
CALUMET HERITAGE PARTNERSHIP

GROUPS POLICY VERSION 3.0

Approved March 1, 2018

I. PURPOSE

1. Calumet Heritage Partnership Groups, or just CHP Groups, exist to bring people with common interests together for networking and to plan and create events and programs related to the mission of the CHP and the Calumet National Heritage Area.

II. GENERAL DESCRIPTION OF CHP GROUPS

1. CHP Groups vary in scope and ambition but primarily work to bring together people with common heritage-related interests from across the region. Some groups focus on networking, providing occasions for people who might not otherwise have opportunities to meet to get to know each other and share ideas and expertise. Other groups focus on organizing events, tours, or programs that celebrate our region's heritage and educate the public. Groups may create exhibits, guides, maps, articles, self-guided tours, websites, and other publications that help to interpret the region. They may work to preserve, restore, and enhance cultural, natural, and recreational heritage resources. CHP Groups regularly meet or hold events that will be of interest to the membership of the CHP and the public. In addition to their own activities, CHP Groups may be called upon to contribute to the partnership's events, programs, and initiatives including the Calumet Heritage Conference and Calumet Summit among other possibilities. Groups are led by a Group Leader. A Board Liaison coordinates their activities with the CHP Board of Directors. Starting a group is meant to be easy. Any group of at least five CHP members may start a CHP Group by submitting a petition to the CHP Board of Directors.

III. THEMATIC AND GEOGRAPHIC FOCUS OF CHP GROUPS

1. CHP Groups may be focused on any Calumet heritage-related theme (e.g. environmental stewardship), activity (e.g. hiking, tours), or affiliation (e.g. museums, tour guides).
2. CHP Groups may not be organized based on formal sub-regional boundaries (i.e. Porter County, Blue Island, Indiana, Illinois, etc.).
3. CHP Groups may have a sub-regional geographic focus resulting from a thematic interest, but the theme and resulting sub-region identified should cross significant regional boundaries or divides (for example Lakefront, Steel Heritage, Urban Heritage, Rural Heritage, Agricultural Heritage).

4. These limitations shall not preclude a CHP Group from working on a project that has a limited geographic focus within the region related to their thematic focus (for example a project to document the history of a specific neighborhood by a CHP Group focused upon cultural heritage).

IV. STATUS OF CHP GROUPS IN CHP GOVERNANCE STRUCTURE

1. CHP Groups are not separate autonomous chapters of CHP but instead are committees established by and subject to the governance of the CHP Board of Directors. They are enabled by provisions in Article IV, Section 2 and Article VII of the CHP Bylaws governing committees. The term “CHP Groups” is used to clearly differentiate them from regular committees as defined in the Bylaws of the Calumet Heritage Partnership.

V. CHP GROUP MEMBERSHIP AND AFFILIATION

1. CHP Groups must have a minimum of five members. There is no upper limit on the number of members a group may have.
2. CHP Groups must include at least one CHP board member but are primarily made up of regular members of the Calumet Heritage Partnership.
3. Members of CHP Groups must be members in good standing of the CHP as defined in the CHP bylaws.
4. CHP Group membership is open to all members of CHP. This does not preclude groups that will be more attractive to certain members due to their thematic focus (a group focused on providing support for tour guides for example can't exclude non-tour guides but will likely appeal mostly to tour guides).
5. Membership is not necessary to participate in group activities or initiatives, but participants who are not members of CHP cannot serve as officers of CHP Groups and may not vote on group matters. Groups should encourage participants to become members. They may choose to offer benefits that are restricted to members only.
6. In cases where requiring paid membership may be a barrier to achieving the goals of a CHP Group, but where a formal relationship with the CHP Group is desired, the group may choose to offer individuals and organizations affiliate status. Requirements for and benefits of CHP Group affiliate status may be determined by the group subject to review by the CHP Board of Directors. Affiliates cannot serve as officers of CHP Groups and may not vote on group matters.
7. Members of the CHP Board of Directors may serve in group leadership positions but there is no requirement that group leaders be board members.
8. To the extent possible CHP Group leadership and membership should reflect the bi-state, regional nature of CHP by including members from both Indiana and Illinois, and from across the Calumet Region.
9. Organizational members of CHP may elect to become members of CHP Groups. Activities or initiatives organized or sponsored by organizational members should not be understood to be activities or initiatives of the CHP Group or the Calumet Heritage Partnership unless a sponsorship agreement has been reached.

VI. CHP GROUP OFFICERS

1. CHP Groups may vary in size and scope and their leadership structure should match. Smaller groups with a limited mission may be able to succeed with a minimal leadership team and informal governance. Larger groups with more members and a wider scope will need to divide the work of leadership among a greater number of individuals. At a minimum, a CHP group must have a Group Leader and a CHP Board Liaison. Groups may add other officers as needed including but not limited to a Group Co-Leader, Secretary, or Treasurer.

2. APPOINTMENT PROCEDURES AND DUTIES OF REQUIRED OFFICERS

A. Group Leader

(i) Appointed by the President of CHP after review by the CHP Board of Directors.

(ii) Procedure for Appointment

(a) Group members elect a candidate for appointment as Group Leader.

(b) Group recommendation for appointment submitted to the CHP Board of Directors and President.

(c) Recommendation is reviewed by the CHP Board of Directors.

(d) If recommendation is acceptable, the President appoints the CHP Group Leader

(iii) Duties

(a) Organize and convene meetings and events sponsored by the group.

(b) Oversee election of other group officers.

B. CHP Board Liaison

(i) Appointed by the President of CHP upon recommendation of the Group Leader and after review by the CHP Board of Directors.

(ii) Must be a member of the CHP Board of Directors. Board members may only serve as liaison for one CHP Group (though they may be a member of more than one).

(iii) The Board Liaison may also serve as the Group Leader or in another group leadership position the group may define.

(iv) Coordinate planning of group events and meetings with the CHP Board of Directors and/or relevant board committees.

(v) Communicate suggestions about relevant initiatives or events from the CHP Board of Directors to the CHP Group.

(vi) Regularly Report to the CHP Board of Directors or the appropriate board committee on CHP Group activities

C. The President of CHP shall be an ex-officio member of all CHP Groups

3. APPOINTMENT PROCEDURES AND DUTIES OF OPTIONAL OFFICERS

A. Group Co-Leader, Secretary, Treasurer, and other Officer Appointment Procedures.

(i) Elected by the group membership.

(ii) Duties of optional officers may be determined by the group.

4. TERM OF SERVICE

- A. CHP Group leaders serve for a term of two years with elections and appointments occurring in January alongside CHP Board of Directors elections.
- B. CHP Board Liaisons are appointed by the CHP President and serve a term of one year.
- C. The term of optional officers may be determined by the group but should not exceed three years.

5. REMOVAL OF CHP GROUP OFFICERS

- A. CHP Group officers who fail to perform their duties or who are otherwise determined to be unfit for office, may be removed from office by a vote of the CHP Board of Directors.

VII. COORDINATION WITH THE CHP BOARD OF DIRECTORS AND MEMBERSHIP

- 1. CHP Groups should keep the CHP Board of Directors and membership informed of all their activities.
- 2. When CHP Groups plan events open to the non-members of CHP (the public), that require funding from CHP or an outside entity, that require the collection of fees or other monies, that present risks to participants, or that may expose the organization to liability, they must obtain approval of the board of directors prior to publicizing or holding the event.
- 3. The collection of money as fees for events, donations, grants, or otherwise by CHP Groups should be coordinated with the CHP board. Monies collected by CHP Groups are the property of the Calumet Heritage Partnership.
- 4. CHP Groups may request funding from the CHP Board of Directors to fulfill their mission.
- 5. CHP Groups for whom coordination with the CHP Board of Directors becomes burdensome should consider succession (see below).
- 6. All activities of CHP Groups should be in keeping with the mission of the Calumet Heritage Partnership.

VIII. CHP GROUP CREATION

- 1. CHP Groups are organized by petition of at least five members of the Calumet Heritage Partnership, including at least one member of the CHP Board of Directors and at least three regular members. Petitions may originate with one or more members or the CHP Board of Directors. The purpose for requiring a petition is to create a strong shared foundation to guide the work of the group and identify a mission or purpose that can be communicated to the membership and the public.
- 2. Petitions for CHP Group recognition should be submitted to the President of CHP for consideration of the CHP Board of Directors. CHP Groups are created upon acceptance of the petition by the CHP Board of Directors.
- 3. CHP Groups is meant as a generic term, therefore groups may choose to refer to themselves using a name of their choice, subject to the approval of the CHP Board. For example, they might want to identify themselves as a group, working group, network, a committee, initiative, team, taskforce, etc. Their official title, used in any public

communication, should make their affiliation as a part of CHP clear. Examples include the Calumet Stewardship Initiative of the Calumet Heritage Partnership, the Museums, Galleries, and Local History Network of the Calumet Heritage Partnership, the Calumet Arts Roundtable: A project of the Calumet Heritage Partnership.

4. Individuals working to form a CHP Group can and should meet for organizational purposes prior to formal recognition as a CHP Group. Groups in formation that wish to hold events other than organizational meetings that are open to non-members of CHP (the public), that require funding from CHP, that present risks to participant, or that may expose the organization to liability must obtain approval of the CHP Board of Directors.
5. Petitions are made by completing the Petition for Recognition of a CHP Group form in section XI.

IX. CHP GROUP DISSOLUTION AND REORGANIZATION

1. A CHP Group may wish to dissolve for reasons of inactivity, accomplishment of its mission or goals, or desire for succession (see below).
2. CHP Groups may be dissolved by a vote of the group membership. The CHP Board of Directors may accept the vote of dissolution or may seek to reorganize the group.
3. The CHP Board of Directors may dissolve a CHP group for any reason via a vote of 2/3 of the board's membership.
4. Should a CHP Group fail to report regularly to the CHP Board of Directors, fail to meet or hold activities for a period of six months, or engage in activities contrary to the mission of the CHP, the CHP Board of Directors may dissolve or to reorganize the CHP Group with a vote of a majority of the board's membership.

X. CHP GROUP SUCCESSION

1. Especially successful CHP Groups that would benefit from a status independent of CHP or whose mission drifts away from the core mission of CHP may elect to become an independent organization. In such cases the procedure for dissolution described above will be followed.
2. CHP may elect to provide technical assistance to the CHP Group in obtaining independent status.
3. As appropriate a memorandum of understanding describing a new relationship between CHP and the former CHP Group should be drafted and agreed upon by both parties.
4. The new organization should ideally become an organizational member of the CHP.

XI. CHP GROUP PETITION INSTRUCTIONS AND PETITION FORM

CALUMET HERITAGE PARTNERSHIP GROUPS

WHAT ARE CHP GROUPS?

Calumet Heritage Partnership Groups, or just CHP Groups, exist to bring people with common interests together for networking and to plan and create events and programs related to the mission of the CHP and the Calumet National Heritage Area.

WHAT DO CHP GROUPS DO?

CHP Groups vary in scope and ambition but primarily work to bring together people with a common heritage-related interest from across the region. Some groups focus on networking, providing occasions for people who might not otherwise have opportunities to meet to get to know each other and share ideas and expertise. Other groups focus on organizing events, tours, or programs that celebrate our region's heritage and educate the public. Groups may create exhibits, guides, maps, articles, self-guided tours, websites, and other publications that help to interpret the region. They may work to preserve, restore, and enhance cultural, natural, and recreational heritage resources. CHP Groups regularly meet or hold events that will be of interest to the membership of the CHP and the public. In addition to their own activities, CHP Groups may be called upon to contribute to the partnership's events, programs, and initiatives including the Calumet Heritage Conference and Calumet Summit among other possibilities. Groups are led by a Group Leader. A Board Liaison coordinates their activities with the CHP Board of Directors. Starting a group is meant to be easy. Any group of at least five CHP members may start a CHP Group by submitting a petition to the CHP Board of Directors. Policies governing CHP Groups can be found in the Calumet Heritage Partnership Groups Policy.

WHAT KINDS OF GROUPS CAN BE CREATED?

CHP Groups should be organized around a common activity or a theme related to the mission of CHP or the themes or subthemes identified in the [Calumet National Heritage Area Feasibility Study](#). Because CHP is a regional organization seeking to unite people across geographical borders, CHP Groups may not be organized based on formal sub-regional boundaries (i.e. Porter County, Blue Island, Indiana, Illinois, etc.). However, they may have a sub-regional geographic focus resulting from a thematic interest. The theme and resulting sub-region identified should cross significant regional boundaries or divides (for example Lakefront, Steel Heritage, Urban Heritage, Rural Heritage, Agricultural Heritage). This does not mean that your group cannot work on a project that has a limited geographic focus within the region.

HOW CAN WE ESTABLISH A CALUMET HERITAGE PARTNERSHIP GROUP?

1. Gather at least 5 members of CHP, one of whom must be a member of the CHP Board of Directors and who will serve as the group's CHP Board Liaison. The initial members don't have to be members of CHP until the petition for recognition is submitted.

2. Hold an election to elect a candidate to recommend to the CHP President and Board of Directors for appointment as the Group Leader and identify a member of the CHP Board to serve as the group's Board Liaison.
3. Complete the petition form on the next page and submit it to the President of CHP.
4. The president will then present your petition and recommendation for Group Leader to the CHP Board of Directors for approval.
5. If your group petition is accepted by the CHP President and Board of Directors, start working to identify, protect, preserve, and reclaim the heritage of the Calumet Region as an official CHP Group! Refer to the CHP Groups Policy for guidance.

WHAT GROUPS HAVE ALREADY BEEN FORMED?

Presently there are two CHP Groups:

THE MUSEUMS, GALLERIES AND LOCAL HISTORY NETWORK OF CHP

The purpose of the Museums, Galleries, and Local History Network of CHP is to form a network of museums, galleries, and local history organizations, located throughout the bi-state Calumet region, that interpret the region's natural, industrial, historical, and ethnic heritage. The goals of the network are to strengthen visibility for all organizations, illuminate and facilitate partnerships between and among organizations, and deepen thematic messaging and programming. The network is working to produce a Calumet Museums, Galleries and, Local History Guide and a traveling Calumet heritage exhibition. For more information see: <http://www.calumetheritage/groups/MGLHN/>



THE CALUMET STEWARDSHIP INITIATIVE OF CHP (CSI/CHP)

CSI/CHP promotes a sustainable relationship between people and nature in the Calumet region of Northwest Indiana and Northeast Illinois. It seeks to facilitate networking among heritage interested organization, linking ecological organizations to each other and to organizations with social foci that are looking to connect to the ecological. It aims to support programs and collaborations that work to cultivate lifelong stewards and advocates for the protection of nature and quality of life in the region. For more information see: <http://www.calumetheritage/groups/CSI/>

PETITION FOR RECOGNITION OF A CHP GROUP

1. What is your CHP Group's proposed name? It should make your affiliation as part of CHP clear.
Click or tap here to enter your group's name.
2. What is your CHP Group's mission and purpose and what are its goals?
Click or tap here to enter your groups statement of mission and purpose.
3. How does the mission and purpose relate to the mission of CHP, or the themes or goals and priorities identified in the Calumet National Heritage Area Feasibility Study?
Click or tap here to enter text.
4. What is your initial plan for regular meetings and events?
Click or tap here to enter text.
5. Are there any additional details that you wish to include?
Click or tap here to enter text.
6. Please provide the names of at least five initial group members. All five of these members must be members of the Calumet Heritage Partnership in good standing.
Click or tap here to enter text.
7. Who has been elected is to serve as CHP Group Leader and is being recommended to the CHP President and Board of Directors for that position? (Please provide the Group Leader's name and contact information)
Name: Click or tap here to enter text.
Phone: Click or tap here to enter text.
E-mail: Click or tap here to enter text.
Address: Click or tap here to enter text.
8. Who is being proposed to serve as the group's CHP Board Liaison?
Click or tap here to enter text.

Date Submitted to President of CHP: Click or tap here to enter text.

Date of Approval by the CHP Board of Directors: Click or tap here to enter text.

Signature of CHP President:

Date: