Trustees 8/29/17)
7. 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 3/04/94; Trustees Revised 3/21/03; Trustees 8/29/17)
8. A report of any monetary discrepancies shall be sent to the President, Treasurer and Accountant. (Trustees 3/20/21)

B. Members

1. The administrator shall send the current membership numbers to the president and the Membership Committee chair prior to the mid-year and annual trustees meetings (or the mid-year and the fall trustees' meetings if the annual meeting has been cancelled). (Trustees 3/19/10, Membership Report; Trustees 8/29/17; Trustees 3/20/21)
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 9/01/93; Trustees Revised 3/21/03- Administrators Report; Trustees 8/29/17)
3. The practice of mailing copies of *Mechanical Music* to past-due members is discontinued. (Trustee 3/18/16, Finance Report; Trustees 8/29/17)
4. Chapters are required to send chapter member lists to the administrator annually. Upon receipt, the administrator will compare these lists to the society's database and send letters to those persons who are not society members, requesting that they join the society.
5. The Administrator will take the following actions upon being informed of the death of a member:
 - a. Individual Membership. If the membership is an individual membership, cancel the membership.
 - b. Joint Membership. If the membership is a joint membership, honor any request from the survivor to remove the name of the deceased member from the membership. If there is no communication from the survivor after 60 days, send condolences to the survivor and ask them whether or not they would like the deceased member's name to remain on the membership listing.
6. Ask members in all renewal notifications whether they would like to make any changes in the way that their member name(s) are listed. (Trustees 8/27/19)

C. Revenues

1. Advertising revenues are sent directly to the society's administrator for deposit. (Trustees 8/06/01, Editor's Report; Trustees Revised 3/28/14; Trustees 8/29/17)
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; Trustees 8/29/17)
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 3/04/94; Trustees Revised 3/21/03; Trustees 8/29/17)
4. Cash or authorized credit card transactions shall be forwarded to the administrator within ten days of receipt by MBSI intermediaries. The administrator shall deposit funds received and the accountant shall charge credit cards within seven days. (Trustees 9/01/93; Trustees Revised 3/21/03-Budget Committee recommendation, Exe. Rev. 8/04, Trustees 8/29/17)

- D. Checks/Payments. 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 EC. 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; Trustees 8/29/17)

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 4/12/96; Trustees 2/13/98; Trustees 9/02/98, Treasurer's Report; Trustees Combined and Revised 3/21/03; Trustees 8/29/17)
2. Endowment. The documents "Resolution and Declaration of Trust" and "Endowment Fund Procedural Guidelines" are held by the president, accountant and treasurer. Current electronic copies shall be posted in the members' section of the website. (Trustees 3/01/02; Trustees revised 3/28/14; Trustees 8/29/17)
3. 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. (Treasurer's report to Trustees 3/04/94; Trustees Revised 3/21/03; Trustees 8/29/17)

F. Staff

1. As of January 2005, the administrator is designated as a part-time society employee. (Trustees 4/08/05, E-mail Executive vote; Trustees 8/29/17)
2. The administrator and accountant positions shall be reviewed at the trustee's mid-year meeting.

IX. REPORTS

All reports/handouts should be dated with month and year (Trustees 3/04/94, Treasurer Request; Trustees 8/29/17)

X. COMMITTEES

- A. Committees may only spend money that has been previously budgeted. (Trustees 8/31/00; Trustees revised 3/28/14-Audio/Visual Report; Trustees 8/29/17)
- B. The president shall appoint a trustee to serve on any committee whose members do not already include a trustee. (Trustees 9/28/94; Trustees 8/29/17)

C. 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; Trustees 8/29/17)
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 9/28/94 suggested by V.P. Metzger; Trustees Revised 3/30/12, Trustees Revised 3/21/03; Trustees 8/29/17)
3. The president shall send thank you letters to all outgoing committee chairs, and a letter of welcome to the replacements. Committee chairs should do the same for the committee members. (Trustees 3/4/95; Trustees revised 3/28/14; Trustees 8/29/17)
4. All changes in committee chairs and committee members should be reported to the editor so that listings in *Mechanical Music* and on the website may be updated.

- D. The cost for requests for additional copies of the journal shall be borne by the committee requesting them. (Trustees 3/18/16, Finance Committee; Trustees 8/29/17)

XI. AUDIT

- A. See bylaws Article XIV, section 5, for information concerning the makeup of the Audit Committee and its duties.
- B. The Audit Committee's annual report to the board will include, but is not limited to, comparing the amount received for membership dues reported on the previous year's closing financial statement with membership data for that period. (Trustees 8/29/17; Trustees 3/20/21)

XIII. FINANCE

- A. If the Treasurer also serves as chair of the Finance Committee, he or she may vote on matters under consideration by the committee only in the case of a tie. (Trustees 8/13/97; Trustees 8/29/17)
- B. Complex issues involving financial considerations should be referred to the Finance Committee before final decision by the trustees. (Requested by Finance Chair Schack, Trustees Meeting 4/12/96; Trustees 8/29/17)
- C. The Finance Committee will focus on budget issues at the trustees' meeting conducted during the society's annual meeting (or the trustees' fall meeting if the annual meeting has been cancelled). Other issues will be presented at the mid-year meeting. (Trustees Meeting 10/18/95, Finance Report; Trustees 8/29/17; Trustees 3/20/21)

XIV. MARKETING

- A. The committee will monitor the number of membership certificates that have been redeemed and report results at the trustees' meetings. (Trustees 3/20/21)

XV. MEETINGS

- A. Scope: The purpose of this section is to set out directive policies applicable to meetings. "How to" procedures are contained in the society's extensive Meetings Manual maintained by the Meetings Committee.
- B. Hotel
 1. Legal counsel must review contractual agreements between the hotel and the society before signing. (Trustees 3/22/97, Meetings Report; Trustees 8/29/17)
 2. A meeting's Annual Meeting Program Committee must have the approval of the Meetings Committee chair for the planned number of registrants before the hotel contract is signed. (Trustees 9/28/94; Trustees 8/29/17; Trustees 3/20/21)

3. The hotel contract must be signed by an individual designated by the host chapter chair and by the chair of the Meetings Committee. (Trustees 3/05/93; Trustees 8/29/17)
4. All hotel contracts must include a “force majeure” clause, i.e., a provision which excuses the parties’ performance obligations when circumstances arise which are beyond the parties’ control and make performance of the contract impractical or impossible. The list of events that relieve the parties from contractual obligations should include, but are not limited to, natural disasters, war, epidemics, pandemics, the unanticipated unavailability of the facility where the meeting was to be held, governmental bans on public gatherings and similar unanticipated circumstances that make the conduct of a MBSI meeting unsafe or impractical. (Trustees 5/22/20)

C. Announcement

1. The annual meeting registration process and forms will provide the opportunity for non-members to join the society. However, they will permit non-members to register for and attend the annual meeting without joining (Trustees 3/01/02; Trustees Revised 3/21/03; Trustees Revised 3/30/12; Trustees 8/29/17)
2. Unless the president otherwise directs, the annual meeting registration packets will be included with the May/June issue of *Mechanical Music*. (Trustees 3/18/16, Meetings and Finance Committees; Trustees 8/29/17; Trustees 5/22/20)
3. No distribution of any registration form, or invitation of any kind, is to take place prior to the regular distribution of annual meeting packets to the general membership. (Trustees 8/28/02; Trustees 8/29/17)
4. The annual meeting announcement and registration materials must be reviewed by the Meetings Committee chair prior to being printed and mailed. (Meetings Committee 3/05/93; Trustees revised 3/28/14; Trustees 8/29/17)
5. A proxy notice must be sent to all members via email (or post if emailing is not possible). This email solicits granting of proxy votes for the upcoming annual meeting. The Registrar of the annual meeting is responsible for determining the number of voting members present at the business meeting either in person or by proxy. This number is determined by adding:
 - a. The number of members who attend in person from an attendance list compiled at the meeting and
 - b. The number of members who have submitted proxies but whose names are not on the attendance list.(Trustees 3/28/22; Meetings Committee 3/22/22)

D. Table Favor Policy

1. The cost of each table favor shall not exceed \$20. (Trustees 8/30/12, Meetings Committee; Trustees 8/29/17)
2. One table favor will be given to the Museum Committee chair to become a part of the society’s collection. (Trustees 2/13/98; New Business; Trustee revised 3/28/14; Trustees 8/29/17)
3. The Annual Meeting Program Committees must notify the Meetings Committee chair of their plans for table favor design in order to avoid duplications. The Meetings Committee will treat this information as confidential, except where it is necessary to inform another Annual Meeting Program Committee that its choice of favor design has already been taken. (Trustees 8/31/88; Trustees revised 3/28/14; Trustees 8/29/17; Trustees 3/20/21)

E. Mart Policy

1. Complimentary mart table(s) will be made available to the Membership and Publications Committees at each annual meeting, from which to sell pins, seals, books, etc. The chairs of those committees will notify the meeting’s Annual Meeting Program Committee chair of their table requirements not less than 30 days prior to the start of the meeting. (Trustees 8/28/02; Trustees revised 3/28/14; Trustees 8/29/17; Trustees 3/20/21)
2. All mart participants are responsible 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 an acknowledgment form agreeing to comply with society guidelines concerning mart policies and tax matters. Failure to comply with this requirement will result in exclusion from the mart. Host chapters must make sure that neither the chapter nor the society incurs any liability for sales tax. (Trustees 2/13/98; Trustees 8/29/17)
3. At any Mart held by the society, society members and members of any organization with which the society is conducting a joint annual meeting may buy and sell. Registered guests may buy, but not sell. (Trustees 4/15/84; Trustees 8/29/17)

4. All marts shall be no less than two hours in duration.
 5. Host chapters and the society are authorized to conduct a separate mart, open to the public, subject to preapproval by the Executive Committee. However, a mart of equal duration or longer, open only to society members, registered guests, and members of any organization with which the society is conducting a joint annual meeting, must be held first. (Trustees 2/13/98; Trustees Revised 3/21/03 and 4/5/13; Trustees 8/29/17)
 6. There will be no sales of items in the mart room until the mart has officially opened to the membership and registered guests. This policy shall be included in the mart release form signed by all dealers registering for mart tables. (Trustees 4/15/84; Trustees 8/29/17)
- F. Board Meetings. Annual meeting tours and other scheduled activities will not be scheduled to occur during the trustees meeting or annual business meeting without the express prior consent of the president. (Trustees 2/13/98; Trustees revised 3/28/14; Trustees 8/29/17)
- G. Finance
1. Advance seed money for future annual meetings is limited to \$15,000. Up to \$5,000 of this amount may be supplied not more than three years in advance, and the remaining \$10,000 not more than two years in advance. Requests for seed money should be sent to the society's Treasurer. (Trustees 8/30/12, Meetings Report; Trustees 8/29/17)
 2. Any required hotel deposit is separate from seed money and is paid directly to the hotel from the society's general fund. (Trustees 8/30/12, Meetings Report; Trustees 8/29/17)
 3. The following policies apply to registration refund requests:
 - a. If there is a net financial surplus resulting from the annual meeting after all bills are paid, registration refund requests will be honored. The amount refunded will be reduced by any expenditures made on behalf of the registrant, such as unused prepaid tour admission fees and meal costs not refunded by the relevant vendor. If the surplus is not sufficient to cover all refunds requested, refunds will be reduced on a pro-rata basis.
 - b. In the event of no meeting surplus, or a loss, any refund may be made at the discretion of the annual meeting's Program Committee chair or the Meetings Committee chair, except in the case of a meeting cancellation or postponement. (Trustees 3/16/07; Trustees 8/29/17; Trustees 5/22/20)
 - c. In the case of a meeting cancellation or postponement, the board will provide direction concerning refunds. (Trustees 5/22/20)
 4. The cost of an opening night reception event for all attendees, in an amount not to exceed \$15 per registrant, and the Trustees' meeting is part of the society's budget, rather than the annual meeting budget. (Trustees 3/21/03; Trustees revised 3/28/14- Meetings Report; Trustees 8/29/17; Trustees 4/5/19)
 5. Chapters are required to accept credit cards as a method of payment for registration fees for annual meetings. Setting up a PayPal account for this purpose is recommended. Using that service protects members' credit card information (which is not visible to the Annual Meeting Program Committee personnel running the meeting), fees are reasonable, and PayPal registration fee payments can be made directly from meeting websites through a PayPal payment link. The Annual Meeting Program Committee should include a line item into the annual meeting budget equal to 3% of projected registration fee receipts to cover credit card and PayPal fees. (Trustees 4/08/05, President Report; Trustees revised 3/28/14; Trustees 8/29/17; Trustees 3/20/21)
 6. The registration costs and hotel room rates for annual meetings should be minimized in order to encourage members to attend. (Trustees 8/28/91; Trustees 8/29/17)
 7. The meeting's Annual Meeting Program Committee chair and treasurer are authorized to establish a bank account in the society's name, utilizing the society's EIN, to be used exclusively for the operation and conduct of the annual meeting for which the Annual Meeting Program Committee was formed. The name of the account should recognize that it is a society account, e.g., "MBSI 2021 Annual Meeting." The chapter's own bank account should not be used for annual meeting related funds, except with respect to income and costs related to table favors. They are also authorized to enter into contracts for that meeting. (Trustees 2/20/87; Trustees 8/29/17; Trustees 3/20/21)
 8. 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. Within 30 days thereafter the treasurer of the host chapter or the treasurer of the meeting's Annual Meeting Program Committee will submit a closing financial statement to the society's treasurer and the Meetings Committee chair using the form furnished in the "Treasurer" chapter of the society's Meetings Manual. The statement should be accompanied by all moneys remaining after payment of expenses. (Trustees 3/20/21)

9. The closing financial statement shall be made a part of a full annual meeting report prepared by the Annual Meeting Program Committee chair and submitted to the society's president and Meetings Committee chair no later than six months after the annual meeting. (Trustees 9/10/86; Trustees 8/29/17; Trustees 3/20/21)

H. Miscellaneous

1. An etiquette reminder, approved by the Meetings Committee chair, shall be included in the annual meeting registration packet, advising visitors to refrain from conversation when instruments are being demonstrated. (Annual Business Meeting 8/28/05; Trustees 8/29/17)
2. Any chair of any committee involved in an annual meeting must be a member of the society or a member of an organization with which the society is conducting a joint annual meeting. (Trustees 8/06/01; Trustees Corrected 4/5/13; Trustees 8/29/17)
3. The chapter's Annual Meeting Program Committee should choose a representative to coordinate with the Website Subcommittee of the Publications Committee in determining exactly what is to be recorded. (Trustees 2/18/00, Audio/Visual Report; Trustees 8/31/00, Audio/Visual Report; Trustees 3/02/01, Audio/Visual Report; Trustees 8/29/17; Trustees 3/20/21)
4. If the annual meeting hotel provides any complimentary rooms, one such room will be provided to the society's president. If available, the complimentary room or suite provided to the president should be of sufficient size to permit accommodating small meetings. Any additional complimentary rooms may be distributed at the discretion of the Annual Meeting Program Committee chair. (Trustees 2/13/98; Trustees 8/29/17; Trustees 3/20/21)
5. The coordination of the scheduling of events during an annual meeting will be conducted between the host Annual Meeting Program Committee chair and the Meetings Committee chair. In the event of any disagreement or dispute concerning the placing or scheduling of events, the matter will be referred to the Executive Committee for a decision. (Trustees 2/13/98; Trustees revised 3/28/14; Trustees 8/29/17; Trustees 3/20/21)
6. The society's business meeting will be scheduled on Saturday morning during the annual meeting. A waiver of this provision requires Executive Committee approval. (Trustees 2/13/98; Trustees 8/29/17)
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; Trustees 8/29/17)
8. Standing committees will be given time to meet at the annual meeting. (Trustees 9/12/90; Trustees revised 3/28/14-Meetings Committee Report; Trustees 8/29/17)
9. The society's banner, the American flag, and the flags of other nations with society members will be displayed at society meetings. (Trustees 3/23/90; Trustees 8/29/17)

XVI. MEMBERSHIP

A. Dues

1. The trustees set the foreign member surcharge, if any. (Trustees 08/06/01; Trustees revised 3/28/14; Trustees 8/29/17; Trustees revised 4/5/19)
2. The due date for the annual renewal dues for new members will be the anniversary of the date they joined the society. Current members who joined prior to 9/1/97 shall remain on a calendar year basis. (Trustees 8/13/97; Trustees 8/29/17)
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; Trustees 8/29/17)
4. Members may purchase gift memberships at the discounted current rate of \$45. The gifting member will receive a \$5 discount toward his or her next year's dues for each gift membership purchased, up to a maximum of the gifting

member's dues for that year. A gift membership section has been added to the MBSI renewal notice form. (Trustees 4/11/08; Trustees revised 3/28/14; Trustees 8/29/17; Trustees revised 4/5/19)

5. Voucher program. \$15 MBSI discount vouchers, which are given to new members or those whose membership has lapsed for more than three years, are available from the administrator upon request. The discount is valid for one year's dues, at which time regular dues cost resumes. (Trustees 4/08/05; Trustees revised 3/28/14; Trustees 8/29/17; Trustees 4/5/19)
6. 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 to be charged upon renewal. (Trustees 4/08/05, Membership Report; Trustees 8/29/17; Trustees 4/5/19)
7. The first year's dues for new members who join through the MBSI website are \$45. (Trustees 4/5/19)

B. Recruitment

1. Chapter chairs should maintain a supply of brochures and/or business cards for distribution to their members and guests and at events. (Trustees 3/28/14; Trustees 8/29/17)
2. Each MBSI member who sponsors a new member will receive a \$5 credit towards their next year's dues up to the maximum of current membership dues. (Trustees 3/16/07; Trustees revised 8/29/07; Trustees 8/29/17; Trustees 3/20/21)
3. 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 ties will receive the free membership. (Trustees 9/28/04; Revised 8/23/06 and Trustees Combined 3/21/03; Trustees 8/29/17)

C. Advertising/Promotion. The "Southeast Chapter's Traveling Display" is available to requesting chapters subject to prior commitment. Ground transportation expenses will be paid from the MBSI General Fund. (Trustees 3/28/14; Trustees 8/29/17)

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 9/01/93; Trustees Revised 3/21/03-Administrator's Report; Trustees 8/29/17)

E. It is the policy of the Society not to have life memberships. (Trustees 2/87; Trustees 8/29/17)

F. Past due members will not receive society publications until their membership has been renewed. (Trustees 3/18/16, Treasurer's report; Trustees 8/29/17)

XVII. MUSEUM (COLLECTIONS MANAGEMENT)

A. Contributions of funds for restoration of instruments and contributions of instruments shall be recognized by plaques at the instruments, unless the donor request anonymity. (Trustees 8/29/89; Trustees 8/29/17)

B. Definitions/Contracts/Agreements

1. The society's museum collection shall be held for public exhibition, education, or research in the furtherance of public service rather than financial gain and shall be protected, kept unencumbered, cared for, and preserved.
2. The proceeds from the sale of 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; Trustees 8/29/17)
3. 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 repairs. It is then the responsibility of the society to recoup any losses if possible. (Trustees 8/06/01; Trustees 8/29/17)

C. Acquisitions and De-accessions

1. The museum inventory shall be continually updated by the Museum Committee as instruments are donated or de-accessed. (Trustees 3/02/01; Trustees revised 3/28/14- Museum Report; Trustees 8/29/17)
2. The Museum Committee shall develop a procedure for purchasing items. Without a procedure, any purchase must be approved by the EC. (Trustees 3/05/93; Trustees 8/29/17)

3. Items with an estimated fair market or appraised value, whichever is greater, in excess of \$25,000 at the time of a proposed sale and approved for sale by the Museum Committee must also be approved by the board. (Trustees 3/05/93; Trustees 8/29/17)

D. Reference and Lending Libraries

1. The Museum Committee will oversee the functions of the society’s libraries. (Trustees 8/28/96; Trustees revised 3/28/14; Trustees 8/29/17)
2. The lending library librarian is responsible for keeping an accurate inventory and for sending changes to the editor and the Website Subcommittee of the Publications Committee for updating the website and the directory. (Trustee 3/28/14; Trustees 8/29/17)
3. The book loan term period is three months with one renewal. A \$10 deposit will be charged to the requesting member which will be refunded upon the book’s return. (Trustees 3/28/14; Trustees revised 3/18/16; Trustees 8/29/17)
4. 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 8/06/01; Trustees revised 3/28/14; Trustees 8/29/17)

E. Safe Deposit Box/Digital Storage

1. Storage of hard drives containing digital versions of The Music Trade Review is maintained by Bill Wineburgh. (Trustees 8/23/06; Trustees 8/29/17)
2. A safe deposit box is to be rented for the storage of smaller, valuable items. (Trustees 8/31/00, Museum Report; Trustees 8/29/17)

- F. 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 at their mid-year meeting. (Trustees 9/01/93; Trustees revised 3/21/03 suggested by Budget Committee; Trustees revised 3/26/15; Trustees 8/29/17)

XVIII. NOMINATING

The rotation schedule for the four-chapter members of the Nominating Committee described in Article XIV, Section XII, Paragraph c, of the bylaws of the society shall be as follows:

<u>2018-2020</u>	<u>2030-2032</u>
East Coast	Lake Michigan
Golden Gate	Piedmont
Northwest International	Snowbelt
Southeast	Japan
<u>2020-2022</u>	<u>2032-2034</u>
Golden Gate	East Coast
Lake Michigan	Mid-America
Piedmont	Snowbelt
Southern California	Southeast
<u>2022-2024</u>	<u>2034-2036</u>
Lake Michigan	Golden Gate
Mid-America	National Capital
Snowbelt	Southeast
Sunbelt	Southern California
<u>2024-2026</u>	<u>2036-2038</u>
Mid-America	Lake Michigan
National Capital	Northwest International
Southeast	Southern California
Japan	Sunbelt

2026-2028
East Coast
National Capital
Northwest International
Southern California

2038-2040
Mid-America
Piedmont
Sunbelt
Japan

2028-2030
Golden Gate
Northwest International
Piedmont
Sunbelt

2040-2042
East Coast
National Capital
Snowbelt
Japanese International

(Trustees 8/28/18, Nominating Committee; Trustees 5/22/20)

XIX. PUBLICATIONS

A. Publications Committee and Editor

1. The society's administrative "chain of command" for publications matters runs from the Publications Committee chair to the president to the trustees. The editor reports to the Publications Committee chair. (Trustees 8/13/97; Trustees revised 3/28/14, Publications Report; Trustees 8/29/17)
2. Any person affiliated with the production of *Mechanical Music* may not inquire about any items advertised in the mart section prior to receiving their copy of *Mechanical Music* in the mail. (Trustees 3/5/93; Trustees 8/29/17)

B. Articles and Content

1. Chapter news, an event calendar, mart information, other society business and material relating to technical, historical, and collecting aspects of mechanical music will be published in *Mechanical Music*
2. Correspondence relating to *Mechanical Music* articles may be published in *Mechanical Music* at the discretion of the Chair of the Publications Committee and Editor. Any response to a published article must relate to technical issues in order to be published and is subject to editing. Any published rebuttal will exclude names and is also subject to editing. Only one response with respect to a particular article from the same individual or group and one rebuttal to that response will be published. (Trustees 3/5/92; Trustees Revised 3/30/12; Trustees 8/29/17; Trustee 4/5/19)
3. Group photos of the trustees and officers shall be taken at all trustees meetings, except for meetings at which 50% or more of the trustees and officers are attending by teleconference or videoconference, and shall be printed in *Mechanical Music* along with the minutes of that meeting. In cases where less than 50% of the trustees and officers attended by teleconference or videoconference, the picture caption will include the names of those participating electronically and a notation that they are not shown because they participated in the meeting by teleconference or videoconference, as applicable. (Trustees 3/18/89; Trustees revised 3/28/14; Trustees 8/29/17; Trustees 5/22/20)
4. The society's publications shall not be used to impugn the reputation of any individual. (Trustees 8/28/91; Trustees 8/29/17)
5. Funds, such as Endowment, Museum, etc., shall be described a minimum of once a year in *Mechanical Music*. (Trustees 2/08/91; Trustees Revised 3/30/12; Trustees 8/29/17)
6. The guidelines for authors, reviewers, and letters to the editor will be printed once a year in *Mechanical Music*. (Trustees 8/28/96; Trustees Revised 3/30/12- Publications Report; Trustees 8/29/17)
7. The deadline for submitting material for publication in *Mechanical Music* will be determined by the editor, in consultation with the chair of the Publications Committee, and published regularly in *Mechanical Music*. (Editors Report 3/16/07; Trustees revised 3/28/14; Trustees 8/29/17; Trustees 3/20/21)
8. Names and addresses of suppliers and/or manufacturers may be included in printed articles if the editor deems it appropriate. (Trustees 8/13/97, Publications Report; Trustees 8/29/17)
9. Except for items identified by the treasurer or the president as being required to be published by law, trustee and annual business meeting minutes, bylaw and P&P changes and other material that the trustees may require be published, the

editor and publications chair make the final decision on whether or not an article is printed. (Trustees 8/28/96, Publications Report; Trustees 8/29/17; Trustees revised 4/5/19)

10. A copy of the current membership application form shall be published in every issue of *Mechanical Music*. When space allows, an order blank for goods and services shall also be published. (Trustees 9/28/94; Trustees Revised 3/28/14; Trustees 8/29/17)
11. The following disclaimer will appear in *Mechanical Music*: “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. However, an article will not be published with significant changes without the author’s consent. All articles are considered to be the author’s personal opinion. The author may be asked to substantiate his/her statements.” (Trustees 3/4/94; Trustees Revised 3/21/03; Trustees 8/29/17)
12. Every article submitted for publication requires review by the Publications Committee. (Trustees 3/5/93; Trustees revised 3/28/14; Trustees 8/29/17)
13. The society’s policy in granting a license to use its copyrighted materials is:
 - a. After a request is received by the editor, it will be forwarded to the Publications Committee chair and the president, who will bring the request to the attention of the Executive Committee (EC).
 - b. If the EC approves the request, the president will communicate the approval to the publications chair and the editor.
 - c. Except for any material that is in the public domain, the editor will then contact the original creator of the article(s), photograph(s) and or other artwork, or the creator’s estate or heirs, to get approval for the request to use the material.
 - d. If the original creator of the material, or the creator’s estate or heirs, grants approval, then the editor will communicate the approval and give the go ahead to the person who asked to use the material with the requirement than any reproduction of the material must contain the words “Reproduced with the permission of the Musical Box Society International and the author.”
 - e. Throughout the process, the editor will document the dates each approval was granted and by whom. (Trustees 3/16/16, Publications Committee; Trustees 8/29/17)
14. Editing limitations. Apart from the correction of spelling or punctuation errors and format adjustments necessary for the material to fit publication page sizes, no editorial changes may be made to the following material without the approval of the indicated official. In the case of the unavailability of an official named, the prior approval of the president is required. (Trustee 4/5/19)
 - a. Minutes. Changes to the minutes of trustees’ meetings and the annual membership meeting require the approval of the secretary.
 - b. Financial Reports. Changes to financial or audit reports require the prior approval of the treasurer. (Trustees 4/5/19)

C. Advertising

1. Advertising rates are as determined by the Publications Committee and approved by the board. (Trustees 8/06/01, P&P Report; Trustees Revised 3/21/03; Trustees 8/29/17)
2. All changes to advertising or articles must be made in writing to the editor. (Trustees 8/06/01, Publications Report; Trustees 8/29/17)
3. Members dismissed or suspended under Article XVII of the bylaws cannot advertise in society publications. (Trustees 8/06/01, Publications Report; Trustees 8/29/17)
4. Ads are accepted only from those whose accounts are paid up. (Trustees 3/05/92, Reaffirmed previous policy; Trustees 8/29/17)

5. Policy Statement. The Publications Committee chair and the editor of *Mechanical Music* and the *Mechanical Music Directory* shall accept advertising which is for the sale or exchange of items and services primarily related to automatic music instruments as defined in Article II of the society's bylaws. (Trustees 9/12/90; Trustees Revised 3/21/03; Trustees 8/29/17)
 6. The following disclaimer will appear in each issue of *Mechanical Music*: "It is to be understood that the appearance of advertisements in this publication does not constitute, nor shall it 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 business dealings with advertisers." (Trustees 3/18/89, suggestion of H. Roehl, Publications Chair; Trustees Revised 3/21/03; Trustees 8/29/17)
- D. A copy of each issue of *Mechanical Music* shall be sent to the administrator, the accounting firm currently retained by the society, and to American Treasure Tour. (Trustees 2/24/06; Trustees 8/29/17)
- E. Finance
1. Any cost necessary to translate articles from a sister organization's publications shall be charged to the society's publications budget. (Trustees 4/11/08, Editor Report; Trustees 8/29/17)
 2. The trustees shall review all publications costs annually. (Trustees 9/12/90; Trustees 8/29/17)
- F. Directory
1. Publication of the directory and the directory supplement will occur not more than 60 days following the society's annual meeting occurring during the year of publication (or following the trustee's fall meeting if the annual meeting has been cancelled). The directory will reflect any changes brought about by actions taken at that annual meeting to include updating the list of past presidents; the past editors list; society contact information; lists of awards and reward recipients; the list of locations of past annual meetings; updates to lists of officers, trustees and committees; and any bylaw amendments. (Trustees 3/20/21)
 2. The Publications Committee chair is responsible for ensuring that the membership is notified that any correction to the directory or supplement must be submitted not later than the date of that year's annual meeting (or of the trustee's fall meeting if the annual meeting has been cancelled). The chair will arrange for a notice to that effect to be placed in the July/August issue of *Mechanical Music* and on the website and will notify chapter chairs. (Trustees 3/04/94; Trustees revised 3/28/14; Trustees 8/29/17; Trustees 3/20/21)
 3. The society's bylaws shall appear in the directory. (Trustees 3/05/92; Trustees 8/29/17)
- G. Website Subcommittee
1. An index of articles published by the society shall be posted on the society's website, viewable by the public. Actual content of articles will only be viewable by society members. (Trustees 8/23/06, Publications Report; Trustees Revised 3/30/12; Trustees 8/29/17)
 2. The editor will provide PDF format copies of *Mechanical Music* to the Website Subcommittee. (Trustees 8/23/06, Publications Report; Trustees Revised 3/30/12; Trustees 8/29/17)
 3. The website will be monitored and updated by the Website Subcommittee and the editor. (Trustees 8/25/04, Publications Committee; Trustees Revised 3/28/14; Trustees 8/29/17)
 4. Although the annual meeting, including activities, may be publicized on the website, the actual registration form cannot be posted until 14 days after the annual meeting registration packets have been mailed to the general membership. (Exe. 8/04; Trustees Revised 3/30/12; Trustees 8/29/17)
 5. All website inquiries will be directed to the web secretary, Website Subcommittee chair, or editor. (Trustees 8/06/01; Trustees Revised 3/28/14, Publications Report; Trustees 8/29/17)

- H. Audio or video recording of annual meeting events for commercial purposes is prohibited without the expressed written permission of the Publications Committee. (Trustees 2/06/88; Trustees Revised 3/21/03; Trustees 8/29/17)
- I. Journal Exchange Program. The editor is encouraged to develop contacts with editors of journals of other sister organizations for the exchange of information and ideas about the advancement of mechanical music. He or she may, under the supervision of the chair of the Publications Committee, develop and maintain a program to exchange journals with these organizations, preferably in electronic format unless a special requirement for the exchange of hard copies is required to meet a particular need. (Trustees 4/5/19; redesignated as paragraph I, Trustees 3/20/21)
- J. When an election of trustees and officers is held outside of an annual meeting because of the lack of a quorum at the annual meeting or because the annual meeting has been cancelled, the recording secretary informs the Publications Committee of the results of the election. See MBSI bylaws Article VII, Section 4. The Publications Committee chair will inform the editor so that the editor may make appropriate updates to the listing of trustees and officers in the next issue of *Mechanical Music* and in upcoming editions of the MBSI Directory or Directory Supplement. (Trustees 3/20/2021)

XXI. CHAPTERS

- A. Chapter reports to be presented at the annual meeting shall be provided to the recording secretary, the vice president, and president not less than two weeks prior to the start of the meeting. (Trustees 8/06/01, P&P Report; Trustees Revised 3/28/14; Trustees 8/29/17)
- B. Subject to the concurrence of the board, chapter regions can include any state, county, city, province, country, or region or combination thereof and are not limited to any specific geographic or political boundaries. (Trustees 3/26/04; Trustees 8/29/17)
- C. Chapters shall regularly provide the editor with information about their planned activities, to be printed in the Calendar of Events in *Mechanical Music* and for updating the events calendar on the society's website. (Annual Meeting 9/5/98, Editor's Report; Trustees revised 3/28/14; Trustees 8/29/17)
- D. The Japan Chapter is authorized to translate any articles printed in society publications. These translated articles are for distribution to society members only and may not be sold. (Trustees 2/13/98; Trustees 8/29/17; Trustees 5/22/20)
- E. Chapters shall notify the chair of the Membership Committee and the society's administrator of membership and officer changes. They shall also notify the editor of any changes in the information that appears in their chapter's listing in *Mechanical Music* and on the society's website. (Trustees 8/26/96, Treasurer's Report; Exe. Revised 8/04; Trustees 8/29/17)
- F. Chapter membership requires membership in the society. Chapters should confirm membership in the society for their members. Chapter member lists shall be sent to the administrator by April 15th annually. (Trustees 3/5/93; Trustees revised 3/28/14; Trustees 8/29/17)
- G. The cost of requests for additional copies of *Mechanical Music* shall be borne by the chapter members requesting them. (Trustees 3/18/16, Finance Committee; Trustees 8/29/17)
- H. Chapter chairs shall notify the administrator of member deaths. (Trustees 3/05/92; EC Revised 8/04; Trustees 8/29/17)

XXII. COMPENSATION/REIMBURSEMENT

- A. See bylaws Article V, Section 5 (re trustees) and Article VII. Section 6 (re officers) for rules concerning compensation and expense reimbursement. (Trustees 8/29/17)
- B. Requests for reimbursement shall be submitted to the society's accountant on a form approved by the treasurer, which is available in the members' section of the society's website, within 60 days of the expenditure. Receipts must accompany the requests. (Trustees 3/18/16, Finance Committee; Trustees 8/29/17)

XXIII. INSURANCE

- A. Director's and Officer's insurance and a fidelity bond in amounts to be determined by the board or the Executive Committee shall be maintained. (Trustees 3/01/02; Trustees Revised 3/21/03; Trustees 8/29/17)

- B. The society's liability insurance does not cover the Japan Chapter. This Chapter shall be notified of the situation. (Trustees 3/02/01; New Business; Trustees 8/29/17; Trustees 5/22/20)
- C. Chapter activities at annual meetings are covered for bodily injury and liability by the society's insurance. This does not include damage to instruments or personal property. If a chapter requires specific property coverage for an annual meeting, it should obtain this on its own well in advance of the meeting. (Trustees 3/04/94; Trustees 8/29/17)

XXIV. AWARDS

- A. Roehl Ambassador Award
 - 1. This award is to be given to not more than one individual, couple, or group whenever appropriate for promoting interest in and appreciation of mechanical musical instruments. (Trustees 3/21/03; Trustees 8/29/17)
 - 2. The award recipient is selected by the Marketing Committee from suggestions submitted by chapters or individual members. The award shall be presented by the Vice President or his/her designee. (Trustees 3/21/03, Awards Report; Trustees Revised 8/30/12; Trustees 8/29/17)
- B. Darlene Mirijanian Memorial Award for Creativity
 - 1. This award is given for creativity in mechanical music and automata. The award recipient is selected by the Nominating Committee and suggestions for future nominees for this award should be sent to the chair of the Nominating Committee. The award is not necessarily given every year.
 - 2. This award shall be presented by the Vice President or his/her designee at an annual meeting awards ceremony, or if the annual meeting has been cancelled, prior to the fall trustees' meeting. (Trustees 3/20/21)
- C. Q. David Bowers Literary Award. The Q. David Bowers Literary Award recipient shall be chosen by the Publications Committee. (Trustees 8/28/02, Trustees Revised 3/21/03, Trustees 8/29/17) It is given 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." (Bowers Procedures, E. Roenigk 1989; Trustees Revised 8/30/12; Trustees 8/29/17)
- D. Trustees Award
 - 1. This is an 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 is made solely at the discretion of the Trustees. (Bowers Procedures, E. Roenigk 1989; Trustees Revised 8/30/12; Trustees 8/29/17)
 - 2. The vice president will ask the trustees to submit their nominations for this award well in advance of the mid-year meeting. At that meeting, the nominees are discussed in order to come to a consensus and a selection is made at that time. (Bowers Procedures, E. Roenigk 1989; Trustees 8/29/17)
 - 3. A carryover list of those nominated in the past will be included with the request for nominations. (Bowers Procedures, E. Roenigk 1989; Trustees 8/29/17)
- E. President's Award. The president of the society may recognize individuals for outstanding work, service, etc., with the President's Award. The award is in the form of a framed certificate or other suitable item. The nominee and the reason for the award require Executive Committee approval only. The award is given either at a suitable chapter meeting or at the annual meeting of the society, or if the annual meeting has been cancelled, prior to the fall trustees' meeting. It is also announced in *Mechanical Music*. (Trustees 8/31/88; Trustees revised 3/28/14; Trustees 8/29/17; Trustees 3/20/21)
- F. Lifetime Service Award. 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. There are no selection criteria in place. (Trustees 8/23/06, Vice President Report; Trustees 8/29/17)
- G. Unsung Heroes Award
 - 1. This award is intended to recognize exemplary "behind-the-scenes" work at any level of the society. The intention is to honor a person or persons who faithfully perform the tasks necessary to make a chapter or the society as a whole function from day-to-day, but does not normally get, or seek, public recognition. (Trustees 8/29/17)

2. The award recipient is chosen by the vice president, who may make a selection based upon his or her knowledge of the recipient's work or request input from society chapters and choose from those persons suggested by the chapters. The vice president, or his or her designee, will present a suitable plaque or similar item to the recipient, or recipients, during the society's annual awards luncheon, or if the annual meeting has been cancelled, prior to the fall trustees' meeting. (Trustees 8/29/17; Trustees 3/20/21)

H. General.

1. Individual plaques are given for the Trustees and Q David Bowers Awards. In addition, master plaques for these award are maintained at American Treasure Tours and the yearly winners' names are added to the master plaques. (Bowers Procedures, E. Roenigk 1989; Trustees Revised 3/30/12; Trustees 8/29/17)
2. Award recipients need not be members of the society. In the event that a non-member is selected to receive a society award, that individual shall be invited to attend our annual meeting. (Trustees 8/25/04; Trustees revised 3/28/14; Trustees 8/29/17)
3. The Trustees Award is not given to a sitting trustee. (Trustees 3/28/14; Trustees 8/29/17)
4. The board 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; Trustees 8/29/17)

XXV. ADDRESS

All requests for items offered by the society shall be addressed to: MBSI Administrator, PO Box 10196, Springfield, MO 65808-0196. (Trustees 4/04; Trustees 8/29/17)

XXVI. MAILING LISTS/LABELS

- A. Chapters may have access to the society's database, for meeting purposes only, at no charge. (Trustees 3/01/02; Trustees 8/29/17)
- B. The society's membership mailing list, containing only names and addresses, may be purchased and used by members and advertisers at a cost of \$500 for each single use. A letter stating the single use policy shall accompany the mailing list. (Trustees 2/20/87; Trustees 9/28/94; Trustees 8/31/00, Old Business; Trustees 3/02/01, Old Business/standing policy; Trustees Combined and Revised 3/21/03; Trustees 8/29/17)
- C. It is agreed that the use of email for unsolicited advertising or commercial use is discouraged. (Trustees 3/13/09; Trustees 8/29/17)

Note: The board approved a trial program exception at its September 2015 meeting, which, as amended by the Executive Committee in June 2017 as a result of feedback from the editor, reads as follows: "The editor may send emails to our members from advertisers who request it at a market-rate per occurrence provided that our members be informed in advance that this feature is coming and that they may opt-out in advance and that each email have an unsubscribe feature at the end of the email. This email advertising service is for a trial period of one year, commencing when the first such email is sent.

- D. A member may send a request to the administrator that his or her name and address remain anonymous and not be included in any society publication or mailing list. The administrator will advise the editor of the names of any member requesting anonymity. (Trustees 2/20/97; Trustees Revised 3/21/03; Trustees 8/29/17)

XXVII. 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; Trustees 8/29/17)
- B. All society publications, letterhead, web site, etc. shall include the phrase "Devoted to All Automatic Musical Instruments." (Trustees 4/08/05, New Business; Trustees 8/29/17)
- D. Reproductions: The society encourages manufacturers of reproductions of mechanical musical items to date them. (Trustees 3/28/14; Trustees 8/29/17)

- E. The society's goods and services form is used for ordering publications, pins, Regina certificates, magazine back issues, etc., and also for soliciting additional donations. The form will be available on the website and printed periodically in *Mechanical Music*. (Trustees 9/28/04; Trustees Revised 3/30/12; Trustees 8/29/17)

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 March 2015-September 2015, David Corkrum, Recording Secretary, MBSI.
7. Policies and Procedures Subcommittee, David Corkrum, Chair, MBSI.
8. Minutes of Trustees Meeting August 2017-August 2019, David Corkrum, Recording Secretary, MBSI.
9. Minutes of Trustees Meeting May 2020, Linda Birkitt, Recording Secretary, MBSI.
10. Minutes of Trustees Meeting March 2021, Linda Birkitt, Recording Secretary, MBSI, and final report of the President's Special Committee for review of MBSI Bylaws and Policies and Procedures, Clay Witt, Chair.
11. Final report of the President's Special Committee regarding proxy votes, Matt Jaro, Chair.