

Bylaws of the Museum of Anthropology Advisory Board (as amended January 20, 2010)

ARTICLE I - NAME

Section 1. This organization shall be known as the Museum of Anthropology Advisory Board.

ARTICLE II - PURPOSE

Section 1. The purpose of this organization shall be to advise the Director and staff of the Museum of Anthropology in how the Museum can best fulfill its Mission: The Museum of Anthropology at Wake Forest University creates awareness of global cultures by collecting, protecting, managing, and exhibiting archaeological artifacts, ethnographic objects, and visual arts of past and present peoples, and providing opportunities for intercultural learning. Members of the Advisory Board shall serve as advocates for the Museum of Anthropology to the University and the wider community, provide feedback from the University and community, serve as liaisons with the Museum's constituencies and act together as an independent sounding board.

Section 2. This organization shall assist the Director and staff in the solicitation of collections, gifts and grants from individuals, corporations, foundations and government agencies.

ARTICLE III - MEMBERSHIP

Section 1. The Museum of Anthropology Advisory Board shall constitute the only membership.

Section 2. The number of members of the Advisory Board shall be no more than fifteen. The Director of the Museum of Anthropology and the President of the Wake Forest Anthropology Club shall serve as ex-officio members of the Advisory Board.

Section 3. The entire voting power of the Museum of Anthropology Advisory Board shall be vested in its membership, each of whom shall be entitled to one vote in electing officers and in the transaction of other business of the Advisory Board.

Section 4. The term of a member of the Advisory Board shall be three years. A member shall be elected to a maximum of two consecutive three-year terms, but then must be off the Advisory Board for at least one year before being eligible for additional terms.

Section 5. Terms shall be staggered, with one-third of the members of the Advisory Board facing election each year. One- and two-year terms shall not be counted in limiting consecutive Advisory Board membership to two terms.

Section 6. If for any reason a member can no longer serve, the seat is considered vacant. The member is eligible for reappointment under Article III, Section 4. An Advisory Board seat vacated during a term shall be filled by election at the next Advisory Board meeting. A partial term filling a vacancy shall not be counted in limiting consecutive Advisory Board membership to two terms.

Section 7. Members of the Advisory Board shall subscribe to the Code of Ethics of the American Association of Museums.

ARTICLE IV - MEETINGS

Section 1. A minimum of four Advisory Board meetings shall be held annually, at a time and place to be designated by the Executive Committee.

Section 2. Special meetings may be called by the President at any time at the direction of the Executive Committee.

ARTICLE V - ATTENDANCE

Section 1. Any member absent without excuse from three Advisory Board meetings in succession or four meetings in any twelve-month period shall be automatically terminated. A member shall notify a member of the Executive Committee in advance of a scheduled meeting to request an excused absence.

Section 2. If such member requests reinstatement within two months, the Board Management Committee may reinstate the seat, though this provision shall not be used for any member more than once per term.

ARTICLE VI - QUORUM

Section 1. A majority of the membership of the Advisory Board or any committee shall constitute a quorum.

ARTICLE VII - NOMINATIONS AND ELECTIONS

Section 1. Nominations for election to available Advisory Board seats and offices shall be made by the Board Management Committee.

Section 2. New members shall be elected by a majority vote of a quorum of the established membership of the Advisory Board at the meeting prior to the Advisory Board's anniversary.

ARTICLE VIII - OFFICERS

Section 1. A President, a Vice President and a Secretary shall be the officers of the Advisory Board.

Section 2. Officers shall be elected at the meeting prior to the Advisory Board's anniversary in July and shall take office at the Advisory Board's anniversary meeting.

Section 3. Terms for the officers of the Advisory Board shall be for one year. Officers can be reelected to consecutive or non-consecutive terms.

Section 4. The President shall preside at all meetings of the Advisory Board and of its Executive Committee.

Section 5. The Vice President shall be responsible for coordinating committees and committee reports. In the absence of the President, the Vice President shall perform the duties of the President. In the event of a vacancy in the office of the President, the Vice President shall become President and serve the remaining fraction of the unexpired term.

Section 6. It shall be the duty of the Secretary to ensure that complete records of all meetings of the Executive Committee and the Advisory Board are maintained; that notices of all meetings are sent to all members at least five business days prior to each meeting; that the ordinary correspondence of the Advisory Board is attended to; and that the archives of the Advisory Board are maintained, including complete records of the terms of members of the Advisory Board.

Section 7. With the exception of the President, an office vacated during a term shall be filled by election at the next Advisory Board meeting.

ARTICLE IX - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the President, the Vice President, and the Secretary of the Advisory Board.

Section 2. The Executive Committee shall have as its responsibility long-range planning for the Advisory Board.

Section 3. The Executive Committee shall act in the place of the Advisory Board in emergencies and between Advisory Board meetings.

Section 4. All actions taken by the Executive Committee shall be reported to the Advisory Board at its next meeting. The Advisory Board may accept, reverse or nullify any action of the Executive Committee.

Section 5. Meetings of the Executive Committee shall be called by the President and shall be held as necessary. They shall be open to the Director of the Museum of Anthropology.

ARTICLE X - BOARD MANAGEMENT COMMITTEE

Section 1. The Board Management Committee shall consist of a Chair and at least two other Advisory Board members.

Section 2. The Chair and members of the Board Management Committee shall be appointed by the President, subject to the approval of the Advisory Board, at the Advisory Board's anniversary meeting.

Section 3. Members of the Board Management Committee shall not be members of the Executive Council and shall not be candidates for any Advisory Board offices.

Section 4. Terms for the members of the Board Management Committee shall be for one year.

Section 5. The Board Management Committee shall have as its year-round responsibilities reviewing and recruiting nominees for the Advisory Board; educating the Advisory Board concerning changes in laws, museum functioning, ethics, etc.; and disciplining members concerning absenteeism, unethical actions, etc.

Section 6. The Board Management Committee shall prepare a slate of candidates for available Advisory Board seats and offices. It shall submit such slates in writing to the Secretary, who will mail copies to the members at least five business days prior to the next meeting of the Advisory Board.

Section 7. Meetings of the Board Management Committee shall be called by the Chair and shall be held as necessary. They shall be open to the Director of the Museum of Anthropology.

ARTICLE XI - DEVELOPMENT COMMITTEE

Section 1. The Development Committee shall consist of a Chair and at least two other Advisory Board members.

Section 2. The Chair and members of the Development Committee shall be appointed by the President, subject to the approval of the Advisory Board, at the Advisory Board's anniversary meeting.

Section 3. Terms for the members of the Development Committee shall be for one year.

Section 4. The Development Committee shall have as its responsibilities assisting the Director and staff of the Museum of Anthropology in the solicitation of grants from individuals, corporations, foundations and government agencies and working with the MOA Friends Committee to develop and implement activities that promote the purposes of the Museum of Anthropology.

Section 5. The Development Committee shall perform its responsibility within the guidelines for development and proposal-writing activities established by the Wake Forest University Office of Development and Office of Research and Sponsored Programs.

Section 6. The MOA Friends Committee will be a permanent subcommittee of the Development Committee and the Chair will be a member of the Development Committee.

Section 7. Meetings of the Development Committee and Friends Committee shall be called by their respective Chairs and shall be held as necessary. Meetings of the Development Committee shall be open to the Director of the Museum of Anthropology and meetings of the Friends Committee shall be open to the Director and the Membership Secretary of the Museum of Anthropology.

ARTICLE XII - COLLECTIONS COMMITTEE

Section 1. The Collections Committee shall consist of a Chair and at least two other Advisory Board members.

Section 2. The Chair and members of the Collections Committee shall be appointed by the President, subject to the approval of the Advisory Board, at the Advisory Board's anniversary meeting.

Section 3. Terms for the members of the Collections Committee shall be for one year.

Section 4. The Collections Committee shall have as its responsibilities assisting the Director and staff of the Museum of Anthropology in the solicitation of donations and loans to the collections, advising the Director and Curator as to the appropriate disposition of objects offered to the Museum of Anthropology, assisting the staff of the Museum of Anthropology in writing a Collections Management Policies and Procedures document and reviewing and recommending modifications to that document biennially.

Section 5. The Collections Committee shall perform its responsibilities within the guidelines for development activities established by the Wake Forest University Office of Development.

Section 6. Meetings of the Collections Committee shall be called by the Chair and shall be held as necessary. They shall be open to the Director and the Curator of the Museum of Anthropology.

ARTICLE XIII - PROGRAM COMMITTEE

Section 1. The Program Committee shall consist of a Chair and at least two other Advisory Board members.

Section 2. The Chair and members of the Program Committee shall be appointed by the President, subject to the approval of the Advisory Board, at the Advisory Board's anniversary meeting.

Section 3. Terms for the members of the Program Committee shall be for one year.

Section 4. The Program Committee shall have as its responsibilities assisting the Director and staff of the Museum of Anthropology in the development of a long-range/strategic plan, reviewing and revising that plan annually, working with the Teachers' Advisory Council in proposing outreach and educational activities, advising as to the appropriateness of present and proposed outreach and educational activities, promoting the Museum of Anthropology and soliciting feedback from Museum of Anthropology constituencies.

Section 6. Meetings of the Program Committee shall be called by the Chair and shall be held as necessary. They shall be open to the Director and the Museum Educator of the Museum of Anthropology.

ARTICLE XIV- SPECIAL COMMITTEES

Section 1. The President or Advisory Board shall appoint special committees as necessary and appropriate.

Section 2. Meetings of special committees shall be open to the Director of the Museum of Anthropology.

ARTICLE XV – AD HOC MEMBERS OF COMMITTEES

Section 1. Except for the Executive Committee, any committee can have ad hoc members drawn from within or outside of the Advisory Board.

Section 2. Ad hoc members of a committee shall be appointed by the Chair, subject to the approval of the committee.

ARTICLE XVI - AMENDMENTS

Section 1. Amendments to the bylaws may be moved at any meeting of the Advisory Board provided that the amendment has been submitted in writing to the Secretary and that the Secretary has mailed copies of the proposed amendment to the members with an announcement of the next scheduled meeting. A majority vote of a quorum of the members shall be sufficient to amend the bylaws.