

THE BYLAWS OF THE MINNESOTA ASSOCIATION OF MUSEUMS

(Revised 6/30/04, pending approval at MAM conference in 10/04)

Article I Name

The name of this organization shall be the Minnesota Association of Museums, hereinafter referred to as MAM.

Article II Definition of a Museum

A museum, for these purposes, follows the International Council of Museums (ICOM) definition. A museum is “a permanent institution in the service of society and of its development, and open to the public, which acquires, conserves, researches, communicates, and exhibits, for purposes of study, education and enjoyment, material evidence of people and their environment.”

Article III Purposes and Goals

Section 1: Purpose

The Minnesota Association of Museums is a non-profit organization that exists to provide a forum for individuals who work in and with museums throughout the state.

Section 2: Goals

- a. To foster and encourage communication among museum professionals in Minnesota.
- b. To promote Minnesota museums as a public resource for learning and recreation.
- c. To provide educational opportunities and training for museum staff, both paid and volunteer.

Article IV Membership

Section 1: The membership shall consist of individuals whose dues are currently paid to support MAM.

Section 2: Membership dues and fees shall be determined by the Steering Committee and reviewed as needed.

Article V Offices and Vacancies

Section 1:

- a. Chair, who shall be the chief executive of the Steering Committee. The Chair shall preside at all meetings of the membership of the Steering Committee, prepare the agenda for all meetings, appoint chairs of special committees subject to the approval of the Steering Committee, and serve as ex officio member of all committees. The Chair shall have the duty to see that all resolutions of the organization are carried out. The Chair or the Chair's appointee shall also serve on the Midwest Museums Conference Council as State Vice President for Minnesota. The Chair shall also maintain a liaison with museum groups throughout the state and the country.
- b. Vice Chair for Programs shall assume the position of Chair upon vacancy and shall preside at meetings in the absence of the Chair. Vice Chair for Programs serves as chair of the program committee and coordinates the annual conference.
- c. Vice Chair for Membership shall coordinate all membership campaigns and the development of an annual membership directory. The Vice Chair for Membership shall be responsible for management and maintenance of the membership records, unless otherwise delegated.
- d. The Secretary shall keep records of the annual meeting and Steering Committee meetings, conduct correspondence not specifically delegated to others and serve as the archivist of the organization.
- e. The Treasurer shall prepare an annual financial report and budget proposals and submit these to the Steering Committee for approval. The Treasurer shall ~~be bonded~~, receive all funds, and disburse such funds as are designated by the Steering Committee in accordance with the budget. In addition, the Treasurer shall serve as chair of the Development Committee. The Treasurer and one other board member as appointed by the MAM Chair shall be designated have the authority to sign for the MAM bank account(s).
- f. The Vice Chair for Communications shall serve as chair of the Communications Committee and shall coordinate all communications with members and the public, including the ~~newsletter~~ website.
- g. The Program Coordinators serve with the Program Committee to develop programs (e.g. workshops and conferences) for MAM. There must be at least two and no more than eight. Each Program Coordinator shall assume responsibility for planning a specific program annually and recruiting a team of volunteers from the membership and affinity groups for implementation.

- h. Ex officio members of the Steering Committee shall consist of the Past Chair, the Chairman of the Long Range Planning Committee, and Minnesota State representatives to regional, national or international professional museum organizations. Ex officio members of the Steering Committee have no vote on the Steering Committee.

Section 2: Vacancies of Removal From Office

- a. In the event of a vacancy in the position of Chair, the Vice Chair for Programs shall succeed to the office and shall serve in that capacity until the end of the term. Any other vacancies shall be filled by a majority vote of the Steering Committee to serve for the remainder of the term.
- b. Notice of a change in the Steering Committee shall be announced ~~in~~ **on** the ~~newsletter~~ **website**. A vote to fill a vacancy must be announced in the agenda of the Steering Committee and mailed to Steering Committee members at least seven days in advance.
- c. In the event that any member of the steering Committee fails to perform designated duties or fails to attend Steering Committee meetings, he/she will be removed by a two- thirds vote at a Steering Committee meeting. A vote for removal of any Steering Committee member may not be taken unless notice has been given in the agenda mailed at least seven days prior to a Steering Committee meeting.

Section 3: Representation

Officers and committee members shall be chosen to balance representation geographically, by museum discipline, area of specialization, and institution size in order to reflect the diversity of the museum profession in Minnesota.

Article VI Committees

Section 1: Steering Committee

- a. The Steering Committee shall consist of the Chair, Vice Chairs, Secretary, Treasurer and ~~Program Coordinators~~.
- b. The Steering Committee shall act as the corporation's board of directors setting policy and conducting the business of MAM between meetings of the membership and within the guidelines of the resolutions approved by the membership to whom it shall report its actions.

- c. Steering Committee members must be present to cast a vote. Each member shall have one vote. Ex officio members are not voting members of the Steering Committee.

Section 2: Standing Committees

- a. Each of the standing committees shall be chaired by a member of the Steering Committee and shall report regularly to the Steering Committee.
- b. The Program Committee shall consist of the MAM Vice Chair for Programs as its chair and the Program Coordinators. The Vice Chair is responsible to recruit at least three individuals that reflect the diversity of the museum profession in Minnesota to seek new members.
- c. The Membership Committee shall have the MAM Vice Chair for Membership as its chair. The Vice Chair is responsible to recruit at least three individuals that reflect the diversity of the museum profession in Minnesota to seek new members.
- d. The Communications Committee shall consist of the Vice Chair for Communications as its chair, a ~~newsletter~~ Website Editor, and others as needed from the general membership. It shall be responsible for the preparation and dissemination of a ~~newsletter~~ website, information brochures, and for coordinating all media contact including press releases and press conferences.
- e. The Nominating Committee shall be chaired by the Past Chair and at least two others from the general membership, none of whom are seeking reelection or election. It shall be responsible for seeking at least one person for each elective office, providing an opportunity for interested people to present themselves and presenting resumes of those interested in holding elective office at the annual meeting of the membership.
- f. The Development Committee shall consist of the MAM Treasurer as its chair, and others as needed from the Steering Committee and/or the general membership. It shall be responsible for raising any needed funds on a project-by-project basis.
- g. The Chair of the Long Range Planning Committee shall be appointed by the MAM Chair for a two year term. Others shall be appointed by the MAM Chair as needed to balance representation geographically, by museum discipline, area of specialization and institution size in order to reflect the diversity of the Minnesota museum profession. The Long Range Planning

Committee shall be responsible for seeing that the Long Range Plan is followed, revising existing plans and making new plans as needed.

Section 3: Special Committees

Special Committees shall be created by the Steering Committee as necessary to implement the policies and resolutions of the members.

Article VII Elections

Section 1: Officers shall be elected by a majority of the ballots cast at the annual meeting of the membership and shall take office upon the adjournment of the meeting at which they are elected. All officers shall serve a term of two years. Positions shall be staggered with the Chair, Vice Chair for Programs, Secretary and ~~at least one Program Coordinator elected on even years~~ and the Vice Chair for Membership, Vice Chair for Communications, Treasurer, ~~and at least one Program Coordinator elected on odd years~~. No officer shall be elected to one position for more than two consecutive terms or to the Steering Committee for more than eight consecutive years.

Section 2: The Nominating Committee shall present a proposed slate of officers of the membership for a vote at the annual meeting. The proposed slate shall be included in the newsletter ~~website~~ prior to the annual meeting.

Section 3: Nominations may be made from the floor at the annual meeting of the membership.

Article VIII Meetings

Section 1: Membership

There shall be an annual meeting for the membership to elect officers, adopt resolutions, inform members of programs of interest, and determine the course of action for MAM. Written notice shall be provided at least thirty days prior to the meeting and will include the proposed slate of officers.

Section 2: Steering Committee meetings shall be held at least four times per year. Notice shall be given at least seven days prior to the meeting. All Steering Committee meetings shall be open to the membership.

Section 3: The Steering Committee shall coordinate periodic meetings appropriate for the entire membership.

Section 4: Quorum for annual meetings shall consist of those members of MAM who are present. Quorum for Steering Committee meetings shall be those members of the Committee who are present.

Article IX Amendments

These Bylaws may be amended at any properly called annual meeting of the membership by a majority of the members present. Amendment proposed by a Bylaws Committee must be available to the membership in written form at least thirty days prior to the annual meeting at which they are to be voted on.