**FRIENDS OF POPLAR HILL MANSION, INC.**

**BY-LAWS**

*The Friends of Poplar Hill Mansion, Inc. is a non-profit corporation dedicated to the fostering and perpetuation of the Federal Period heritage of Poplar Hill Mansion, a public property located in Salisbury, Maryland, listed on the National Register of Historic Places.*

*The City of Salisbury owns and maintains the Mansion and the Friends of Poplar Hill Mansion maintain the historic interior and are responsible for the interpretation of the Federal period and the families who lived here.*

**ARTICLE ONE**

The term "Friends of Poplar Hill Mansion" henceforth is defined as a body of persons interested in the support of Poplar Hill Mansion and membership shall be open to any person, over eighteen (18) years of age, upon application and payment of annual dues. The amount of the dues and terms of membership will be established by the Board of Directors. The purpose of membership in the Friends of Poplar Hill Mansion, Inc. is to provide the opportunity for interested persons to contribute to, and participate in, the many activities of Poplar Hill Mansion, which include aiding in the preservation, restoration and furnishing~~s~~ of Poplar Hill Mansion together with its grounds and gardens.

**ARTICLE TWO**

The purpose and the powers of the corporation are defined in the Articles of Incorporation, Article Three.

**ARTICLE THREE**

The governing body of the Friends of Poplar Hill Mansion, Inc. *(Friends)*shall be ~~known as~~ the Board of Directors of the Friends of Poplar Hill Mansion, Inc. *(Board)*. *The Board is responsible for all the Friends activities.*

The ~~Board~~ City of Salisbury *(City)* owns and maintains the ~~Mansionshall be responsible to the City of Salisbury for supervising the operation and maintenance of~~ Poplar Hill Mansion *(Mansion)*, *its outbuildings and grounds. The City contracts for curator services and supervises the Mansion Curator (Curator).* ~~including supervision of the Curator Curator’s activities~~ *~~as defined in the Curator’s contract language,~~* ~~for maintaining and preserving the interior furnishings of the Mansion and the household and entertainment items needed to carry out their educational and entertainment~~ *~~recreational~~* ~~program~~*~~s~~*~~. Ultimately, the City of Salisbury shall be responsible for maintenance of the building~~*~~s~~* ~~and grounds.~~

The Curator acts as a ~~shall be the~~ liaison between the City ~~of Salisbury~~ and the *Board*~~Friends of Poplar Hill Mansion~~. *Both the City and the Board are responsible for coordinating on all matters related to the maintenance and operation of the Mansion with and through the Curator.*

The Board shall consist of:

1. Not more than ~~Fifteen~~ ~~ten (105)~~ *fifteen (15)* elected members. The Board ~~of Directors~~ should consist of a cross-section of the Salisbury area citizenry. (Every effort should be made to include members of the Wicomico Historical Society, an architect, an attorney, and a resident of Newtown). All elected Board members must be active dues paying members of the Friends of Poplar Hill Mansion, Inc.

~~Voting privileges at Board meetings are extended only to active members of the Board of Directors.~~

1. In addition to the above members, *the Mayor or the Council President*:
2. ~~(1) The Mayor or the Council President~~ may appoint a person to the Board ~~of Directors~~ to represent the governing body of the City~~,~~
3. *will appoint a City employee to serve as Recording Secretary to the Board,* ~~(2) The Mayor will appoint a City employee to serve as Recording Secretary to the Board, and The Curator shall be a voting member of the Board.~~

3*. will invite the* President of the Newtown Association, or his/her designated appointee, will be invited to serve as a member of the Board, and,

4. *will invite the Chair of the Charles H. Chipman Cultural Center Board of Directors,* or his/her designated appointee, will be invited to serve as a member of the Board.

These *appointed and invited* members will also have the right to vote. It is suggested, but not required, that these ~~appointed~~ Board members be active dues-paying members of the Friends of Poplar Hill Mansion, Inc.

1. *Voluntary pro bono Advisory Board and/or Committee, as appropriate, may be established by the Board when professional advisory services are required, but are not available through Board members, e.g., accounting, architectural, attorney, construction management. These members:*

*1. will be encouraged, but not required, to be an active dues paying Friends,*

*2. will be encouraged, but not required, to attend regular meetings and other Friends activities,*

*3. will be required to provide written reports on their work efforts and recommendations,*

*4. will not have voting privilege, and,*

*5. will not be subject to term limits.*

D. The terms of non-appointed Board members shall be three (3) years, with elections being held annually. Each elected Board member shall be limited to two (2) consecutive terms. An elected Board member having served two (2) consecutive terms, *will be eligible for re-election to the Board after one (1) year’s absence from the Board. Alternatively, an elected Board member may request to serve an* ~~may request to serve~~ additional terms. By written ballot, the request will be voted upon by the entire Board. ~~Upon approval of the Board, the name of the member will be forwarded to the Mayor for consideration and subsequent nomination to the City Council. will be eligible for re-election to the Board after one (1) year's absence from the Board. The maximum number of years a person can serve on the Board is twelve (12) years.~~ . The maximum number of years a person can serve on the Board is twelve (12) years. For purposes of this sub-paragraph, the election to serve an unexpired term of less than one ( l ) year will not be included as a term.

**ARTICLE FOUR**

1. At the September Board meeting, the ~~Chairman~~ Chair shall appoint, with the approval of the Board ~~of Directors~~, a nominating committee of either three (3) or five (5) members to nominate Board members.
2. The Nominating Committee shall present to the membership at the ~~annual~~ November meeting ~~held in November~~, a list of nominees for Board vacancies at the end of the current term year. Additional nominations may be made from the floor by the membership, providing the proposed nominee is willing to serve.

In the event that there is no contest to the slate proposed by the Nominating Committee, approval shall be made by voice vote. However, if additional nominations are made from the floor, the membership, by majority vote by written ballot for each nominee, will select a recommended list of nominees. The ~~Chairman~~ Chair, upon approval by the Board, will submit this list to the Mayor and City Council at the first available opportunity.

1. ~~Directors~~ *Newly elected* Board members will take office at the January Board meeting or as appropriate.
2. In the event of a vacancy on the Board, the Board shall nominate a replacement to fill out the unexpired term, and ~~send~~ will forward this recommendation to the Mayor and City Council for their consideration. Any ~~director~~ Board member appointed to fill an unexpired term will take office immediately after appointment by the City Council.

E. Regular attendance at the Board of Directors meetings is expected. More than ~~four~~

three ~~(4)~~ (3) absences during the calendar year shall be cause for the Board to consider

removal. After three (3) such absences, the Board may, by written ballot, vote to

remove that Board member.

**ARTICLE FIVE**

The officers of the corporation shall be the ~~Chairman~~ Chair, Vice ~~Chairman~~ Chair, Treasurer, Recording Secretary (~~City-appointed~~ Curator), and Corresponding Secretary. Only ~~Directors~~ Board members are eligible to be officers.

1. The ~~Chairman~~ Chair shall appoint, at the November meeting, a Nominating Committee to select a slate of officers for the following fiscal year.
2. At the December Board Meeting, ~~T~~the Nominating Committee shall present to the Board members ~~at the December Board meeting,~~ the names of its nominees for the election to the offices of the ~~Chairman~~ Chair, Vice ~~Chairman~~ Chair, Treasurer, and Corresponding Secretary. Additional nominations for these offices may be made from the floor, providing the proposed nominee is eligible and willing to serve, if elected.
3. In the event that there is no contest to the slate proposed by the Nominating Committee, election shall be made by voice vote. However, election to any office which is contested shall be by written ballot, and the winner must receive a majority of the votes cast. In the event that any office should fail to be filled on the first ballot, a second ballot shall be held between the two (2) candidates receiving the highest number of votes on the first ballot.
4. All officers shall take office at the January Board meeting for a term of two (2) years~~. and shall be eligible to serve a maximum of~~ *~~ii·1e~~* ~~(5) two (2) consecutive terms.~~ D. All officers shall take office at the January Board meeting for a term of two (2) year *and shall be eligible to serve a maximum of 12 years (Article Three, paragraph 4).*

E. At any time during the year the Board, by written ballot, may vote to remove any or all members of the Executive Committee *with the exception of the City appointed Recording Secretary.*

**ARTICLE SIX**

Duties of the officers:

1. ~~CHAIRMAN~~ CHAIR: ~~-The Chairman shall be the chief executive officer of the Board and the Friends of Poplar Hill Mansion, Inc. and shall supervise their affairs and activities. He or she shall preside over meetings of the Board of Directors and general meetings of the Friends. He or she shall make an annual report to the Board of Directors at the end of his or her term of office. He or she shall serve as administrative liaison on behalf of the Board with the Curator of the Mansion. The Chairman shall appoint committees in accordance with the provisions of these By-Laws.~~

The Chair shall:

1. Be the Chief Executive Officer of the Board and the Friends of Poplar Hill Mansion, Inc. and shall coordinate the activities of the Board.
2. ~~He shall~~ Preside over meetings of the Board and general meetings of the Friends.
3. ~~He shall~~ Make an annual report to the Board at the end of the fiscal year, from January 1 through December 31.
4. ~~He shall~~ Make an annual report to the City Council at the end of the fiscal year, from January 1 through December 31.
5. ~~He shall~~ Serve as administrative liaison on behalf of the Board with the Curator of the mansion.
6. ~~The Chair~~ Shall appoint committees in accordance with the provisions of these Bylaws.
7. **VICE-~~CHAIRMAN~~ CHAIR**: ~~-The Vice-Chairman, in the absence or incapacity of the Chairman, shall take over the duties of the Chairman. He or she shall be responsible for such duties delegated by the Chairman or the Board.~~

The Vice Chair, in the absence or incapacity of the Chair, shall:

1. Assume the duties of the Chair.
2. ~~He shall~~ Be responsible for duties delegated by the Chair or the Board.
3. **RECORDING SECRETARY:** ~~-The Recording Secretary shall~~**~~:~~ ~~(Position to be held by the Curator):~~**

The Recording Secretary shall:

1. Have ~~custody~~ possession of all corporate records, ~~By-Laws~~ Bylaws, and the corporate seal of the corporation. ~~Duplicate copies of minutes of all meetings and the By-Laws Bylaws shall be kept in the Mansion.~~
2. Attest and affix the corporate seal to all written instruments when so directed by the Board.
3. Keep a record (minutes) of all proceedings of the Board of Directors and Executive Committee, of the attendance of members at meetings of the Board, and of all matters of which a record may be deemed advisable. The original records shall be kept at the City's administrative offices, and signed copies shall be kept in a file at the Mansion offices, and signed copies shall be kept in a file at the Mansion *to include and create a complete record of the meeting, i.e., copies of reports from Committees, the Treasurer, the Curator, the Community Foundation of Eastern Shore Statements and any other reports or papers prepared and presented during the meeting.*  Both files shall be open to inspection by any active member of the Board.
4. The Recording Secretary shall notify both the Board and the Board member concerned when he ~~or she~~ has recorded the ~~fourth~~ third absence during the calendar year.
5. Keep an up-to-date record of all members of the Board ~~of Directors~~ including, for each member: ~~his or her~~ their name, address, telephone number, e-mail address, and type of membership (elected or appointed). In addition, for all elected Board members, information containing the date of their appointment by the City Council, the date of taking office, the expiration date of their term in office, and whether it is their first or second term should be kept on record.
6. ~~Send~~ Forward to the Board members, at least three (3) business days in advance, the required notices of all Board ~~of Directors~~ and Executive Committee meetings together with the agenda and minutes of the previous meeting.
7. Perform such other appropriate duties as may be assigned by the Chair~~man~~ or the Board.
8. **TREASURER :**

The Treasurer shall:

1. Hold Possess, in the name of the Friends of Poplar Hill Mansion, Inc *Along with the Chair shall report and deposit in the name of the Friends*, all monies received by him *or her* and belonging to the Friends, including, but not limited to~~:~~, dues, rental fees, tour fees, contributions, sales of property belonging to the Friends, and any other funds turned over to him ~~or her~~ obtained from functions or activities sponsored by the Friends.
2. *Along with the Chair shall report and deposit in the name of the Friends*, pay all bills contracted by this organization with prior approval of the Board of any expenditures over $100. ~~which shall first be approved by the Board of Directors, and, in the case of a petty cash account submitted by the Curator, approved by the Chairman, or by the Vice Chairman in the event of his or her absence.~~
3. ~~Make~~ submit reports of all receipts, ~~and~~ disbursements and the balance ~~in~~ of the treasury accounts at all scheduled Board meetings.
4. Prepare an Annual Report as of the last day of the Friend~~s~~'~~s~~ fiscal year and present it to the Board at the January ~~Board~~ ~~meeting~~ or February Board meeting.
5. Keep a true and complete record of all monies of the Friends received by him ~~or her~~ *or her*, the disposition made by him ~~or her~~ *or her* and keep copies of all paid invoices, bank statements, cancelled checks~~,~~ and such accounts and records as are appropriate and reasonably requested by the Board.
6. Prepare and file, in a timely manner, all required Federal, State and local tax and~~/~~or financial information returns.
7. Perform such other appropriate duties to the office as the ~~Chairman~~ Chair ~~of the Board~~ may direct.
8. Turn over to his ~~or her~~ successor, at the expiration of the term of office, a complete set of records, reports, communications, and ~~monies~~ funds *and things, of whatsoever sort,* ~~and things, of whatsoever sort,~~ pertaining to his ~~or her~~  *or her* office and belonging to the Friends*, and ensure an orderly transition of all financial matters is complete, correct, and timely.*
9. **CORRESPONDING SECRETARY:**

The Corresponding Secretary shall:

1. Be the official correspondent, jointly with the Curator, for the Friends and maintain files of all incoming and outgoing correspondence.
2. ~~Keep~~ Retain, file and preserve appropriate documents, records and reports other than those kept by the Recording Secretary under Article Six, Section C.

3. Perform such other appropriate duties as may be assigned by the ~~Chairman~~ Chair of the Board.

**ARTICLE SEVEN**

Committees

Committee members will be appointed ~~from~~ by the membership of the Friends of Poplar Hill Mansion, Inc. and~~/~~or the Board of Directors. All standing committees, except the Executive Committee, shall be appointed by the incoming ~~Chairman~~ Chair at the February Board meeting, and shall, with the exception of the Auditing Committee, consist of a minimum of three (3) members and a maximum of five (5) members. A quorum for all committees, except the Auditing Committee, shall be 51% of the members. All Committees, except the Auditing Committee, may be assigned additional duties by ~~either~~ the ~~Chairman or the Board~~ Chair. Additional committees may be appointed at the discretion of the ~~Chairman~~ Chair. The ~~Chairman~~ Chair shall be an ex officio member of all committees except the Auditing Committee. The Curator shall be an ex officio member of all committees with the exception of the Executive and Auditing Committees.

1. ~~B.)~~ **EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the ~~Chairman~~ Chair, Vice-~~Chairman~~ Chair, Treasurer, Recording Secretary and the Corresponding Secretary. The Executive Committee shall meet at the discretion of the ~~Chairman of the Board~~ Chair, and shall have the power to act on emergency measures when calling a special meeting of the Board is, in the opinion of the ~~Chairman~~ Chair, not feasible. Minutes of any Executive Committee meeting shall be presented at the next meeting of the Board. This Committee shall meet no less than quarterly.

1. ~~C.)~~ **GARDEN COMMITTEE**

~~shall:~~

The Garden Committee shall:

1. Supervise the lawn and garden plantings.
2. Make recommendations to the Board for exterior landscaping.
3. Carry out any garden plans approved by the Board.
4. Work with the City on upkeep of the grounds *and the gardens maintained by*~~.~~ ~~and the shade garden maintained by the Four Seasons Garden Club.~~

a. Four Seasons Garden Club,

b. Town and Country Garden Club,

c. Wicomico Garden Club

d. Wicomico Iris Society

1. Solicit donations for "Memorial" plantings and maintain a record in a separate file.
2. ~~D.)~~ **HOSPITALITY COMMITTEE**

~~shall:~~

The Hospitality Committee shall:

1. Organize docent services for public or special events.
2. Recruit and train a staff of docents for tours, special events, etc.
3. Organize and or plan social events.
4. ~~E.)~~ **MARKETINGAND PUBLICITY COMMITTEE**

~~shall:~~

The Marketing and Publicity Committee shall:

1. Maintain ~~a file of anything~~ records of cultural or historic interest about the Mansion.
2. Maintain an up-to-date scrapbook of historical events, including photos, paper and magazine articles, programs, ~~etc.~~ *and other materials* regarding the Mansion.
3. *Identify all free media outlets to publicize the Mansion’s special events.*
4. *Identify all paid advertising outlets and costs, determine whether paid advertising is appropriate and if so, develop and present an advertising budget.*
5. With the assistance of the Curator, keep the Mansion's existence and purpose before the public periodically by means of newspaper, magazine articles~~,~~ and news releases for TV and radio about new acquisitions~~,~~ and services available to the community.
6. Prepare and publish, in concert with the Curator, a newsletter covering current and historical matters relating to the Mansion which would be of interest to the membership and public.

7. *Prepare materials in concert with the Curator for posting to the PHM Website, Facebook, and other social media outlets that may be implemented.*

1. ~~F.)~~ **BUDGET AND FINANCE COMMITTEE**

~~shall~~:

The Budget and Finance Committee, working with all Committees and the Curator, shall prepare two budgets and the Capital Improvement Plan with estimated costs. The Friends Budget is considered all inclusive, building on past year’s expenses and income as adjusted for new planned expenses and activities. The City requires an operational budget for expenses such as electricity, water. The City also requires the Board to prepare and submit a five-year Capital Improvement Plan (CIP) identified pending requirements along with their costs. Projects not planned and added to the CIP may not be funded.

The Budget and Finance Committee shall:

1. ~~Prepare, f~~ ~~For~~ *Prior to Board’s* t~~he~~ February meeting ~~of the Board,~~ prepare *and present the Mansion’s Operation Budget for inclusion* ~~a request for funds for the Mansion to be included~~ in the City's budget for the next fiscal year. This ~~request~~ *budget*, as approved by the Board, shall be presented to the City by the ~~Chairman~~  Chair*, Treasurer, a member of this Committee, and Curator, or as otherwise identified by the Chair.* ~~of the Board.~~
2. *Prior to the Board’s September meeting, p*repare ~~when requested by the Board, a plan for funding of~~ *the*  Mansion’s five-year long-range ~~Master~~ Capital Improvement Plans (CIP) to include maintenance and capital improvements for inclusion in the City’s CIP. *The p*lan *as* approved by the Board*, shall be presented to the City by the Chair, a member of this Committee, the Curator, and others as identified by the Chair. The CIP shall be updated annually*. ~~The Chairman Chair and Treasurer of the Board are automatically appointed as active. members of this committee.~~

*3. Prior to the Friends Annual Meeting, prepare the Friends’ annual budget, an all-inclusive budget covering operations, maintenance, improvements, new objectives and goals planned. This plan, as approved by the Board, shall be presented to the Friends during the annual meeting along with a report on the prior year’s budget and accomplishments.*

*4. The Committee, working with all other Committees and the Curator, shall develop the Friends five-year Strategic Plan with objectives, estimated costs, and planned resources, e.g., as fund-raising and grants necessary. The Committee will present the plan to the Board for consideration, approval, and adoption. The five-year plan will be updated annually prior to the Friends Annual meeting for presentation, discussions and input from the Friends during their annual meeting.*

*5.* The Board Chair, Treasurer, and Grant Committee Chair are automatically appointed as active members of this committee.

1. ~~G.)~~ **MEMBERSHIP COMMITTEE**

~~shall~~:

The Membership Committee shall:

1. Develop a plan to encourage citizens to join the Friends~~,~~ and submit their plan to the Board for approval. This plan should include types of membership, ~~if there is to be more than one type~~, the annual dues for each type of membership, and an application for membership. This plan should be reviewed every April by the Board.
2. Receive and process applications for membership. All monies received must be given ~~and turn over all dues payments~~ to the Treasurer.
3. Maintain a record of all Members of the Friends of Poplar Hill Mansion, including name, address, telephone number, e~~-~~mail address, date joined, date and amount of dues paid, useful skills to the Friends, and areas of interest for volunteer work.
4. ~~4)~~ Mail annual dues notices to all members~~.~~ and  ~~R~~receive and record dues payments. ~~and turn over funds to t~~The Treasurer will deposit those funds,~~. M~~ mail reminder notices to delinquent members~~.~~  and ~~C~~cancel membership for nonpayment.
5. ~~H.)~~ **AUDITING COMMITTEE**

~~shall~~:

The Auditing Committee shall:

1. Be appointed by the Chair, take office at the February Board meeting and will consist of a minimum of two (2) members and a maximum of three (3) members. It is required that all members of the Auditing Committee have at least a working knowledge of accounting procedures.
2. A quorum for this committee will be two (2) members~~,~~ and at least two (2) members must be present when an audit is performed.
3. Audit the Annual Report and the records of the Treasurer after the close of the fiscal year, and present its Audit Report to the Board at the April meeting.
4. Examine the ~~I~~inventory of ~~I~~interior ~~F~~furnishings, the records of other committees, ~~and~~ Curator's expenses, and report to the Board at the ~~January~~ April Board meeting.
5. Make recommendations to the Board for improvements of any record keeping procedures of the Friends.
6. ~~Be appointed by the Chairman Chair of the Board of Directors and take office at the February Board meeting and will consist of a minimum of two (2) members and a maximum of three (3) members. It is required that all members of the Auditing Committee have at least a working knowledge of accounting procedures. A quorum for this committee will be two (2) members, and at least two (2) members must be present when an audit is performed.~~
7. ~~I.)~~ **MANSION IMPROVEMENT COMMITTEE**

~~shall~~:

The Mansion Improvement Committee, *working with the Curator*, shall:

1. Oversee the interior decoration of the Mansion.
2. Make recommendations to the Board for interior improvements and proceed as allowed by Board approval.
3. Develop *and present an* annual Mansion ~~I~~improvement ~~B~~budget.
4. ~~J.)~~ **ACQUISITIONS COMMITTEE**

~~shall~~:

The Acquisition Committee, *working with the Curator*, shall:

1. Make recommendations to the Board regarding any and all donations, purchases and gifts of furniture, paintings and decorative objects before they are placed in the Mansion.
2. The Chair~~person~~ of the Mansion Improvement Committee shall serve on the Acquisitions Committee and may request additional members as required.

3. Additional members may be appointed by the Board ~~Chairman~~ Chair.

**ARTICLE EIGHT**

The Board ~~of Directors~~ shall meet not less than six (6) times per year. The dates for regular meetings will be set by the Board. Special meetings of the Board may be called at the discretion of the ~~Chairman~~ Chair. At all meetings of the Board, ~~five (5)~~ a simple majority of Board members shall constitute a quorum. The Recording Secretary shall mail, or e~~-~~mail, a written notice of all meetings at least three (3) business days in advance. In the event of an emergency, the three (3) day notice may be waived if replaced by telephone notice made at least twenty-four (24) hours prior to the meeting.

**ARTICLE NINE**

At least one (I) meeting of the General Membership will be held each year in November. The date of this meeting will be set by the Board in *January* ~~September~~. Additional meetings may be called at the discretion of the Board.

**ARTICLE TEN**

The fiscal year for the corporation shall be the same as the calendar year, from January 1st through December 31st.

**ARTICLE ELEVEN**

Upon the recommendation of the Board and the approval of the Mayor and City Council, ~~H~~honorary membership of the Friends of Poplar Hill Mansion, Inc.~~,~~ may be bestowed on any person who has demonstrated over a period of years exceptional commitment and outstanding contribution to the restoration and preservation of the Mansion~~, upon the recommendation of the Board of Directors, and the approval of the Mayor and City Council.~~ Honorary members are not required to pay dues and shall not have the right to vote with the exception of active Board members who shall retain the right to vote while serving on the Board.

**ARTICLE TWELVE**

These ~~By-Laws~~  Bylaws or any part hereof may be amended by the City Council upon a recommendation passed by a majority vote of the Board ~~of Directors~~ present at any Board ~~of Directors~~ meeting, provided that the proposed amendment( s) are mailed, or e-mailed, to each ~~Director~~  Board member at least ten (1 0) days prior to the meeting at which the amendments are voted upon.

**ARTICLE THIRTEEN**

Orderly parliamentary procedure shall be determined by using the current edition of Robert's Rules of Order as a guide.

**ARTICLE FOURTEEN**

No officer, member of the Friends, ~~or~~ the Board, or employee shall contract any bills in the name of the Friends unless previously authorized by the Board or by the approved budget.

**ARTICLE FIFTEEN**

All ~~monies~~ funds received from the Bobbi Biron Estate and the Bertha Lewis Endowment Fund and pledged to the Friends of Poplar Hill Mansion, currently invested with the Community Foundation of the Eastern Shore, Inc., are to be under the control and authority of the Friends of Poplar Hill Mansion Board ~~of Directors~~. Profits shall be withdrawn only by a majority vote of the Poplar Hill Mansion Board and conform to a Board approved need. It is intended that this investment will not be required for support of ordinary overhead expenses of the Mansion, nor is it to be used by the City of Salisbury for maintenance of the Mansion's physical structure. The Treasurer of the Board will provide an annual status report of this investment to the Friends of Poplar Hill Mansion Board members no later than March 31st of each year.

Revised by the Executive Committee, 2016.

**Approved by the Board of Directors of the Friends of Poplar Hill Mansion the 15th day of August, 2007.**

**PREVIOUS REVISION:**

**Revised by the By-Laws Committee, 2004.**

**Approved by the Board of Directors of the Friends of Poplar Hill Mansion the 19th day of January, 2005.**

**Approved by the Salisbury City Council the 28th day of March, 2005.**