

# **CONSTITUTION AND BYLAWS OF THE REGISTRARS COMMITTEE MOUNTAIN-PLAINS MUSEUM ASSOCIATION**

## **ARTICLE I: Name**

The name of this organization shall be Registrars Committee, Mountain-Plains Museum Association (RC-MPMA). This committee is affiliated with the Registrars Committee of the American Association of Museums (RC-AAM) and the Mountain-Plains Museums Association. All financial records will record the organization's name as above.

## **ARTICLE II: Objectives**

The purpose of the RC-MPMA is to promote high standards of museum practice and to foster professional growth between registrars and individuals in related fields. The RC-MPMA will promote the exchange and distribution of information through seminars, publications, and other channels. The organization will follow the Code of Ethics for RC-AAM in all its endeavors.

## **ARTICLE III: Membership**

1. There shall be two types of membership: Individual voting membership and Individual (Associate) non-voting membership.
2. Individual voting membership in the RC-MPMA is open to all museum professionals within the ten-state MPMA region (Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, and Wyoming) who perform the duties usually associated with the title of Registrar, Assistant Registrar or Collections Manager.
3. Individual non-voting (Associate) membership in the RC-MPMA is open to those professionals working in a museum or related non-profit organization or who have expressed an interest in supporting the objectives of the RC-MPMA. Non-voting members are not required to maintain residence within the ten-state MPMA region. Non-voting members shall receive all benefits of membership, except voting privileges and the right to hold office.
4. The term of membership is the calendar year. The amount of dues will be determined by a vote of the Executive Committee (Chair, Vice-Chair, Secretary, and Treasurer).

## **ARTICLE IV: Officers**

1. Elected officers shall consist of a Chair, Vice-Chair, Secretary, and Treasurer. Any individual voting member of the RC-MPMA in good standing is eligible for any office, provided he/she meets the other requirements of office.
- 2a. Non-elected (appointed) officers shall include, but not be limited to, a Publications Chair, Membership Chair, Development Chair, Scholarship Chair, and Nominations Chair, and other positions appointed as needed. The Publications Chair and any other appointed officers shall be individual voting members of the RC-MPMA in good standing.
- 2b. The Executive Board shall comprise the Executive Committee (elected officers) plus the appointed officers.
3. CHAIR: The Chair shall be an individual voting member of the following organizations in good standing: RC-MPMA, MPMA, AAM, and RC-AAM.

The duties of the Chair shall be to attend all annual business meetings of the RC-MPMA, all Executive Board meetings of the RC-MPMA, and all other meetings for that organization. The Chair shall serve as the Committee's representative to the Executive Council of the MPMA by attending all MPMA Executive Council meetings.

The Chair shall also serve as the region's representative to the Executive Board of the RC-AAM and attend all meetings of this Board.

The Chair calls all RC-MPMA Executive Board meetings and appoints non-elected officers and Chairs of any standing committees. The Chair shall prepare a written agenda for all business meetings of the RC-MPMA and a written annual report for presentation at the annual business meeting.

The Chair shall serve as *ex-officio* member of the Executive Board of the RC-MPMA for one year after completion of the term of office.

4. VICE-CHAIR: The duties of the Vice-Chair shall be to supervise the Program Committees of the RC-MPMA at the annual meeting and to assist Chairs of workshops, seminars, and presentations sponsored by the Committee aside from those at the annual meeting. The Vice-Chair is empowered to appoint the Chairs of Program Committees as needed and will work with the individual Chairs to appoint their committees.

The Vice-Chair will fulfill the duties of the Chair should the Chair be unable to serve a full term of office. Therefore, the Vice-Chair shall meet all the requirements of the office of Chair.

5. SECRETARY: The duties of the Secretary shall be to record minutes of all meetings, summaries of seminars or programs sponsored by the committee, to preserve examples of newsletters, and other publications distributed by the organization, and the annual reports of the officers. Other duties shall include tallying of written ballots for election of officers, amendments to the Constitution and Bylaws, and any other voting procedures held by the Committee.
6. TREASURER: The duties of the Treasurer shall be to receive dues and provide timely information to the Membership Chair, to maintain the checking account for the RC-MPMA, and to be responsible for all receipts and disbursements. The Treasurer shall prepare financial statements on a quarterly basis for submission to the Chair, and shall prepare an annual budget for approval at each annual meeting.
7. MEMBERSHIP CHAIR: The duties of the Membership Chair shall be to maintain a current membership list with the assistance of the Treasurer, and to assist the Chair and the State Representatives in performing membership drives. The Membership Chair will send communications via-email, including RC-MPMA newsletters, to the membership on behalf of the other officers.
8. DEVELOPMENT CHAIR: The duties of the Development Chair shall be to raise funds for scholarship awardees to attend annual MPMA meetings, raise funds and in-kind supplies to support Helping Hands Brigade annual service project, raise funds for events, workshops, and other RC-MPMA activities, acknowledge sponsors based on contribution level, and work with the RC-MPMA board to provide consistency with invoices, contracts, and benefits. The Development Chair is empowered to appoint a committee to assist in fundraising activities.
9. PUBLICATIONS CHAIR: The duties of the Publications Chair shall be to gather information relevant to the interests of the RC-MPMA and to disseminate this information to the membership in the form of a biannual publication. The Publications is empowered to appoint a Publications Committee as needed to assist in the gathering and dissemination of information.

10. STATE REPRESENTATIVES: The Chair is empowered to appoint up to one individual voting member to be State Representative for each state in the MPMA region. The duties of the State Representative shall be to disseminate information about RC-MPMA to prospective members within their state; to provide the Membership Chair with the names of prospective new members within their state; to coordinate programming and the exchange of information among museum professionals, particularly those performing the duties of a registrar within their state. The State Representatives shall provide the Publications Chair with information relevant to registration events and concerns within their state in a timely manner in accordance with a schedule established by the Publications Editor. State Representatives who cannot provide information for an issue of the newsletter should notify the Publications Chair. Failure to provide information for more than two consecutive issues of the newsletter may be construed as a resignation from office and result in the appointment of a new State Representative by the Chair.

#### ARTICLE V: Elections

1. Nominating Committee: The Chair shall appoint a Chair for the Nominating Committee annually in March. This person shall be empowered to appoint up to two additional persons from the general membership for the Nominating Committee.

No person serving on the Nominating Committee shall be eligible to run for office in the election for which he/she serves.

No elected officer except the Treasurer may serve more than two consecutive two-year terms.

2. Election of officers: Officers shall serve a term of two years. The terms will be staggered. The Chair and Treasurer will be elected in odd years and the Vice-Chair and Secretary will be elected in even years. The term of office shall begin immediately following the business meeting held in conjunction with the annual MPMA conference at which time the election results will be announced.
3. Appointed officers: The Publications Chair, Membership Chair, Chairs of standing committees and task forces shall be appointed by the Chair as soon as practical after the Chair assumes office and the appointments announced to the membership via e-mail and/or the newsletter.
4. Elections should be by written or electronic ballot, with the results determined by a simple majority of ballots received.
5. The Nominating Committee will present a slate of two candidates or more for each office if possible, or one candidate and the option for a write-in candidate. The Secretary will circulate the names of candidates to the membership no less than two months prior to the annual business meeting. Additional nominations will be accepted by petition to the Nominating committee up to six weeks prior to the annual business meeting. Candidates nominated by petition must agree in writing to have their names placed on the ballot. Ballots will be issued to the membership electronically no less than twenty-one days prior to the date of the annual business meeting. Ballots must be returned to the Secretary no later than one week prior to the annual business meeting. Results of the election will be conveyed to those on the ballot as soon as the votes are tabulated. Results will be announced to the membership at the annual business meeting, and new officers will be introduced.

#### ARTICLE VI: Meetings

The RC-MPMA will meet annually in conjunction with the annual conference of the Mountain-Plains Museums Association. At this time, officers and committee Chairs will give their annual reports to the membership, and other business will be transacted as appropriate.

The Chair may call other business meetings as necessary, with a thirty-day advance notice to the membership.

#### ARTICLE VII: Amendments

The Constitution and Bylaws can be amended by a simple majority vote of the ballots received from the membership, provided that such amendments have been submitted in writing to the Secretary and distributed to the membership no less than two weeks prior to the end of the voting period.

#### ARTICLE VIII: Dissolution Agreement

Perpetual operation of the RC-MPMA is contemplated, but in the event of a dissolution, the Executive Committee must direct assets of the RC-MPMA to the Mountain-Plains Museum Association-- provided at that time, the organization qualifies as an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

#### ARTICLE IX: Adoption

This Constitution and Bylaws will become effective upon the positive vote of the membership.

Revised August 2014; Voted on by membership September 2014.