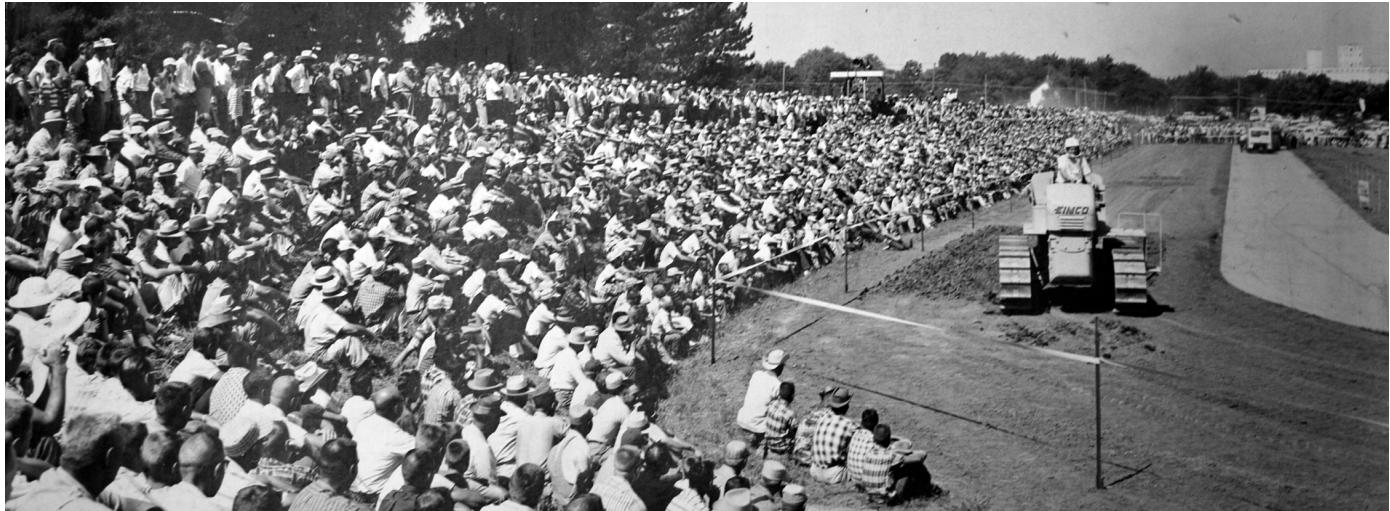

Lester F. Larsen Tractor Test & Power Museum



2018 Friends Handbook



THE LARSEN TRACTOR TEST AND POWER MUSEUM

PREFACE

This Handbook has been prepared to assist members of the Friends of the Larsen Tractor Test and Power Museum and the Museum staff on the operations of the Friends organization. The Handbook includes background of the establishment of the Museum and the Friends organization, governance, and operations documents of the Friends and its relationship and support of the Museum.

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2018

TABLE OF CONTENTS

THE LARSEN TRACTOR TEST AND POWER MUSEUM.....	1
PREFACE.....	1
TABLE OF CONTENTS.....	2
MISSION STATEMENT	3
BACKGROUND	
History of the Museum and Friends.....	3
GOVERNANCE	
Articles of Incorporation.....	.5
Letter of Agreement.....	7
Memorandum of Understanding.....	8
Bylaws.....	10
DIRECORY	
Board of Directors.....	20
Museum Staff.....	20
Ex Officio / Department of Biological Systems Engineering / NU Foundation.....	20
Web Sites	21
POLICIES AND PROCEDURES	
Procedure for the Sale of Tractors and Equipment Donated to the Friends	21

MISSION STATEMENT

To be a supporter of the Larsen Tractor Test & Power Museum.

*Adopted May 2015
Reaffirmed November 2018*

BACKGROUND – History of the Museum & Friends

- 1919 On July 15, 1919 the Nebraska Tractor Law known as House Roll 85, 37th session was enacted by the Nebraska Legislature to encourage the manufacture and sale of improved types of tractors. A tractor testing laboratory facility was constructed on the agricultural campus of the University of Nebraska in Lincoln.
- 1920 The pioneer tractor tests became worldwide standards. The tractor testing procedures and performance data contributed to more successful uses of tractors in agriculture.
- 1946 Lester F. Larsen began serving as the Chief Engineer of the Nebraska Tractor Test Laboratory. He was instrumental in initiating the collection of historic tractor test equipment as well as acquiring tractors that illustrate the key developments in agricultural mechanization over the decades.
- 1980 Tractor testing moved to a new facility and the old laboratory became recognized as a Historic Landmark by the American Society of Agricultural Engineering.
- 1991 Lester F. Larsen initiated the preservation of the historic facility. A Tractor Museum Committee was established by the Governor who appointed an Antique Farm Equipment and Machinery Commission.
- 1994 The Friends of the Larsen Tractor Museum organization was established June 17, 1994 as a nonprofit Corporation in the State of Nebraska. The name of the Corporation was to be, “Friends of the University of Nebraska Tractor Test and Power Museum.” The duration of the Corporation is in perpetuity. Articles of Incorporation of the Corporation are filed with the Nebraska Secretary of State. The purpose of the Friends organization was to bring together people to restore the original Nebraska Tractor Test Laboratory facility and collections into a museum and to establish an endowment for continued financial support of the Museum. The collective efforts of this organization established the historic Tractor Testing Laboratory as a Museum.
- 1996 The Friends organization elected officers and a Board of Directors.
- 1998 Through the efforts of the Friends organization, the Museum became the Lester F. Larsen Tractor Test and Power Museum, or, in brief, the Larsen Tractor Museum.

- 2007 The Museum was formally recognized as being operated under the administration of the University of Nebraska-Lincoln through the Department of Biological Systems Engineering in the Letter of Agreement with the University of Nebraska.
- 2009 A Memorandum of Understanding was established that provided procedures for the joint governance for the Museum between the Department of Biological Systems Engineering and the Friends organization.
- 2009 Bylaws for the Friends organization were ratified January 19, 2009. The Friends organization became known as Friends of the Larsen Tractor Museum. The purpose of the Friends of the Larsen Tractor Museum is to provide financial and volunteer support for continued Museum operations for the development and maintenance of collections; to provide expertise for the Museum's governing authority; and, to subscribe members for the purpose of the Friends to support and participate in advancing the mission of the Museum.
- 2015 The Friends organization adopted a Friends Mission statement: "To be a supporter of the Larsen Tractor Test and Power Museum," which replaced an earlier statement developed under previous management circumstances.

GOVERNANCE – Articles of Incorporation

Article I. NAME

The name of this Corporation shall be “Friends of the University of Nebraska Tractor Test and Power Museum,” hereinafter referred to as “The Corporation.”

Article II. PURPOSE

The Corporation is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of section 501(c)3 of the Internal Revenue Code.

Article III. REGISTERED OFFICE, REGISTERED AGENT

The street address of the registered office of The Corporation shall be Room 134 Splinter Laboratories, University of Nebraska, Lincoln, Nebraska 68588-0832. The name of the registered agent of The Corporation at such address shall be the Director, Nebraska Tractor Test Laboratory.

Article IV. INURNMENT OF INCOME

No part of the net earnings of The Corporation shall inure to the benefit of, or be distributable to its other members, directors, officers or other private persons except that The Corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

Article V. LEGISLATION OR POLITICAL ACTIVITIES

No substantial part of the activities of The Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation and the corporation shall not participate in or intervene (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Article VI. OPERATIONAL LIMITATIONS

Notwithstanding any of the provisions of these articles, The Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under section 501(c)3 of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States International Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States International Revenue Law).

Article VII. DISSOLUTION CLAUSE

Upon the dissolution of The Corporation, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of The Corporation, dispose of all the assets of The Corporation exclusively for the purposes of The Corporation in such manner, or to such organization of organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

Any assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of The Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Article VIII. AMENDMENTS

These Articles of the Incorporation may be amended by a two-thirds majority of Members present and voting at any meeting of The Corporation provided that the proposed amendment has been approved by a two-thirds vote of the Board of Directors and that the proposed amendment has been presented to each voting Member in writing at least three weeks prior to the date of the meeting.

Incorporators

William E. Splinter
Robert W. Kleis
Lester F. Larsen
Glenn J. Hoffman

*Adopted June 17, 1994
Revised May 29, 1997
Revised May 19, 2013
Revised ----- , 2018*

GOVERNANCE – Letter of Agreement

The Letter of Agreement is for the Development and Management of the UNL Lester F. Larsen Tractor Test and Power Museum.

This letter confirms the commitment of the Board of Regents of the University of Nebraska, doing business as the University of Nebraska-Lincoln ("UN-L") to the development and maintenance of the Lester F. Larsen Tractor Test and Power Museum, ("Tractor Museum"), and the commitment of the University of Nebraska Foundation ("UNF") to assist in the identification, solicitation, and cultivation of donors for the Museum. The subject matter of the Tractor Museum is the evolution of agricultural production from human power through animal power to the modern state of mechanization and the impact this has had on society.

- The UN-L will provide a total of 6542 square feet of exhibit space permanently designated for the Lester F. Larsen Tractor Test and Power Museum. The Tractor Museum is located between L. W. Chase Hall and the Splinter Laboratories Building, east of the tractor testing course.
- It is the intention of the UN-L, operating through the Department of Biological Systems Engineering and the UNF to assist the Friends of the Tractor Test and Power Museum ("Friends") to raise funds for the Tractor Museum, to ensure its overall maintenance and its academic accuracy.
- The Friends have raised over \$600,000 in private contributions to date. The objective is to raise an endowment of \$1 million to support the Tractor Museum. The Tractor Museum and the UNF will continue to solicit contributions from individuals and from agricultural tractor and equipment manufacturers.
- Beginning July 1, 2007, income from UNF funds for the benefit of the Tractor Museum will be transferred to the Department of Biological Systems Engineering for administration. The Hans Fund for the conservation of the Model T vehicle will remain assigned to the University of Nebraska State Museum in accordance with the donor's original designation, but the income will continue to be transferred to the Tractor Museum for the curation of the Model T.*
- UNF will assist the Friends in fund development activities in a similar manner as its relationship to other "Friends" groups of the University of Nebraska.
- The Manager of the Tractor Museum will report to the Head of the Department of Biological Systems Engineering.

Signatures

John Owens	-	Vice Chancellor Institution of Agriculture and Natural Resources
Prem Paul	-	Vice Chancellor for Research
Christine Jackson	-	Vice Chancellor of Business and Finance
Richard Wood	-	Vice President and General Council, University of Nebraska
Terry Fairfield	-	CEO, University of Nebraska Foundation
Ron Yoder	-	Head, Department of Biological Systems Engineering
Russ Tooker	-	President, Friends of the Tractor Test and Power Museum
Bill Splinter	-	Director, Lester F. Larsen Tractor Test and Power Museum
Priscilla Grew	-	Director, University of Nebraska State Museum

Signed 2007

**This agreement was modified June 14, 2012 through a resolution passed by the UNF Board, and the Hans Fund "shall be used for the benefit and support of the Tractor Museum with preference given to" the Hans collection (Model T).*

GOVERNANCE – Memorandum of Understanding

PRELUDE

The Larsen Tractor Museum (LTM) was established on the University of Nebraska-Lincoln(UN-L) East Campus for the purpose of archiving and displaying to the public the accomplishments of the Nebraska Tractor Test Laboratory and the impact of technology upon agriculture. The Friends of the LTM and the University of Nebraska Foundation (UNF) provide resources to the UN-L Department of Biological Systems Engineering (BSE) for the operation of the LTM. The resources are in the forms of paid and unpaid personnel, displays, archiving of records, maintenance of facilities, planning, policies, and solicitation of funds. Operating funds are held by the UNF, Friends of the LTM, and UNL.

When separate entities provide resources vital to a museum's operation, it is expected that all the groups are identified who are engaged in governance or supervision of these resources and the responsibilities of each group. These relationships are detailed in this Memorandum of Understanding.

GOVERNING AUTHORITY FOR THE LARSEN TRACTOR MUSEUM

The Letter of Agreement for the Development and Management of the LTM confirmed the commitment of the Board of Regents of the University of Nebraska, through the UNL, to the development and maintenance of the LTM.

The intention of the UNL, operating through the BSE, is to insure the overall funding, maintenance and academic accuracy of the LTM. The Friends of the LTM and the UNF are to raise funds and acquire resources for the operations of the LTM.

The governance for the LTM shall be provided jointly by the BSE and the Friends of the LTM. The basic responsibilities of the museum's governance shall be shared through a standing Museum Governance Committee (MGC) chaired by the BSE Head who is granted the sole power to veto. Other members of the MGC shall include the President of the Friends of the LTM, the Vice President of the Friends of the LTM, and the Manager of the LTM.

The MGC shall be responsible for determining the mission of the LTM, setting policies for the operations of the LTM, stewardship of collections and facilities, establishment of financial controls and budgets, ensuring that adequate resources are available, and, ensuring charter and bylaw provisions are current and followed.

Evaluations conducted by the MGC shall ensure effective continual organizational planning and operations. The mission of the LTM shall be advanced through individuals, projects, programs and services to enhance the Museum's public understanding. The MGC shall ensure adequate resources are being made available on schedule for their implementation. Legal and ethical integrity, and accountability shall be maintained through the integration of established policies and procedures.

The MGC shall ensure the continued involvement and employment of quality leadership. The BSE Head shall be responsible for the hiring and annual evaluation of the LTM Manager. The LTM Manager shall be responsible for the hiring and annual evaluation of the paid and unpaid staff. The MGC shall be responsible for the appointment and annual evaluation of the Board of Directors, Officers, and membership of the Friends of the LTM; the process of raising funds; LTM projects and programs; and, the MGC through a self-assessment. These annual evaluations shall ensure recruitment and orientation of personnel; needed resources; and, effectiveness of projects and programs.

The MGC shall recognize that the Friends of the LTM was established June 17, 1994 as a nonprofit corporation to provide support for the LTM. The duration of the corporation is in perpetuity. The Articles of Incorporation are filed with the Nebraska Secretary of State. The Nonprofit Corporate Biennial Report State of Nebraska, Secretary of State shows corporate name, registered agent, location of registered office, officers, and, directors with addresses for each person.

The business of the Friends of the LTM shall be conducted by a Board of Directors, President, Vice President, Secretary, and Treasurer. The composition, terms and duties of the Friends of the LTM Board of Directors and Officers are described in the corporations' Bylaws.

The MGC shall formally delegate authority for day-to-day operations of the LTM to a full-time Manager. The Manager position is the Chief Executive Officer with responsibilities including, but not limited to, managing and hiring staff, implementing policies, managing programs, assisting in fund raising, managing budgets, and assessment of personnel and programs.

A Manager may be recommended by the MGC and serve on a volunteer basis until a full-time paid Manager can be supported or while one paid professional staff person is in training or pursuing education related museum knowledge and leadership experience. The intent shall be for the staff to engage in a process of obtaining from the volunteer Manager increased work load responsibilities directly related to day-by-day operations.

With a paid full-time Manager, supported by the Friends of the LTM and the UNF, supervised internships may become available to provide practical leadership experiences working with the Friends of the LTM and paid and unpaid staff. The internship program would be designed to integrate course work with the operations of the LTM.

The goal of the MGC is to raise an endowment of at least \$1 million to support the LTM. The Friends of the LTM and the UNF shall continue to solicit contributions from individuals, businesses, organizations, and corporations with interest in supporting the mission of the LTM.

Signatures

Ron Yoder	-	Head, Department of Biological Systems Engineering
Jerry Kohl	-	President, Friends of the Larsen Tractor Museum
Chris Ford	-	Vice President, Friends of the Larsen Tractor Museum
Bill Splinter	-	Director, Larsen Tractor Museum

*Signed 2009
Updated 2013*

GOVERNANCE - Bylaws

ARTICLE I	NAME AND AFFILIATION
ARTICLE II	PURPOSE
ARTICLE III	MEMBERSHIP
ARTICLE IV	BOARD OF DIRECTORS
ARTICLE V	OFFICERS
ARTICLE VI	MEETINGS
ARTICLE VII	COMMITTEES AND TASK FORCES
ARTICLE VIII	POLICIES AND PROCEDURES
ARTICLE IX	FINANCES
ARTICLE X	FISCAL AND MEMBERSHIP YEAR
ARTICLE XI	PARLIAMENTARY AUTHORITY
ARTICLE XII	AMENDMENT OF BYLAWS
ARTICLE XIII	DISSOLUTION

ARTICLE I. NAME AND AFFILIATION

Section 1. Name

The name of The Corporation shall be “The Friends of the University of Nebraska Tractor Test and Power Museum” as indicated in the Articles of Incorporation on file with the State of Nebraska. Hereafter referred to as “Friends.”

The name of the museum supported by the Friends shall be “The Lester F. Larsen Tractor Test and Power Museum” as indicated in the Letter of Agreement on file with the University of Nebraska Board of Regents. Hereafter referred to as the “Larsen Tractor Museum” or in brief, “Museum.”

The name of the Department operating the Museum shall be “The Biological Systems Engineering Department” as indicated in the Letter of Agreement on file with the University of Nebraska Board of Regents. Hereafter referred to as the “Department.”

Section 2. Relationship with the Museum

The Friends has a supportive relationship with the Museum and holds or shares key assets and responsibilities that are vital to the Museum’s operations.

Section 3. Relationship with the Department

A “Memorandum of Understanding”, spells out the terms of the Museum’s relationships between the Friends and the Department.

Section 4. Relationship to the University of Nebraska

The Friends is a nonprofit entity incorporated separately from the University of Nebraska to support the Museum established in the Letter of Agreement with the University and operated through the Department of Biological Systems Engineering.

ARTICLE II. PURPOSE

The PURPOSE of the Friends is to be a supporter of the Larsen Tractor Test and Power Museum.

The Friends shall: (a) provide financial and volunteer support for continual Museum operations for the development and maintenance of collections; (b) provide expertise for the Museum's governing authority; and (c) subscribe members for the purpose of the Friends to support and participate in advancing the mission of the Museum.

The object of these Bylaws shall be to govern and facilitate The Larsen Tractor Test and Power Museum Friends business activities and to meet the requirements of the law of the State of Nebraska.

ARTICLE III. MEMBERSHIP

Section 1. Requirements

Membership shall be open to all persons who subscribe to the PURPOSE of the Friends and pay the prescribed dues.

Section 2. Categories

Membership shall be in one of the following categories:

- a. Individual Membership is available to any person.
- b. Family Membership is available to any family unit residing at one address.
- c. Life Membership is elected by the Board of Directors, to be bestowed upon persons who are distinguished for their contributions of \$1000 or more, or, who are otherwise deemed worthy of the honor.
- d. Affiliate Organization Membership is available to all organizations and businesses that wish to support the PURPOSE and programs of the Museum.

Section 3. Dues

The amount of dues for the categories of membership shall be determined by the Friend's Board of Directors. Dues are payable annually. The membership of any Member whose dues are 6 months in arrears shall be considered as lapsed. Such Member may be reinstated upon payment of the current dues.

Section 4. Membership Year

The membership year shall be from January 1 through December 31 of each year.

Section 5. Voting Requirements

Each Individual, Family, Life and Affiliate Membership shall have the right to one vote in the business meetings of the Friends.

Section 6. Objections

A written objection to any Member's right to vote may be submitted to the presiding officer of the Board of Directors at any time before the actual vote is called. Any Friend Member may call upon the presiding officer before a vote is called to require each person present to signify whether voting qualifications have been met. In case of a challenge, a three-fourths vote of Friend's Members present shall determine the issue.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. Purpose

The Purpose of the Board of Directors is to be the governing body of the Friends, to work with the Department of Biological Systems Engineering and the Museum, and to communicate business decisions. It shall initiate and support a variety of programs according to known goals of the Museum, needs that arise, and opportunities for service that present themselves.

Section 2. Members

The Board of Directors shall consist of six Directors elected from the Friends membership. The Members to serve on the Board of Directors shall be elected by the Friend's membership at the Annual Business Meeting after being duly nominated by the Nominating Committee as provided hereunder. Other members of the Board of Directors shall include the Head of the Department of Biological Systems Engineering, the Museum Manager, the Museum Head Docent, the Director of the Tractor Test Laboratory, the Museum Liaison from the University of Nebraska Foundation, Secretary and Treasurer as ex officio, without vote, except when serving an elected term on the Board of Directors.

Section 3. Elections

Elections shall be held by ballot except when there is only one nominee for a position, then the election may be by voice vote. The nominees receiving the highest number of votes shall be elected to the vacant position(s) on the Board of Directors.

Section 4. Terms

The term of the Directors shall be for three years with as nearly equal a number as possible elected each year with no Director serving more than two consecutive terms. A former Director may serve on the Board after being off the Board for one year. The term of office begins at the end of the meeting at which the Director was elected.

Section 5. Duties

The Board of Directors shall:

1. Elect a President and Vice President from the membership of the Friends
2. Appoint a Secretary and Treasurer.
3. Work with the Museum Manager in coordinating activities.
4. Evaluate the merits of ideas, suggestions, and concerns presented in writing to it by any member of the Friends.
5. Fill any elected vacancy on the Board of Directors by appointing an individual to complete the term of the vacancy from the members of the Friends.
6. Appoint Special Committees and Task Forces from the members of the Friends and review any actions of the committees and task forces.
7. Have full charge and control of all property and assets of the Friends with full power to regulate, use, and control the same for the benefit of the Friends and the Museum except as herein provided.
8. Manage the business affairs of the Friends and have charge of collecting and disbursing the money of the Friends, in accordance with the approved budget of the Friends.
9. Prepare for an annual audit and review of accounting practices and procedures of the Friends.
10. Prepare an annual budget to submit to the Friends setting forth proposed expenditures in relation to anticipated income of each fiscal year. The fiscal year shall be from January 1 through December 31 of each year.
11. Provide Board members to the Nominating Committee.
12. Provide Board members to the Museum Governance Committee.
13. Provide officers to the Executive Committee as described hereunder.
14. Prescribe such policy and procedures consistent with these Bylaws, relating to the management and operation of the Friends as they deem expedient, provided that such policy and procedures have force and effect only until confirmation by the Friends at the next annual business meeting, lacking confirmation, they shall be null and void.

Section 6. Concerns

In all activities, the Board of Directors shall be subject to the will of the Friends. Upon the written recommendation of ten members of the Friends presenting a specific concern to the President, the President shall call a meeting of the Board. The Board shall study the concern and work toward a solution. If no solution can be reached, a special meeting of the Friends may be called. In such an event, the decisions of the Friends assembled at such special meeting shall, by a three-fourths vote of Friends members present, be binding on the Board of Directors.

ARTICLE V. OFFICERS

Section 1. Officers

The officers of the Friends and the Board of Directors shall be the President, Vice President, Immediate Past-President, Secretary and Treasurer

Section 2. Duties

- 1. The President shall:**
 - a) Preside at all meetings of the Board of Directors, the Executive Committee and of the Friends.
 - b) Have the power to call special meetings of the Board, the Executive Committee and of the Friends as provided herein.
 - c) Have the power to represent the Friends in business and financial transactions, consistent with the budget and Board of Directors and Executive Committee decisions.
 - d) Be responsible for overseeing the duties of the Board and Executive Committee.
 - e) Be responsible for the preparation of the proposed annual budget which, after approval by the Board, be presented to the Friends two weeks prior to the annual business meeting.
 - f) Represent the Friends on the Museum Governance Committee.
 - g) Serve on the Nominating Committee as described hereafter.
 - h) See that an annual audit/compilation is conducted.
- 2. The Vice-President shall:**
 - a) Perform all the duties and assume all responsibilities of the President in the absence or incapacity of the President
 - b) Assist the President when called upon.
 - c) Represent the Friends on the Museum Governance Committee.
 - d) Serve on the Museum Planning Committee as described hereunder.
 - e) Serve as a member of the Executive Committee as described hereafter.
- 3. The Immediate Past-President shall:**
 - a) Act as an advisor for one year.
 - b) Assist the President and Board as needed.
 - c) Serve as a member of the Executive Committee as described hereunder.
 - d) Serve as chair of the Nominating Committee as described hereunder.
- 4. The Secretary shall:**
 - a) Be appointed by the Board of Directors.
 - b) Keep records of the proceedings of all meetings of the Board and the Friends.
 - c) Preserve the records as property of the Friends.
 - d) Provide records for the inspection of the Board, Executive Committee, Museum Governance Committee, or members of the Friends.
 - e) Publish updates on activities and events of the Friends and the Museum.
 - f) Publish and distribute minutes of each meeting to the Friends.
 - g) Keep a record of the membership in the Friends.

- h) Serve as a member of the Executive Committee as described hereafter.
- 5. The Treasurer shall:
 - a) Be appointed by the Board of Directors.
 - b) Be the financial officer of the Friends.
 - c) Cause all budgeted and approved vouchers and orders to be paid.
 - d) Complete and mail all tax exempt notifications.
 - e) Preserve documentation of all transactions as a part of the records of the Friends for a period of seven years or as directed by the Board.
 - f) Publish and distribute a statement of receipts and disbursements of the Friend's monies at Board of Directors, Executive Committee, Museum Governance Committee and Annual Business meetings.
 - g) Be responsible for the filing of appropriate documents for local, state and federal government agencies.
 - h) Serve as a member of the Executive Committee as described hereafter.
 - i) Provide the required records for the annual audit/compilation.

ARTICLE VI. MEETINGS

Section 1. Annual Business Meeting

The Annual Business Meeting of the Friends shall be called to order by the presiding officer of the Board and held each year at a date, time and place determined by the Board of Directors. Reports of the officers and the Auditor shall be presented; Directors shall be elected; the budget for the New Year shall be adopted; and, such other items of business may be considered as are set in the agenda that is sent out two weeks prior to the notice calling the meeting. A quorum shall consist of not less than 10% of the Friend's membership.

Section 2. Special Business Meetings

A Special Business Meeting may be called by the presiding officer of the Board of Directors to conduct business that needs immediate attention. Notice of the Special Business Meeting, including the business to be discussed, shall be printed or announced at least ten days prior to the date of the meeting. The quorum shall consist of not less than 10% of the Friend's membership.

Section 3. Board of Directors Meetings

The Board of Directors shall meet two times annually or as needed. The President shall call and preside over the meetings. The President may call a special meeting of the Board of Directors provided all Board members are given seven days' notice, including place, time, and purpose of the meeting. A quorum shall consist of a simple majority of the Board members of record.

Section 4. Executive Committee Meetings

The presiding officer of the Board of Directors shall call a meeting, as needed, of the Executive Committee. The members of the Executive Committee, described hereafter, shall be given seven days' notice, including place, time, and purpose of the meeting. A quorum shall be a simple majority of the members of record.

Section 5. Member-Called Meetings

A special Business Meeting to conduct business that needs immediate attention may be called by petition signed by 10% of the Friends membership. Upon presentation to the Board of the petition, the Board shall call a Special Business Meeting as soon as practical providing notice pursuant to ARTICLE VI, Section 2.

ARTICLE VII COMMITTEES AND TASK FORCES

Section 1. Committees

Committees shall be created to perform ongoing work of the Friends. Policies and procedures of Committees shall be approved by the Board of Directors. A committee shall elect a chair.

Section 2. Task Forces

Task Forces are action-oriented groups created by the Board of Directors to perform specific work for the Friends or the Board of Directors.

Section 3. Executive Committee

The officers of the Board of Directors shall serve as the Executive Committee of the Board of Directors for the Friends and shall meet upon call of the President to act in emergencies for the Board of Directors and to undertake such administrative actions as will serve and expedite the purposes of the Friends.

Section 4. Nominating Committee

The Nominating Committee shall be composed of the two Immediate Past-Presidents and the current President of the Board of Directors with the Immediate Past- President serving as chair.

The Nominating Committee shall coordinate the nominating process, solicit candidates to serve on the Board of Directors and prepare the ballot for the election at the Annual Business Meeting.

Section 5. Museum Planning Committee

The Museum Planning Committee, chaired by the Manager of the Museum, shall oversee all programs undertaken by the Friends in conjunction with the Museum. The Committee shall consist of the Manager of the Museum, Vice President of the Friends Board of

Directors and one Friends member to be named by the Board of Directors. The Vice President shall report on program outcomes at each Board of Directors meeting, at the Annual Business Meeting and as needed to other committees.

Section 6. Museum Governance Committee

The Memorandum of Understanding among the Department, the Friends and the Museum, recognizes governance provided for the Museum through a Museum Governance Committee (MGC) chaired by the Head of the Department who is granted the sole power to veto. The members of the MGC shall be the President of the Friends, the Vice President of the Friends and the Manager of the Museum. The Museum Governance Committee shall perform basic governing responsibilities for the Museum.

ARTICLE VIII. POLICIES AND PROCEDURES

Operating policies and procedures of the Friends are to be contained in a Friend's Handbook. The manual will be maintained by the Museum Planning Committee in consultation with the Executive Committee of the Friends subject to approval by the Board of Directors.

ARTICLE IX. FINANCES

Section 1. Funds

Funds to support the Friends will come from the dues of the general membership, contributions, fund raising efforts, monies from the Museum Store and any future publications, workshops, or funding events.

Section 2. Budget

The Friends Board of Directors with the President as chair shall prepare an annual budget for the Friends and allocate funds based upon proposals and budgets submitted and funds available. The budget for the Friends shall be presented to the membership at its Annual Meeting.

Section 3. Distribution of Funds

The Executive Committee shall distribute funds based upon the approved annual budget and proposals and budgets submitted and funds available. Officers and Members may request funds from the Executive Committee as necessary to implement approved programs of the organization.

Section 4. Control of Monies

The Board of Directors shall have final control of all monies earned or expended by the Friends.

Section 5. Treasurer

The Treasurer shall manage the deposit of approved income and the reimbursement and payment of bills from funds in the custody of the Friends.

Section 6. Audit

The President will see that an annual audit/compilation of the Friends finances is performed. The Treasurer will provide the necessary records.

ARTICLE X. FISCAL AND MEMBERSHIP YEAR

The fiscal and membership year shall be from January 1 through December 31 each year.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern the Friends in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Friends may adopt.

ARTICLE XII. AMENDMENT OF BYLAWS

Section 1. Amending the Bylaws

These Bylaws may be amended by a two-thirds majority vote of the members present at any Annual Business Meeting or called Special Business Meeting, or by two-thirds majority of those voting by ballot, provided that notice of the proposed revision has been sent to members, or published in the newsletter, at least twenty-one days prior to the vote.

Section 2. Revisions to the Bylaws

Proposals for revision may be sent by any member of the Friends to the Executive Committee which will review and report on the proposed revision to the Board of Directors. Upon approval by the Board of Directors, the proposed revision shall be disseminated to the membership as provided for in this article.

Section 3. Procedures for Amending the Bylaws

Any member(s) may propose amendments with 10 percent of the signatures of the membership. In order to obtain the supporting signature, a proposed amendment may be published with an accompanying form which supporters may sign and return to the Executive Committee. Upon receipt of a proposal with supporting signatures from

members, the Executive Committee will review and report on the language and compatibility of the proposal with other provision in these Bylaws to the Friends membership.

ARTICLE XIII. DISSOLUTION

Section 1. Dissolution

Procedures for the dissolution of the Friends corporation are presented in the ARTICLES OF INCORPORATION.

*Ratified January 19, 2009
Amended January 21, 2010
Amended January 22, 2012
Amended November --, 2018*

DIRECTORY – Board of Directors

2017-18 Board of Directors and Officers:

Board Members

2017-2020 Term

Dale Dinges	402-488-5154	ddinges@neb.rr.com
Jerry Kohl	402-423-6967	no email

2016-2019 Term

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President

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Secretary

Julie Thomson	402-472-2442	jthomson2@unl.edu
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DIRECTORY – Web Sites

Larsen Tractor Museum	http://tractormuseum.unl.edu
Tractor Test Laboratory	http://tractortestlab.unl.edu
UNL Digital Collections	http://contentdm.unl.edu
UNL Digital Commons	http://digitalcommons.unl.edu

POLICIES AND PROCEDURES

1. Procedure for the Sale of Tractors and Equipment Donated to the Friends:
 - A. Tractor or equipment to have no restoration or repair.
 1. Executive Committee of the Friends Board of Directors has the responsibility for the sale of the tractor and equipment.
 2. Valuation of the tractor or equipment would be determined by consulting with two experienced tractor or equipment evaluators.
 3. Using the evaluators estimates, the Executive Committee would set the sale price.
 4. The President of the Executive Committee, or his/her designee, would be responsible for the management of the sale.
 5. Sale of the tractor or equipment may be done by a method determined by the Executive Committee. Methods may be, but not limited to, on-line sale, raffle sale, silent or live auction, advertising or direct sale to a buyer.
 6. The President of the Friends would finalize the sale transaction.
 7. The Treasurer of the Friends would deposit the sale monies into the Friends account.
 8. The Treasurer and the LTM Manager would record the sale for tax purposes.
 - B. Tractor or equipment to have restoration and or repairs.
 1. Costs of restoration and repairs would be determined. These expenditures would be incorporated into the sale price of the tractor or equipment.
 2. The same procedures would be followed for the sale of the tractor or equipment as for a tractor or equipment not being restored or repaired.

Procedure guidelines approved by the Board of Directors of the Friends of the Larsen Tractor Test and Power Museum, August 9, 2016.