

**VILLAGE COUNCIL**  
**A Standing Committee of the**  
**Southwest Tulsa Community Chamber**  
**July 16, 2009**

**PURPOSE OF VILLAGE COUNCIL**

The purpose of the Village Council shall be to oversee the construction, development, maintenance, and operation of the **“Route 66 Station: Gateway To The Magic Empire” Historical Village** located on City of Tulsa property on Southwest Boulevard, City and County of Tulsa, Oklahoma. The principle mission of the Historical Village shall be to collect and maintain artifacts and construct and maintain certain buildings and facilities related to the history and development of the City of Tulsa and to present those artifacts in such a manner as to encourage teaching of the legendary history of Tulsa and its surrounding areas in a manner designed to appeal to young and old alike.

**VILLAGE COUNCIL MEMBERS**

The Village Council shall consist of the following members as elected or appointed by their constituent entities:

- Southwest Tulsa Community Chamber
- Southwest Tulsa Historical Society
- Train Committee
- Townwest Sertoma
- Red Fork Main Street
- At Large

The size of the Village Council shall not exceed nine members. At large members will be appointed with the intention of expanding the VC base of support across the city and region.

**OFFICERS OF THE VILLAGE COUNCIL**

The members of the Village Council shall elect a Chairman, a Vice-Chairman, a Secretary, and a Treasurer from among the members of the VC with the voting to be by simple majority of members of the VC. The Chairman, Vice-Chairman, Secretary and Treasurer should be elected to serve one-year terms but may be subsequently re-elected by the VC to succeed themselves for an additional one-year term for a total of two annual terms if approved by the majority of the VC members.

The Officers of the Village Council shall present a plan and budget annually to the Board of Directors of the Southwest Tulsa Community Chamber for approval.

### **MEETINGS OF THE VILLAGE COUNCIL**

Regular meetings of the Village Council shall be held at a mutually agreeable location, day, and time every two months, or alternatively, more or less often as deemed necessary by the VC members, but not less than one meeting per quarter. Additional meetings may be called at any time found to be necessary by the VC Chairman or, in his/her absence, the Vice-Chairman.

Minutes of all meetings shall include all principle subjects discussed along with a record of all actions taken. Minutes shall be kept by the Secretary. Copies of the meeting minutes shall be reproduced and sent to all other VC members and the President of the Southwest Tulsa Community Chamber not more than two weeks following each meeting. A complete book of these minutes shall be kept by the Secretary and shall be passed along at the completion of the term of the Secretary to his/her successor and shall represent the official record of the actions taken by the Village Council.

The Treasurer shall maintain complete financial records and report to the Village Council at each meeting.

### **COMMITTEES OF THE VILLAGE COUNCIL**

The Village Council will establish committees as required for the efficient operation of the Village. For example, it is logical for the Train Committee to continue and report to the VC.

### **SELECTION, SUPERVISION AND RESPONSIBILITIES OF A GENERAL MANAGER OR PROJECT MANAGER OF THE ROUTE 66 HISTORICAL VILLAGE**

Among the responsibilities of the Village Council shall be the designation and supervision of the General Manager (or Project Manager) of the Historical Village. The General Manager (or Project Manager) shall be responsible for reviewing the qualifications of contractors during the construction phase of the Village and during any subsequent repair and/or reconstruction of any portion of the Village. The General Manager shall recommend to the VC the choice of contractor or contractors to construct the specific part or parts of the Village. The General Manager shall oversee on a daily or weekly basis as required by the construction operations to assure adherence by all contractors to the plans for the Village as approved and generally accepted quality standards, time completion schedules and budgetary requirements.

The General Manager (or Project Manager) shall also be responsible for completion of all necessary permit forms and other forms as required by the City and/or any other entity and making certain permit requirements are met.

During or following completion of the construction phase of the **Route 66 Historical Village**, the VC shall review the performance of the General Manager and the role, responsibilities, and necessity of the General Manager on an ongoing basis and shall decide on these questions.

The General Manager may be an unpaid, but appropriately experienced individual, or a paid individual provided funds are available. The individual shall have appropriate experience in assuring adherence to plans and diagrams, budgetary experience and a special appreciation of history and historical preservation and presentation.

The General Manager shall report directly to the Village Council Chairman or, in his/her absence, the Vice-Chairman. The General Manager shall attend and report at each VC meeting unless excused from such responsibility by the VC Chairman or, in his/her, absence the Vice-Chairman.

The Village Council shall review the work of the General Manager at least once a year but more often if appropriate. The VC shall vote to retain the General Manager or if it is decided to dismiss the General Manager, such action shall be delivered by the VC Chairman or, in his/her absence, the Vice-Chairman.

If a salary is to be paid to the General Manager, such salary and other conditions of employment shall be determined by a majority of the VC and approved by the Board of Directors of the Southwest Tulsa Community Chamber Board.

#### **DECISIONS RELATED TO THE SOLICITATION, COLLECTION, MAINTENANCE AND DISTRIBUTION OF CONSTRUCTION AND OPERATIONAL FUNDS**

The collection, maintenance, and subsequent distribution of monetary funds, shall be a principle responsibility of the Village Council.

Distribution of funds exceeding \$1,000 per expenditure and not included in the approved annual budget shall require approval by the Board of Directors of the Southwest Tulsa Community Chamber.

Efforts to acquire requisite funds should be first directed toward Foundations operating in the Tulsa and surrounding areas including other areas of Eastern Oklahoma. Fund generation should also be organized and directed toward local corporations and other entities. If required, efforts

should also be organized and directed toward individuals interested in history and civic-minded Tulsans.

Funds collected should be directed to the fund set up for the Village Trust with the Tulsa Community Foundation or to another appropriate 501C 3 tax exempt entity.

Accurate and timely accounting of all funds shall be made to the Village Council by the Tulsa Community Foundation.

Payment of all invoices and other financial obligations shall be made by the Tulsa Community Foundation only after their specific approval has been made by the Village Council.

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President, Southwest Tulsa Community Chamber Board of Directors

Date

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Secretary, Southwest Tulsa Community Chamber Board of Directors

Date