

# Bylaws of the XXX Museum

## **ARTICLE I**

### **Organization and Location**

Section 1.0. The XXX Museum is a unit of \_\_\_\_ University and accredited by the American Association of Museums. It is located on the university campus in the city of \_\_\_\_ in \_\_\_\_ County, \_\_\_\_.

## **ARTICLE II**

### *Purpose*

Section 2.0 Mission Statement:

Section 2.1 Vision Statement:

Section 2.2 Intellectual Framework:

Section 2.3 The Museum's primary constituents are the university community, the general public, and the schools of \_\_\_\_.

## **ARTICLE III**

### *Management*

Section 3.0. The management of the Museum shall be vested within the academic administration of \_\_\_\_ University. The University shall organize Advisory Committees, consisting of \_\_\_\_ University faculty or staff and community members, in order to assist museum staff in fulfilling the organization's purpose and mission as indicated in Article II. Advisory Committees shall represent the interests of the Museum's primary constituents and shall serve as advocates to the administration of \_\_\_\_ University.

Section 3.1. The President of \_\_\_\_\_ University shall appoint members of the Advisory Committees. The Museum Director shall recommend candidates through the Dean of \_\_\_\_\_ to the University President. In selecting its nominees, the Director shall give consideration to broad representation of various interests of the Museum's primary constituents (see Article II). A prerequisite to membership shall be one's willingness and ability to assist the Museum in a significant way.

Section 3.2. Advisory Committee members should serve for three (3) years, or until a successor is duly qualified; no member shall be appointed to more than two (2) successive full terms.

Section 3.3. Any Advisory Committee member of the Board who shall be absent from all meetings in a year without presenting satisfactory excuses to the Director shall be deemed to have resigned from the Committee and shall cease to be a member thereof, subject to reinstatement by majority vote of the Committee. In the event of such vacancy, or in the event of any vacancy on the Committee, the Museum Director will recommend a successor, in consultation with the Committee members. A successor filling an unexpired term would be eligible for appointment to two (2) additional full terms.

Section 3.4. The University shall assume the management of the Museum. The University shall assign to the Advisory Committees responsibilities for receiving and discussing all committee reports; the Committees shall recommend to the University policies and procedures concerning the management and support of the Museum; they shall implement University-sanctioned procedures for increasing the Museum's effectiveness and developing its resources; they shall assume responsibility for advising the University on the maintenance of professional and ethical standards in the Museum, in keeping with current recommendations of the American Association of Museums.

Section 3.5. The Museum shall establish the:

\_\_\_\_ Advisory Committee: whose purpose shall be to \_\_\_\_\_.

Faculty Advisory Committee: whose purpose shall be to provide advise on and advocate for the integration of the museum into academic classes and for the role of faculty as exhibit curators.

Fundraising and Community Relations Advisory Committee: whose purpose shall be to advise and assist in the development of fundraising events and opportunities for the Museum and advocate for the community in the programs and operations of the Museum.

#### **ARTICLE IV:**

##### *Museum Director*

Section 4.0. The University administration shall appoint a Director, who shall be in charge of the operation of the \_\_\_\_\_ Museum. The Director shall report to the Dean of \_\_\_\_\_. The Director shall be responsible for the Museum's administration and all its activities according to policies and procedures of the University. He or she shall have the authority to employ and dismiss personnel of the staff as specified in policies of the University.

#### **ARTICLE V**

##### **Curators**

Section 5.0. Curators enable the Museum to fulfill the University's commitment to scholarly and/or creative endeavors relevant to the needs of this academic community and of the region served by the University. The Curator of \_\_\_\_\_ is a paid staff member whose position and responsibilities are defined by his/her job description and contract with the University. All other curators work as volunteers in scholarship and/or service to the university.

#### **ARTICLE VI**

##### *Financial Matters*

Section 6.0. Fiscal affairs of the Museum shall follow the requirements of the University, and established institutional procedures shall be followed. The Director is responsible for implementing the University's fiscal policies and procedures in all areas of the Museum's operations.

#### **ARTICLE VII**

### *Dissolution*

Section 7.0. Should the Museum at any time permanently cease to function as a Museum, the buildings and real property shall be used as deemed appropriate by the University for other educational purposes.

Section 7.1. Artifacts that are the permanent property of the Museum shall be transferred to another Museum or educational institution within the University's area of service. Personal artifacts on loan to the Museum must be returned to the lenders.

Section 7.2. After the University permanently abandons the operation of the Museum, the endowment fund and/or other funds shall revert in full to the \_\_\_\_ Foundation or to the University, as appropriate, subject to applicable state laws.

## **ARTICLE VIII**

### **Amendment**

Section 8.0. Alterations, amendments, or repeals of these Bylaws may be recommended to the University administration by the Museum Director and/or the Dean of \_\_\_\_\_.