

Alabama Museums Association

BY-LAWS

Revised November 2, 2017

Article I: Purpose

The purpose of the Association shall be to promote the best interests of museums in the state; to develop programs which meet specific needs; to foster continued professional growth; to encourage cooperation between museums; to aid in the improvement of museums as education institutions; and to promote the protection and preservation of objects, specimens, records and sites significant to the natural and human history of Alabama.

Article II: Definition

A museum shall be defined as a formally chartered, permanent, not for profit institution, open to the public and administered in the public interest, for the purpose of collecting and utilizing collections, preserving, organizing and exhibiting to the public artistic, historical, scientific and technological objects and specimens of cultural and educational significance. Botanical gardens, aquariums, zoos, historical houses, arboretums, nature centers, libraries and historic sites which meet the requirements set forth in the preceding sentence also shall be deemed to be museums within the meaning of that word as used in this constitution.

Article III: Museum Association Council

Section 1. The Council shall conduct the business and affairs of the Association between the Annual Meetings of the Membership.

Section 2. All members of Council must hold a staff position (paid or unpaid) with a museum in the state of Alabama. The Council shall be made up of 14 representatives including:

- A. One representative from each of the six geographical districts of the state. (Map of districts is attached.)
- B. The officers of the Association.
- C. The state representative to the Southeastern Museums Conference. The representative of the Southeastern Museums Conference shall be the immediate past president of the Alabama Museums Association. If the immediate past president declines to serve on the Council or is serving on the Council in another capacity, the membership at large shall nominate and vote on a representative to the Council at its Annual Meeting. Actual appointment to the SEMC Council shall be made by the SEMC President.
- D. Three members elected from the membership-at-large.
- E. All district representatives and at large members will be elected to serve a three-year term (beginning in 2017 and 2018 respectively). They can be elected to serve two subsequent consecutive terms, but cannot serve more than three terms consecutively. After two consecutive terms served, a council member has to take a one term break before serving again on the council.

Section 3. Any vacancy in the Council may be filled by appointment of the Council until the next Annual Meeting, at which time the officers, district representatives and members-at-large will be elected.

Section 4. Any Council member who fails to attend three consecutive Council meetings without an acceptable reason shall be deemed to have automatically resigned.

Section 5. Special Council meetings can be called by the President or any five Council members.

Section 6. One more than half the number of those serving the Alabama Museums Association in the capacity of officers, representatives and members-at-large shall constitute a quorum for meetings.

Section 7. A minimum of one month's notice shall be given in writing for regular Council meetings.

Section 8. The Council shall meet at least one time a year in addition to the Annual Meeting and have as many additional meetings as necessary to conduct the business of the Association.

Article IV: Officers and Duties

Section 1. Officers

- A. The officers of the Association shall include President, Vice-President, Secretary and Treasurer.
- B. All association officers are elected to serve a two-year term ~~(beginning 2016)~~ and can be elected to one subsequent term, the officer can serve additional terms **as long as a one-term break takes place in between consecutive term periods.**
- C. Officers shall be elected at **the Annual Meeting at the end of each of their terms.**
- D. A vacancy among the officers of the Association shall be filled by appointment by the President, subject to ratification by the Council. If the vacancy is in the office of President, the Vice-President shall assume that office and appoint a new Vice-President, subject to ratification by the Council.
- E. Newly elected officers shall take office following the adjournment of the Annual Meeting **in which they are elected.**
- F. **Officers of the Association can be elected as long as they fit Membership guidelines as stated in Article VI, Section 1.**
- G. Officers may be removed by affirmative vote of the majority of the conference membership.

Section 2. Duties

- A. The President shall:
 1. Preside at all meetings of the Council, and all other meetings of the Association.
 2. Represent the Association at all times unless another representative is designated by the President.
 3. Prepare a brief Annual Report for presentation at the Annual Meeting.
 4. Prepare a written agenda for all meetings.

5. Serve as an Ex-Officio **member** of all committees.
- B. The Vice-President shall:
1. Preside at any meeting at which the President is unable to be present.
 2. Perform such other duties as may be assigned by the Council.
 3. Assume the duties of the President in the event of a vacancy in that office.
- C. The Secretary shall:
1. Send written notice of all meetings to the appropriate members.
 2. Record the minutes of all meetings of the Council and the Business Meetings of the Association, and send copies of them to each member of the Council with one month after each meeting.
 3. Perform such other duties as may be assigned by the President or the Council.
- D. The Treasurer shall:
1. Be responsible for all receipts and disbursements of the Association.
 2. Maintain a checking account of the Association's funds in a bank in the Treasurer's home city.
 3. Prepare a brief financial statement for all meetings of the Association, and at other times as required by the Council.
 4. Prepare within thirty days after the close of the fiscal year a full and clear statement of the business and condition of the Association, and shall mail a copy thereof to each of the members of the Council. The fiscal year shall run from January 1 to December 31.

Article V: District Representatives and Members at Large

Section 1. District representatives and members-at-large shall be elected for a **three-year term**, and can succeed themselves one additional term upon re-election by the membership.

Sections 2. District representatives and members-at-large shall be elected **during an annual meeting of the membership committee.**

Article VI: Membership

Section 1. Membership in the association is open to Museums, museum professionals, individuals, **scholars, academic institutions** and private and corporate organizations interested in the goals and purposes of the association.

Section 2. Membership categories shall include: Student, Individual, Institutional, Patron.

Section 3. Membership shall run on the calendar year with renewals due January 1. Memberships will be terminated if dues have not been received sixty days after the date of the Annual Meeting. New memberships in the Association shall commence from the date of subscription.

Section 4. Membership Category Definitions:

- A. A Student membership shall be available to any student actively engaged in a course of museum studies and/or related fields.

- B. Individual memberships shall be available to professional museum personnel, and other persons interested in the goals and purposes of the Association.
- C. Institutional membership shall be available to those museums which meet the requirements set forth in the definition of a museum in the purposed of these By-Laws.
- D. Membership as a Patron shall be extended to those individuals contributing \$100 or more to the Association.

Article VII. Committees

Sections 1. Nominating, Membership and Conference Arrangements Committees shall be appointed annually by the President.

Section 2. The Nominating Committee shall recommend a slate of officers for election at the Annual Meeting of the members, and shall provide written notice of such recommendations in the same manner as is prescribed herein for notice of meetings of members.

Section 3. The Membership Committee shall encourage and promote the Alabama Museums Association and develop and maintain an effective membership program. In addition, the Committee shall be responsible for assessing membership interests and needs, and communicating such to the Council to assist in program planning.

Section 4. The Conference Arrangements Committee will plan and coordinate arrangements for the Annual Meeting upon approval of the Council.

Section 5. The Council of President may appoint from time to time such other committees as it deems necessary to the business of the Association. The composition of any such committee may include members of the Association.

Article VIII: Annual Statement

An annual statement and report shall, after approval of the Council, be sent to each member of the Association.

Article IX: Meetings

Section 1. All Meetings of the Association shall be held at a place in Alabama designated by the Council.

Section 2. Annual Meeting: An Annual Meeting of the Association shall be held in **the first quarter** of each year or at a time designated by the Council. The business of the Association shall be conducted at this time.

Section 3. Special meetings: Special meetings may be called by a majority of the membership of the Association.

Section 4. Notice of all membership meetings shall be sent to the membership by the secretary at least thirty days prior to the meeting.

Section 5. The voting eligibility of the Association is as follows:

- A. Each institution has one vote. The votes of all individuals connected with a voting institution will be represented by their institution's vote.
- B. Individuals, belonging as individual members of the Association, have one vote.
- C. Prior to balloting, a count will be taken of the eligible votes present and the tabulation of votes cast shall occur with the total eligible votes present.
- D. Proxy votes will not be accepted.

Article X: Employment

The Council may employ, as necessary, part-time or full-time employees to conduct the business of the Association as assigned by Council. The employment may be determined annually by the Council and will be set forth in job descriptions and contracts for service.

These By-Laws may be amended at any meeting of the membership of the Association by a two-thirds vote of those members voting, provided that not less than thirty days notice of such proposed amendment shall have been given to all members of the Association.