

BY-LAWS OF D-Day Ohio, Incorporated
A NON-PROFIT CORPORATION
AS AMENDED JANUARY 14, 2017

Mission Statement

Educate about and commemorate the Normandy Invasion of June 6, 1944, predominantly through living history.

ARTICLE I: ORGANIZATION

1. The name of the corporation shall be D-Day Ohio, INC.

ARTICLE II: PURPOSES

Section 1. General Purpose. The purpose for which the corporation is formed are those set forth in its Certificate of Incorporation, as from time to time amended, namely to foster and promote public knowledge of and interest in the events of June 6, 1944 (D-Day).

Section 2. Non-Profit Purpose.

- (a) The corporation is organized exclusively for the promotion of social welfare and is a non-profit corporation. No part of the net earnings of the corporation shall inure to the benefit of or be distributed to its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distribution in furtherance of the proposes set forth in Article II and the Articles of Incorporation.
- (b) The corporation shall not engage in the carrying on of propaganda or otherwise attempting to influence legislation, or any initiative or referendum before the public, and the corporation shall not participate in, or intervene in (including by publication or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.
- (c) The corporation shall not be operated solely as a social club for the benefit, pleasure, or recreation of its members.
- (d) Notwithstanding any other provisions of these Articles of Incorporation, the corporation shall not carry on activities or exercise any power or authority in any manner or for any purpose whatsoever which may jeopardize the status of the corporation as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent federal tax laws.
- (e) The corporation shall be permitted to borrow money to meet specific organizational goals related to obtaining tangible property that has collateral value and can reduce future equipment rental costs. Commitment to borrow must be approved by a 2/3

majority of the total number of the board of directors. The corporation shall not borrow funds to meet operational requirements.

ARTICLE III: MEMBERSHIP

Section 1. Membership. Membership in the corporation shall be open to any person, partnership, or corporation who is interested in promoting the public knowledge of and interest in the events of June 6, 1944 (D-Day). A REGULAR MEMBER is any person age 18 or older who applies for membership, signs the required documents, pays the required non-refundable membership dues of \$10, and agrees to follow the Corporation's by-laws. The membership shall run from October 1 to September 30 of each year, regardless of the actual initial date of membership. Memberships paid after May 1 will be effective immediately and extend through the next membership period.

Section 2: D-Day Ohio is an equal opportunity organization. It does not discriminate based upon an individual's race, sex, religion, sexual orientation or physical handicap.

Section 3: A person is not eligible for membership if he/she has a felony court record, is a member of any organization which advocates the overthrow of the United States Government, belongs to any Communist, Nazi, or any other hate group, or illegal Paramilitary group.

Section 4: The D-Day Ohio, Inc. Board of Directors reserves the right to revoke, deny or refuse any membership to any individual based on good cause, a violation of the Articles or by-laws or any act detrimental to the Corporation. The Board of Directors may at any time terminate a membership.

Section 5. Honorary Members. Complementary Honorary Memberships is extended to WWII Veterans and their immediate family members.

ARTICLE IV: MEETINGS

Section 1. Board Meetings. The annual Board meeting of this organization shall be held in October. The Board shall also meet once per quarter thereafter. The dates are determined annually by the Chief Executive Officer (CEO) and Board of Directors and shall constitute meetings at which the Board and membership (in the case of election of Directors and changes to by-laws) may vote on matters of the corporation. The meetings of the Board will be held in person and by web or teleconference.

Regular meetings (business meetings, local meetings, and committee meetings) comprise operational discussions and will not hold a vote on matters of the corporation. Dates for regular meetings of the membership of this organization shall be determined annually by the CEO in consultation with the Board of Directors and presented at the Annual Meeting, and they shall be held in person or by web or teleconference or in person.

Other meetings of the membership to conduct operational discussions and work may be called by officers of the corporation, members of the Board or committee chairmen, as needed, with appropriate notice provided to key meeting participants.

Section 2. Special Meetings. Special meetings of the Board of Directors may be held upon the call of the CEO (see **Article VI: Officers**) or any two members of the Board and upon forty-eight hours notice, specifying the time, place, and general purpose of the meeting, given to each Director either personally or by telephone or email. Notice of a special meeting may be waived in writing or otherwise. Attendance at any special meeting shall constitute waiver of notice of such meeting. In an emergency situation, defined as affecting health, safety, or critical operations, particularly during the event, prior notice can be waived. Decisions made at Special Board Meetings will be considered emergency in nature and shall require confirmation at the next regularly scheduled Board meeting.

Section 3. Voting Rights. Each member of the corporation shall have one (1) vote after a three-month probationary period, except honorary members who shall have no voting privileges. Members also shall have attended, in person or by web or teleconference, a minimum of three regular meetings in any twelve-month cycle to maintain voting eligibility.

Section 4. Quorum. A majority of the whole Board of Directors shall be necessary to constitute a quorum for the transaction of any Board business and the act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors unless a greater number is required by law, the Articles of Incorporation, or these by-laws.

Section 5. Conduct of Meetings. Meetings agendas and relevant accompanying material will be distributed to meeting attendees via electronic means with reasonable lead time for participants to acquaint themselves with the agenda and materials. Robert's Rules of Order (Revised), may be invoked by any member with voting rights at the annual Membership meeting, Regular meetings or Special meetings. Otherwise, except insofar as the Articles of Incorporation, these by-laws, or any rule adopted by the Board of Directors or members may otherwise provide Robert's Rules of Order (Revised) are not strictly required.

Section 6. Action by Consent. Any action required to be taken at a meeting of the Board of Directors may be taken without a meeting if, prior to such action, a consent in writing, setting forth the action so taken shall be signed by all members of the Board and such consent is filed with the minutes of the Board's proceedings at the next regularly scheduled Board meeting.

Action by consent may be conducted by email and the email communications filed in lieu of physical signatures and must be confirmed at the next regularly scheduled Board meetings.

Section 7. Voting. A designated Officer of the Corporation will determine, prior to each Board meeting, which members are eligible to vote based on current membership and meeting attendance. A list of members eligible to vote will accompany each agenda or be sent by email or electronic notification no later than 24 hours prior to the meeting. Regular voting will be held by roll call vote (voice vote).

Section 8. Voting, Annual Election of Members of the Board. The annual election of members of the Board of Directors will be by ballot. Members attending by teleconference who are eligible to vote in the annual election of members of the Board of Directors may vote by mail-in ballot or e-ballot as determined by the Board. Notice of the voting method, candidates, and members eligible to vote will be provided to the membership at least 30 days prior to the annual meeting.

Section 9. Minutes of Meetings of the Board of Directors. The minutes of meetings of the Board of Directors shall be distributed and made available to the Board and membership by the CFO or his designee, by electronic means within a reasonable time after the Board meeting. The Board of Directors will approve the minutes at the next Board meeting. Minutes will use the Board-approved template to record the result of voting on matters of the corporation.

Section 10. Meeting Records. The records of regular meetings, including meetings of committees, shall be distributed to the membership by electronic means within a reasonable time after the meeting. Meeting records of regular meetings and committee meetings will be overseen by an officer of the corporation, or committee chairman, respectively, who will ensure an accurate record of the meeting is taken and that the record is distributed to the membership. Meeting records will use the Board-approved template to record decisions made at each meeting.

ARTICLE V: BOARD OF DIRECTORS

Section 1. Membership. The Board of Directors shall be no more than eleven in number and shall be elected by the membership. Of the Board of Directors, a majority shall be representatives of the WWII living history community, and at least one member shall represent the interests of Conneaut, Ohio.

Section 2. Duties. The duties of the Board of Directors shall be to conduct the business of the corporation commensurate with the provisions of these by-laws as directed by the corporation. Members of the Board of Directors will attend at least seventy-five percent of Board meetings either in person or by web or teleconference. Members of the Board of Directors may attend regular operational meetings as needed for their role within the corporation.

The board acts on behalf of the membership of D-Day Ohio, Inc. It shall exercise its powers and carry out its fiduciary duties with a sense of objective judgment and

independence in the best interests of the corporation. The Board of Directors shall fulfill the following duties:

(a) Duty of Due Care: Take care of the corporation by ensuring prudent use of all assets, including facility, people, and good will; and provide oversight for all activities that advance the corporation's effectiveness and sustainability.

(b) Duty of Loyalty: Make decisions in the best interest of the corporation; not in self-interest.

(c) Duty of Obedience: Ensure that the nonprofit obeys applicable laws and acts in accordance with ethical practices; that the corporation adheres to its stated corporate purposes, and that its activities advance its mission.

Section 3. Term of Directors. Each director will hold office for a term of two years, following their election at the Annual Meeting.

Section 4. Vacancies. Whenever there are vacancies in the Board of Directors for any reason, the same may be filled with an eligible candidate elected by a majority vote of the serving Board of Directors at any meeting thereof, and any Director so elected shall serve through the unexpired balance of the term vacated prior to standing for election by the membership at the Annual Meeting.

Section 5. Compensation. No Director shall for reason of his or her office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent a Director for receiving any compensation from the organization for duties other than as a Director or officer.

ARTICLE VI: OFFICERS

Section 1. Officers and Qualifications. The officers of the corporation shall consist of a Chief Executive Officer (CEO), a Chief Operating Officer (COO), a Chief Financial Officer (CFO), an Allied representative and an Axis representative, all of who, shall be members of the corporation in good standing.

Section 2. Terms of Office. The officers shall be appointed by a majority vote of the Board of Directors and they shall serve at the sole discretion of the Board of Directors.

Section 3. Vacancies. Whenever any vacancies shall occur in any of the offices of the corporation for any reason, the same may be filled by the Board of Directors at any meeting thereof, and any officer so elected shall hold offices at the sole discretion of the Board of Directors.

Section 4. Removal. Any officer of the corporation may be removed with or without cause, and at any time, by the Board of Directors or members whenever a majority of such shall vote in favor of such removal.

Section 5. Compensation. No officer shall for reason of his or her office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer for receiving any compensation from the organization for duties other than as an officer.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. Chief Executive Officer (CEO). The CEO is responsible for day-to-day management of the corporation, leading the development and execution of the corporation's long term strategy, and ensuring the corporation achieves the outcomes related to its mission. The CEO acts as a direct liaison between the Board and membership and communicates to the Board on behalf of membership. The CEO also serves as primary spokesman on behalf of the corporation to volunteers, Government authorities, other stakeholders and the public. The CEO shall preside at all Board meetings and shall have such powers and duties as these by-laws or the Board of Directors shall prescribe.

The CEO shall present at each annual meeting of the organization an annual report of the work of the organization. The CEO shall, in consultation with the Board of Directors, appoint all committees, temporary or permanent, and ensure the committees and their chairmen carry out functions as assigned. The CEO shall see all books, reports and certificates required by law are properly kept or filed. The CEO shall be one of the officers who may sign the checks or drafts of the organization. The CEO shall present to the membership at any meetings a summary of communication and correspondence addressed to the CEO of the organization.

Section 2. Chief Operating Officer (COO). The COO shall oversee coordination of all support functions of the Corporation. At the direction of the CEO and Board of Directors, the COO manages the corporation's resources and uses them to create maximum value for the corporation. The COO cascades the corporation's strategy to the membership and aligns personnel with the corporation's goals. The COO prioritizes customer, volunteer, and organizational requirements and trains and motivates volunteers to fulfill organizational requirements. The COO shall be the primary representative of the Corporation within the community. The COO shall oversee volunteer recruitment and coordination and ensure the provision of visitor services during public events hosted by the Corporation. The COO shall oversee communication with media outlets. The COO shall present to the membership at any meetings a summary of communication and correspondence addressed to the COO of the organization and shall annually provide the membership with a report of the support activities of the organization.

Section 3. Chief Financial Officer (CFO). The CFO is responsible for managing the financial risks of the corporation, financial planning and record-keeping, as well as financial reporting. The CFO reports to the CEO and to the Board of Directors, and directly assists the COO on all strategic and tactical matters as they relate to budget management, forecasting needs and the securing of new funding. The CFO supervises the

finances of the Corporation and is the chief financial spokesperson for the corporation. The CFO shall oversee the administrative functions of the Corporation and shall exercise all duties incident to the office of CFO.

The CFO shall have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization. The CFO must be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the CFO to sign the checks issued upon it. The CFO shall report each month on the financial position of the Corporation and will provide access to the Corporation's financial records upon request. The CFO shall also oversee the maintenance and custody of the records of the organization and ensure that any certificate required by any statute, federal or state is filed as required. The CFO shall oversee internal communication and ensure the delivery of notices to members of this organization. The CFO shall ensure the minutes of regular meetings are taken and appropriately filed. The CFO shall present to the membership at any meetings a summary of communication and correspondence addressed to the CFO of the organization and shall annually provide the membership with a report of the financial and administrative activities of the organization.

Section 4. Executive Officer Representing Allied Reenactors: The Executive Officer Representing Allied Reenactors (EOA) will serve as assistant COO in the absence of the COO. The EOA shall serve as the representative for Allied reenactors and will have such powers and duties as the Board of Directors may prescribe. The EOA shall serve as co-chair for the Living History Committee and ensure the coordination and execution of public living history events held by the Corporation. The EOA shall present to the membership at any meetings a summary of communication and correspondence addressed to the EOA as the representative of Allied reenactors and shall annually provide the membership with a report of the Allied living history activities of the organization.

Section 5. Executive Officer Representing Axis Reenactors. The Executive Officer Representing Axis Reenactors (EOG) will serve as assistant CFO in the absence of the CFO. The EOG shall serve as the representative for Axis reenactors and will have such powers and duties as the Board of Directors may prescribe. The EOG shall serve as co-chair for the Living History Committee and ensure the coordination and execution of public living history events held by the Corporation. The EOG shall present to the membership at any meetings a summary of communication and correspondence addressed to the EOG the representative of Axis reenactors and shall annually provide the membership with a report of the Axis living history activities of the organization.

Section 6. Other Support Positions as Needed by the Corporation. The Board of Directors may, by majority vote, add other support positions as needed, with the positions being ex officio positions whose duties are defined by the Board of Directors.

(a) Board Secretary: The Board Secretary fosters effective organizational communication through management, distribution and maintenance of important records such as member contact information, meeting minutes and the corporation's by-laws. As the custodian of the corporation's records, the Secretary is responsible for maintaining accurate documentation and recordkeeping. ensuring all documents are safely stored and readily accessible in all media employed by the Corporation. Duties may additionally change from time to time as may be assigned to the Secretary by the Board.

ARTICLE VIII: COMMITTEES

Section 1. Committees. All committees of this organization shall be formed by the Board of Directors and their chairman appointed by the CEO in consultation with the Board.

Section 2. Standing Committees. Standing committees shall be determined by Board resolution. Their role and duties shall be described in the by-laws of the corporation.

Section 3. Ad Hoc Committees. Ad hoc committees shall be formed on an as needed bases and dissolved upon completion of their work. Chairmen of ad hoc committees will be appointed by the Board or Officers of the corporation and their roles and duties described in the minutes of the Board of Directors.

ARTICLE IX: EXCESSIVE REMUNERATION

Any officer of the corporation receiving payments from the corporation as a salary, commission, bonus, interest, rent, or for an entertainment expense by him or her, which payment is disallowed by the Internal Revenue Service in whole or in part as a deductible expense of the corporation in computing its United States income tax, shall be required to reimburse the corporation to the full and complete extent of such disallowance. The Board of Directors shall enforce the payment to the corporation by the officer of each amount disallowed so as to assist the corporation in paying the deficiency and to prevent a decrease in the assets of the corporation resulting from the payment of said deficiency. A majority of the Board of Directors may require or permit the withholding of proportionate amount of future compensation payments made to the officer until the amount owed to the corporation has been recovered. Each officer of the corporation, by accepting election as such officer, thereby agrees to make any repayments to the corporation require by this Article and authorizes the withholding contemplated hereby, if the Board of Directors requires such action.

ARTICLE X: MISCELLANEOUS

Section 1. Fiscal Year. The Fiscal Year of D-day Ohio will be October 1 through September 30.

Section 2. Execution of Documents. Unless otherwise ordered by the Board of Directors, all written contracts and other documents entered into by the corporation shall be executed on behalf of the corporation by the CEO, COO, or CFO, and, if required, attested by one of the Executive Officers

Section 3. Representation of Historical Political Movements: Although Allied and Axis armies and citizens involved in the conflict are represented at its event, D-Day Ohio, Inc. does not promote nor support Nazism, Fascism, or Communism, or any other political view.

Section 4. Approval of Extra-Budget Expenditures. Individual expenditures exceeding \$500 that are not enumerated in the Annual Budget as approved by the Board at the Annual meeting, shall be approved by a majority of the Officers of the Corporation. Individual expenditures exceeding \$2,000 that are not enumerated in the annual budget will be approved by a majority of the Board of Directors. This provision is suspended during the week of the event for emergency purposes affecting health, safety, or event operations.

ARTICLE XI: AMENDMENTS

Section 1. Subject to law and the Articles of Incorporation, the power to make, alter, amend or repeal all or any part of these by-laws is vested in the membership of the corporation. The affirmative vote of a majority of all the members shall be necessary to effect any such change in these by-laws.

Resolution 01-2007: Conflict of Interest Policy

Article I: Purpose

The purpose of the conflict of interest policy is to protect this corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the corporation or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II: Definitions

1. Interested Person: Any director, principal *officer*, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the corporation has a transaction or arrangement,
 - b. A compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III: Procedures

1. Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest:

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the corporation 's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV: Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board of Directors or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V: Compensation

1. A voting member of the governing board who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI: Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII: Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the corporation 's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII: Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Resolution 02-2007: Committees of the Organization

Article I: Purpose

Committees serve to undertake the business of D-Day, Ohio Inc.

Article II: Composition

Each committee will be made up of no fewer than three individuals, including the committee chair. The members may be as limited or as numerous as is necessary to undertake the responsibilities of the committee. Committee members may be full members of D-Day Ohio, Inc., honorary members, or volunteers recruited from outside the corporation.

Article III: Committees

The Board of Directors will operate the following standing committees as described below:

1. Living History: This committee is co- chaired by the Executive Officer (Allied) and Executive Officer (Axis) and is responsible for ensuring coordination of the event and that key event-related activities have been completed. Activities may include serving as a liaison to support groups (e.g. aircraft and watercraft), and conducting on-site coordination of reenactors and other costumed and uniformed personnel.
2. Finance and Fundraising: This committee is chaired by the CFO and is responsible for (a) maintaining financial reports of the corporation, (b) recommending fundraising strategies to the Board, (c) overseeing fundraising activities before and during the event, (d) ensuring donors receive appropriate tax-exemption documentation, and (e) other duties as identified and assigned by the Board.
3. Operations: This committee is chaired by the COO and is responsible for (a) identifying appropriate volunteers as needed to undertake the business of D-Day Ohio, Inc., (b) collecting and prioritizing tasks for the event (which may be submitted by other committees), (c) ensuring that tasks are assigned and completed by appropriate groups of volunteers, (d) ensuring volunteers are appropriately recognized for their contributions, and (e) other duties as identified and assigned by the Board.
4. Marketing and Public Relations: This committee is chaired by a member of the corporation and is responsible for (a) conducting media and public outreach, (b) serving as the primary press contact before, during, and after the event, (c) developing and distributing appropriate print and electronic materials, and (d) other duties as identified and assigned by the Board.
5. Set Design and Properties: This committee is chaired by a member of the corporation and is responsible for developing, constructing, preparing and managing the sets and properties used during the event, as well as other duties as identified and assigned by the Board.

6. Buildings and Grounds: This committee is chaired by a member of the corporation and is responsible for managing and maintaining the corporation's real property and associated assets, as well as other duties as identified and assigned by the Board.

7. Local Museum: This committee is chaired by a member of the corporation and is responsible for (a) identifying and coordinating appropriate volunteers as needed to operate the museum, (b) proposing and pursuing museum development strategies and collecting and prioritizing tasks for the museum (which may be submitted by other committees), (c) ensuring that the collection is appropriately managed and maintained, including managing acquisitions and artifact disposal, (d) ensuring volunteers are appropriately recognized for their contributions, and (e) other duties as identified and assigned by the Board.

8. Other Committees: From time to time the Board may determine that additional committees are needed to ensure adequate management of the D-Day Ohio event. In such cases, additional committees may be added through the procedures described in the corporation's by-laws.

Article IV: Committee Meetings

Committee meetings will take place at a time and frequency determined by the committee chairman in consultation with the CEO or COO. The chair shall ensure that an accurate record of the meeting is made and presented to the membership and Board of Directors within a reasonable amount of time following the committee meeting by electronic media.

D-Day Ohio, Inc Meeting Agenda/Meeting Minutes or Record		
<u>Purpose:</u>		
<u>Date:</u>		
<u>Location:</u>		
<u>Time:</u>		
<u>Attendees:</u>		
Agenda Item	Time Allotment	Presenter
<u>Outcome/Issues:</u> (TO BE COMPLETED AFTER THE MEETING.)		
<u>Follow up (Who will do what):</u> (TO BE COMPLETED AFTER THE MEETING.)		
<u>Outcome/Issues:</u> (TO BE COMPLETED AFTER THE MEETING.)		
<u>Follow up (Who will do what):</u> (TO BE COMPLETED AFTER THE MEETING.)		
<u>Outcome/Issues:</u> (TO BE COMPLETED AFTER THE MEETING.)		
<u>Follow up (Who will do what):</u> (TO BE COMPLETED AFTER THE MEETING.)		
<u>Outcome/Issues:</u>		
<u>Follow up (Who will do what):</u> (TO BE COMPLETED AFTER THE MEETING.)		
<u>Outcome/Issues:</u> (TO BE COMPLETED AFTER THE MEETING.)		
<u>Follow up (Who will do what):</u> (TO BE COMPLETED AFTER THE MEETING.)		
<u>Outcome/Issues:</u> (TO BE COMPLETED AFTER THE MEETING.)		
<u>Follow up (Who will do what):</u> (TO BE COMPLETED AFTER THE MEETING.)		
<u>Outcome/Issues:</u> (TO BE COMPLETED AFTER THE MEETING.)		
<u>Follow up (Who will do what):</u> (TO BE COMPLETED AFTER THE MEETING.)		

Membership Application for D-Day Ohio Inc.

It is the purpose of D-Day Ohio Inc. to educate about and commemorate the Normandy Invasion of June 6, 1944, predominantly through living history by annually sponsoring "D-day Conneaut [Ohio]". The event commemorates the World War II battle that occurred on the Normandy coast of France in early June of 1944 between the Allied and Axis armies and recreates the life and times of civilians and those under arms within occupied France and England through educational displays, demonstrations and battle recreations.

Membership in the corporation shall be open to any person, partnership, or corporation who is interested in promoting the public knowledge of and interest in the events of June 6, 1944 (D-Day). A REGULAR MEMBER is any person age 18 or older who applies for membership, completes and signs this application, pays the required non-refundable membership dues of \$10. In doing so, the applicant agrees to follow the Corporation's by-laws. The term of the membership shall run from October 1 to September 30 of each year, regardless of the actual initial date of membership.

Name:	
Mailing Address:	
Phone Number:	
Email Address:	
Date of Birth:	
Emergency Contact:	
Applicant Signature and Date of Application:	Date Signed:
Areas of Interest (Please check all that apply)	
<p>GENERAL ADMINISTRATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Museum Management and Docents <input type="checkbox"/> Buildings and grounds <input type="checkbox"/> Records management <input type="checkbox"/> Media and Marketing <input type="checkbox"/> Volunteer support and management <p>LIVING HISTORY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Military encampment and learning demonstration support <input type="checkbox"/> Battle demonstration support <input type="checkbox"/> Vehicle and watercraft support <input type="checkbox"/> Programming activities 	<p>EVENT OPERATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Logistics (planning and hands on activities) <input type="checkbox"/> Administration (helping manage behind the scenes, coordinating with partner organizations) <input type="checkbox"/> Safety (public viewing lines, first aid support, communications, operations) <input type="checkbox"/> Public Contact (information booths, cart drivers, guides, etc.) <input type="checkbox"/> Veteran Contact (pre-event veteran outreach, on site veteran hospitality) <p>REVENUE STREAM DEVELOPMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fundraising projects, project grants, facility rental, PX and donations at event
Membership Dues \$10 and Date Paid	

Personal checks or money orders payable to: D-Day Ohio, Inc.

Please mail your application to: D-Day Ohio, Inc. 283 Buffalo Street, Conneaut, Ohio 44030