

South Carolina Federation of Museum By-Laws

September 1990, March 1997, March 2005

Section I Name and Place of Business

1.01 The name of the organization shall be South Carolina Federation of Museums with its principal place of business being the State of South Carolina.

Section II Purpose

2.01 The purpose of the Federation shall be to represent and promote the best interests of the South Carolina's museums.

2.02 A museum shall be defined as a public or private nonprofit agency or institution organized on a permanent basis for essentially educational or aesthetic purposes, which, utilizing a professional staff, owns or utilizes tangible objects, animate or inanimate, cares for them, and exhibits them to the public on a regular basis, in accordance with the Museum and Library Services Act.

2.03 The Federation shall act in alliance with the objectives of the American Association of Museums and the Southeastern Museums Conference to represent and foster accepted professional standards and procedures among its membership.

Section III Membership and Membership Meetings

3.01 Memberships in the Federation shall be composed of three classifications: Professional, Associate and Institutional,

3.02 Additional classifications may be designated by the Executive Committee as necessary.

3.03 Annual dues for each category of membership shall be prescribed by the Executive Committee Convention. Special memberships, as established by the Executive Committee, such as Honorary, shall not require annual dues.

3.04 The Federation shall hold one business meeting annually, in the spring, at which time election of officers shall take place.

3.05 Special meetings of the membership may be called at any time by the Executive Committee and must be called by the principal officer upon receipt of a request from not less than three of the members of the Executive Committee or not less than one third of the membership.

3.06 Notice of every meeting of the Federation shall be sent to the membership by the Secretary or other member of the Executive Committee. The notice shall be mailed at least thirty days (30) prior to the meeting and shall outline, as far as practicable, the matters to be conducted, including specific advice as to any elections to be conducted thereat.

3.07 At any annual or special meeting of the Federation membership, one third of the membership shall be a quorum, but, in the absence of a quorum, a lesser number may adjourn the meeting.

3.08 At every meeting of the Federation membership, each institutional and professional member present or represented in person shall be entitled to one, and only one, vote. A duly authorized representative of an institutional member may cast one vote for the institution. This may mean that an individual holding a professional membership may vote both for himself and for his institution. Voting by proxy mail shall not be permitted. Decisions on any questions at a meeting of the membership shall be a majority vote of the members present and voting. Associate and Honorary members may not vote.

3.09 Upon issuance of notice and conduct of a hearing in accordance with procedures prescribed by the Executive Committee, any membership may be terminated by the Executive Committee for conduct deemed detrimental to the Federation.

Section IV Executive and Other Committees

4.01 The business and affairs of the Federation shall be administered by the Officers of the Federation in accordance with the policies established by the Convention. The officers of the Federation shall constitute the Executive Committee.

4.02 Regular meetings of the Executive Committee shall be held at least semi-annually according to a schedule determined by the Executive Committee. Three members of the Executive Committee shall constitute a quorum but a lesser number shall adjourn a meeting. The Committee will meet upon the call of the President. Members of the Executive Committee may be polled by telephone or electronically at the discretion of the President.

4.03 Special meetings of the Executive Committee may be called by the President and shall be called upon the written request of the majority of the members of the Executive Committee.

4.04 The President shall appoint a Nominating Committee composed of three members, one of whom shall be the Past President who serves as Chair. The committee shall propose a slate of nominees for officers of the Executive Committee of the Federation.

4.05 The President may appoint or provide for other appointment of other advisory, administrative or working committees from among members of the Federation as he/she see fit and shall determine or provide for determination of their duties and functions.

4.06 Except as otherwise specifically prescribed in the by-laws, all decisions at any meeting of the Executive Committee or other committees established pursuant to Article 4.04 and 4.05 shall be by majority vote of those present and voting.

4.07 The members of the Executive Committee shall be volunteers and shall receive no compensation from the Federation.

4.08 The purpose of the S.C. Federation of Museums Professional Development Committee is to plan and organize the annual Spring meeting, to suggest subjects for workshops, and to advise the Executive Committee on matters relating to the training and professional development. The Professional Development Committee will consist of nine (9) members

serving terms of three (3) years. Three members will rotate off each year and three new members will be appointed. At the committee meeting following the annual Spring meeting, the committee will decide which people shall be invited to serve and the chairman will send letters of invitation to them. The chairperson of the committee will be chosen by the Executive Committee. The chair would be selected annually, at the meeting following the spring meeting, to serve for one year. A person could be reappointed within his or her three-year term. The committee will also select a vice-chairperson to act as chair if the chairperson cannot do so.

Section V Officers

5.01 The officers of the Federation shall be President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer, and an Information Technology Officer. Each of such officers shall be elected from the membership at the regular annual meeting of the Federation. Following the report of the Nominating Committee the membership shall be provided an opportunity to present nominations for the officers, who shall assume their duties immediately upon election.

5.02 The President shall preside at all meetings of the Federation membership and at all meetings of the Executive Committee and shall be a member ex-officio of all other committees, except the nominating committee. He/She may sign and execute all authorized contracts and other obligations and undertakings, as directed by the membership, in the name of and on behalf of the Federation. He/She shall be the principal officer of the Federation.

5.03 At the request of the President, in the event of his absence or disability, the First Vice-President shall perform any and all duties of the President and the Executive Committee may from time to time assign. In the absence of the First Vice-President, the senior ranking officer shall preside. The First Vice President shall also serve as a liaison to the Professional Development Committee unless otherwise replaced by another member of the Executive Committee as directed by the President.

5.04 The Second Vice-President is instructed by the Executive Committee if there are to be scholarships presented in that year and at what budget amount. The Second Vice-President puts together a committee, solicits applications, and the committee decides who will receive the scholarships. The Second Vice-President makes the announcement of the awards at the annual meeting.

5.05 The Secretary shall attend and keep minutes of all meetings of the Federation membership and of the Executive Committee. He/She shall issue notice of all meetings of the Federation membership and of the Executive Committee and shall, in general, perform all the duties of the office of Secretary, subject to the control of the Executive Committee. He/She shall keep a list of the membership of the Federation information with respect thereto which list or information shall be available to the Federation membership. The Secretary shall promptly mail minutes to all institutional and professional members.

5.06 The Treasurer shall keep an account of all receipts and expenditures of the Federation, making a report at each meeting of the Executive Committee and providing the Executive Committee with a yearly account to be included in the Federation's Annual Report. All monies received by the Federation shall be deposited in the general operating fund or a federally insured savings account of the South Carolina Federation of Museums except where gifts or bequest specify a direct application with the approval of the Executive Committee. The

Treasurer shall present a detailed financial statement at the Annual Business Meetings and this report shall be printed in the minutes.

5.07 The immediate Past President shall serve as an ex-officio member of the Executive Committee. He/She shall also chair the nominating committee and present the slate of officers at the annual meeting. This position shall also have the responsibility for carrying out any awards, recognitions or presentations as directed by the Executive Committee.

5.08 The Information Technology Officer shall be responsible for overseeing the content of the Federation website, maintaining the listserv, and advise on other related technology matters as decided by the Executive Committee.

5.09 In the event of death or resignation of any officer before the expiration of the annual term for which such an officer was elected, the Executive Committee shall fill each vacancy from among membership of the Federation.

5.10 Elections shall be held annually. On years ending in even numbers, elections shall be held for the positions of President, First Vice-President and Treasurer. On years ending in odd numbers, elections shall be held for the positions of Second Vice-President, Secretary, and Information Technology Officer. No person shall hold the same office for more than one term of office. After lapse of one term, a member will be eligible for re-election to the office previously held.

Section VI Fiscal Year

6.01 The fiscal year of the Federation shall end on the thirty-first day of December in each year. Membership renewal notices shall be mailed out one month in advance of the end of the fiscal year.

Section VII Dissolution

7.01 After written notice the Federation may voluntarily be dissolved by vote of the Federation membership at a meeting called expressly for such purpose. In the event of dissolution, the residual assets of this organization will be turned over to one or more organizations which themselves are exempt from Federal income tax as organizations described in Section 501 (c) (3) and 170 © of the Internal Revenue Code of 1954, or the corresponding provisions of any prior or future Internal Revenue Code, or to the Federal, State or local for exclusively public purposes. The final disbursement of assets of the South Carolina Federation of Museums shall be approved by the membership.

Section VIII Amendments

8.01 These by-laws may be amended or changed at any meeting of the Federation at which a quorum is present, provided that the proposed amendment or change shall have been circulated among the membership at least thirty (30) days prior to the meeting. These by-laws may be amended or changed at any meeting of the Federation at which a quorum is present without prior notice provided that the decision to amend or change is by unanimous consent of those members present and voting. Recommendations for changes in the by-laws may be submitted to an ad-hoc By-Laws Committee at any time.

8.02 Amendments shall take effect at the adjournment of the meeting at which they were adopted.