

Policy on Attendance by Guests at ARHS Board of Directors Meetings

ARHSs Board of Directors is obliged by our By-Laws to be responsible for the management of the Society and its financial and physical assets. Under PA Statutes governing non-profit corporations, the elected Directors of the ARHS are required to function as fiduciaries.

It is required that the Board conduct its meetings to fulfill these obligations in private surroundings, so the Board is free to openly discuss all business, personnel, financial and membership issues that concern the Society. In general, Board meetings are for the elected Board of Directors only.

This policy addresses when a non-Board member asks to, or is requested to, attend a Board of Directors' meeting. A "guest" may be any ARHS member in good standing that is not an elected Director. A guest may also be a non-member the Board invites for a specific purpose, i.e., our accountant to discuss finances. All guests must agree to hold all discussions during the meeting completely confidential and not disclose anything associated with the meeting to any person by any means.

Attendance by any guest must be requested a minimum of two (2) weeks prior to the requested date of the appearance.

The basis for attendance and the time needed for presentation, if any, must be provided by the guest so these may be incorporated into the Board's agenda. ARHS's Second Vice President will serve as the Board contact for scheduling using the specific ARHS email address posted on our webpage. The President and Second Vice President will determine if the guest's request will be granted.

Guests may attend a Board meeting as follows:

1. They are Staff and/or Committee Chairs reporting to the Board concerning on-going and/or future activities they are responsible for/participating in. These guests may participate in the Board's discussions of their topic.
2. They are a member of the Society who requests to be present at a Board meeting. These members may have a topic they want to address to the Board, or simply want "to observe and listen in". These guests may only participate in Board discussions of their specific topic, but not in any other way.
3. They are invited by a Director to be present for a specific purpose that the Director states to the Board Contact in advance as noted above, or to observe. These members may participate only in Board discussions of the specific topic, but not in any other way.
4. Members that are running for a position on the Board are required to attend at least one Board meeting prior to the elections to observe the Board's proceedings.
5. Guests must strictly adhere to the Board's meeting protocol of speaking only after being recognized.
6. If at any time the Board decides to go into "executive session" for any discussions the guest will be advised and will promptly leave the meeting.

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7. The Board is under no obligation to make immediate decisions on topics presented by a guest. The designated Board contact will remain in communication with guests as appropriate following their appearance.