



Friends of Wilton House Museum- Document of Agreement

- I. The Friends of Wilton House Museum was established as an affiliate organization by the Board of Managers of The National Society of The Colonial Dames of America in the Commonwealth of Virginia (hereinafter referred to as the NSCDA-VA) on February 9, 2006.
- II. The mission of the Friends is to increase the visibility of, interest in and financial support for the Wilton House Museum. To carry out this mission, the Friends will reach out to individuals and businesses to increase their interest in this property, its history and its future. This may be done through a newsletter, an annual solicitation of funds for membership in the Friend of Wilton House Museum (hereinafter referred to as the "Friends"), as well as through programs with educational value.
- III. The Friends is administered by the Museum Membership Council, a sub-committee of the Museum Properties Committee and consists of sub-committee chairman of the Museum Properties Committee, additional members of the NSCDA-VA, members of the museum's professional staff, and an advisory community group particularly knowledgeable about and interested in historic museum properties. A majority of the Council will be members of the NSCDA-VA with the Chairman and Treasurer usually selected from this group. The Treasurer will maintain a checking account, separate from that of the NSCDA-VA, from which Friends' bills will be paid. Membership in the Friends will be open to the public and will be priced on a graduated scale starting with "Foot Soldier" in the most modest category and will continue through higher contribution levels as follows: "Patriot", "Virginia Company", "Signer", and culminating in the highest contribution level of "Historic Founder"; each renewable annually. Friends membership provides no benefits other than those stated for each category.
- IV. The Friends seeks membership dues to pay for expenses incurred for publicity, including printing, direct mailing and a regular newsletter, as well as for other general expenses. Excess funds raised through dues will be used for specific purposes directly related to the museum collection, preservation and interpretation of the Wilton House Museum.
- V. The Friends may seek donations for specific projects which it takes on for the benefit of the Wilton House Museum. Such projects will be submitted to the NSCDA-VA Board for final approval.
- VI. Members of the Council will comply with the following Conflict of Interest Policy:
Any possible conflict of interest on the part of any member of the Council, officer or employee of the Friends of the Wilton House Museum shall be disclosed in writing to the Council and made a matter of record through an annual procedure and also when the interest involves a specific issue before the Council. When any matter comes before the Friends' Council in such a way as to give rise to a conflict of interest, the affected Member of the Council shall make known the potential conflict, despite having disclosed this by prior written statement, and after answering any questions that might be asked, he or she shall withdraw from the meeting for so long as the matter shall continue under discussion. Should the matter be brought to a vote, neither that affected Council Member nor any other Council Member with a possible benefit from the transaction under consideration shall vote on it.
- VIII. In the event of the dissolution of the Friends, all assets will be spent for the benefit of the Wilton House Museum and be administered by The National Society of The Colonial Dames of America in the Commonwealth of Virginia.