

# Friends of the Mabee-Gerrer Museum of Art

## By-Laws

Revised 07/ 2013

### ARTICLE I – NAME

The name of the organization shall be the Friends of the Mabee-Gerrer Museum of Art (Friends of MGMoA).

### ARTICLE II – PURPOSE

The purpose of the Friends of MGMoA shall be to provide support for the Mabee-Gerrer Museum of Art, both in the museum and in the community.

### ARTICLE III – MEMBERSHIP REQUIREMENTS

#### Section 1. Membership

Any interested member of the Mabee-Gerrer Museum of Art shall be eligible for membership in the Friends of MGMoA and may become a member upon payment of annual dues. Friends shall be expected to participate in the Friends of MGMoA activities and museum events. There will be no hours required.  
*(Grandfather clause: Anyone in the MGMoA Volunteer Society before April 2013 that does not have a separate museum membership does not have to have one in addition to the Friends dues.)*

#### Section 2. Membership Dues

Annual membership dues are \$15.00, payable by July 1.

### ARTICLE IV – ADMINISTRATION

#### Section 1. Elected officers

President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. The immediate past president shall automatically assume the office of parliamentarian and shall chair the Nominating Committee.

#### Section 2. Executive Committee and Board

A. The Executive Committee shall consist of President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Parliamentarian.

B. The Board shall be comprised of the Executive Committee and Standing Committee Chairpersons.

1. Standing Committees shall be: Historian, Hospitality, Membership, Program, Public Relations, Refreshments, Special Trips, Telephone, Yearbook, Greeters and Badges.
2. The Standing Committee Chairpersons shall be selected by the President and approved by the Executive Committee.
3. The President shall appoint special committees when needed.

C. The Director of the Mabee-Gerrer Museum of Art may attend any Friends Board meeting or regular meeting.

#### Section 3. Election of Officers

A. The Nominating Committee shall present a slate of officers at the March meeting. The Parliamentarian shall conduct the election of officers at the April meeting and shall install the new officers at the May meeting. The officers shall assume their duties thereafter. A simple majority vote of those present at the April meeting shall be necessary to elect an officer.

B. The officers shall serve for a term of one (1) year. An elected officer may serve no more than two (2) consecutive terms in the same office.

#### Section 4. Fiscal Year

The fiscal year is from July 1 – June 30.

#### Section 5. Nominations

A. The Nominating Committee shall consist of five (5) members elected by the membership. At the February meeting, this committee shall present the slate of candidates for the offices of: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Members of the Nominating Committee for the following year.

B. Any member may make an additional nomination from the floor if the nominee has given previous consent.

#### Section 6. Interim Vacancies

The Executive Committee shall have the authority to fill any interim vacancies.

#### Section 7. Duties

The duties of the officers shall be those as stated in *Robert's Rules of Order, New revised*.

##### A. Duties of elected officers:

1. President: The President shall preside at all business meetings of the Friends and perform all duties regularly required of that office; shall serve as ex officio member of all committees; and shall write a monthly newsletter to the membership.

2. Vice President: The Vice President shall perform all the duties of the President in his/her absence.

3. Recording Secretary: The Recording Secretary shall furnish the President a copy of the minutes and also provide a copy for the file.

4. Corresponding Secretary: The Corresponding Secretary shall present for the Friends consideration all written correspondence, and shall conduct the Friends correspondence.

5. Treasurer: The Treasurer will prepare the Friends budget, shall collect dues, and shall give periodic reports.

6. Parliamentarian: The Parliamentarian shall serve as Chairman of the Nominating Committee, shall assist the President in defining protocol, and shall serve as the installing officer.

7. The Executive Committee: The Committee shall meet before each meeting. Each officer is obligated to attend or to advise the President of an intended absence.

##### B. Duties of Standing Committee Chairperson:

1. Historian/Scrapbook: The chairperson shall keep a scrapbook of Friends activities, including pictures and newspaper clippings.

2. Hospitality: The chairperson shall coordinate refreshments for parties, openings of art exhibits, and other social events.

3. Membership: The chairperson shall recruit new members, make arrangements for the Friends annual fall membership luncheon. The Membership chairperson shall also orient new members.

4. Programs: The chairperson shall be responsible for scheduling programs for general meetings as needed.

5. Public relations: The chairperson shall be responsible for reporting to the media all activities of the Friends of MGMoA.

6. Refreshments: The chairperson shall be responsible for coordinating the refreshments at regular meeting.

7. Special Trips: The chairperson shall arrange out-of-town tours for the Friends.

8. Telephone: The chairperson shall assist the President in notifying members as needed.
9. Yearbook: The chairperson shall be responsible for the preparation and printing of the yearbook.
10. Greeters and Badges: The chairperson shall create and update all members' nametags and have them available at the meetings. The chairperson will arrange for greeters to greet members and visitors on arrival.

#### **ARTICLE V – MEETINGS**

- A. REGULAR MEETINGS: Regular meetings shall be on the third Monday of each month at 11:30 a.m. with the exception of December, June, and July.
- B. BOARD MEETINGS: Board/Business meetings shall be on the third Monday of each month at 11:00 a.m. with the exception of December, June, and July. Board members are required to attend these meetings and all other Friends are encouraged (but not required) to attend and make business decisions for the group.
- C. SPECIAL MEETINGS: The President, with the approval of the Executive committee, may call special meetings as needed.

#### **ARTICLE VI – PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order, New Revised*, shall govern the Friends of MGMoA except when they conflict with these By-Laws.

#### **ARTICLE VII – AMENDMENTS**

The By-Laws may be amended by a two-thirds (2/3) vote of those active members present at any general meeting, provided changes have been previously approved by the Board and copies of the amendment have been presented to the members at the previous meeting.

#### **STANDING RULES**

The following Standing Rules were approved by the Friends membership during the fiscal years 1995-96 and 1996-97, revised April 15, 2013.

1. With the death of a Friends Member, the Friends will make a Memorial donation of \$25.00 (twenty-five dollars) to the Museum Endowment Fund.
2. Refunds on trips will be paid after all expenses of the trip are paid, if money is available.
3. The Executive Board shall appoint a Friends representatives to the Mabee-Gerrer Museum of Art Association and the Board of Trustees.