

# Chapter 256-10 WAC

## EASTERN WASHINGTON STATE HISTORICAL SOCIETY— ORGANIZATION AND OPERATION

### WAC

256-10-010	Organization.
256-10-020	Operations and procedures.
256-10-030	Society rules library.

**WAC 256-10-010 Organization.** (1) The eastern Washington state historical society is a designated trustee for the state. It is also a registered 501 (c)(3) public benefit corporation. The eastern Washington state historical society operates a state museum which supports cultural, artistic, and educational activities and performs other responsibilities as required pursuant to RCW 27.34.070. The eastern Washington state historical society's central office is located at 2316 W 1st Avenue, Spokane, WA 99201. Normal business hours are 10:00 a.m. to 5:00 p.m., Tuesday through Sunday, and Wednesday 10:00 a.m. to 8:00 p.m. except museum holidays.

(2) The institution is governed by a board of trustees. The board appoints the executive director with the consent of the governor. The executive director is responsible for the day-to-day operations of the institution and establishes the structure of the administration.

(3) The eastern Washington state historical society is organized into divisions, administered by individuals, who supervise the following areas: Facilities; business and finance; exhibit preparation; development; collection management; guest services; archiving; curation; education; volunteer coordination; and marketing. All directors are directly responsible for operations within their divisions. The directors directly report to the executive director of the society. The executive director reports to the society's governing board.

(4) The public may obtain information, make submittals or requests, and obtain copies of the society's decisions by contacting the society's designated public records office staff located in the principal place of business. Additional and detailed information concerning the society is available through the society's web site at [www.northwestmuseum.org](http://www.northwestmuseum.org).

[Statutory Authority: Chapter 27.34 RCW, RCW 42.56.040, 27.34.070, and 43.21C.120. WSR 17-07-057, § 256-10-010, filed 3/11/17, effective 4/11/17.]

**WAC 256-10-020 Operations and procedures.** (1) Society rules are promulgated in accordance with the Administrative Procedure Act (APA), chapter 34.05 RCW and approved by the governing board.

(2) The society may promulgate internal policies that are not governed by the APA. Policies that are generally applicable to the society are approved by the governing board.

(3) Informal procedures regarding society operations typically include:

(a) Decisions made by persons authorized by board resolution, the executive director or any designee to make a deci-

sion within the scope of responsibility assigned to such person; or

(b) Methods of persuasion used by any person in an attempt to influence society decisions.

[Statutory Authority: Chapter 27.34 RCW, RCW 42.56.040, 27.34.070, and 43.21C.120. WSR 17-07-057, § 256-10-020, filed 3/11/17, effective 4/11/17.]

**WAC 256-10-030 Society rules library.** The society maintains a repository of its WAC and policies, which are open to the general public, at [www.northwestmuseum.org](http://www.northwestmuseum.org). This repository includes current substantive rules of general applicability adopted as authorized by law, and statements of general policy or interpretations of general applicability formulated and adopted by the society. Historical amendments, revisions, and/or former provisions may be obtained by inquiry or request to the office of the society's executive directors.

[Statutory Authority: Chapter 27.34 RCW, RCW 42.56.040, 27.34.070, and 43.21C.120. WSR 17-07-057, § 256-10-030, filed 3/11/17, effective 4/11/17.]