

Tucson Association of Museums

PO Box 40991

Tucson, AZ 85717-0991

BY LAWS OF THE TUCSON ASSOCIATION OF MUSEUMS

LATEST REVISION: April 2009, PREVIOUS REVISION: June 2002

Article I. Name

This organization shall be known as “Tucson Association of Museums” hereafter referred to as “TAM.” The address of the organization is PO Box 40991, Tucson, Arizona 85717-0991.

Article II. Purpose

It is the mission of the Tucson Association of Museums, a 501c(3) non-profit organization, to promote the educational and cultural value of member museums to the community; work to increase support for these institutions from the public and private sector; and to provide a mechanism for staff enrichment, communication, collaboration, and networking among member museums.

Article III. Membership

1. Voting Institutional Membership is open to non-profit museums regardless of historical orientation in Tucson, Arizona and its immediate environs.
 - a. For the purposes of TAM, a museum is defined as a non-profit organization dedicated to the collection, preservation, study, display, and educational use of objects. They are established as a permanent institution, so the objects in their care may be ensured responsible stewardship. They are open to the public on some regular schedule. They encompass not only traditional collecting institutions, such as art, history, and science museums, zoos, aquariums, and herbariums, but also non-profit organizations that exhibit but do not own objects, such as planetariums, art centers, and science and technical centers.
 - b. The non-profit status requirement may be met by proof of compliance with Section 501c (3), IRS Code of 1954.
 - c. Prospective member museums are encouraged to send representatives to attend and participate in the meetings of TAM. Prospective member museums will be considered for membership after the museum has had a facility open to the public for a period of one year.
 - d. Prospective institutional members will make a presentation on their museum at a regularly scheduled business meeting, and arrange for a tour of their facilities for interested members of TAM. At the next scheduled business meeting, the membership at large will review the materials presented and discuss the site visit. If a majority vote of the member institutions represented at that meeting determines that the criteria listed in

section 1 or 2 has been met, membership will be offered to the institution. Prorated annual dues will be assessed at the time of the offer of membership is accepted by the prospective institution. Printed materials will be updated in a timely manner. This may constitute an addendum to current brochures, or a new printing run when economically feasible.

2. Non-Voting Institutional Membership is open to institutions which fulfill all the above listed criteria for membership except one of the requirements as outlined in Article III, Section 1, Paragraphs a, b, c, and d. This membership carries all the responsibilities and benefits of membership except they will not have voting privileges. Article III, Section 1, Paragraphs a, b, c, and d will also apply to non-voting member institutions.
3. Individual Membership – Individuals who are not affiliated with member museums may become non-voting members of TAM by paying individual membership dues.
4. Associate Membership – Corporations or organizations who are not affiliated with member museums but provide a service to the museum community may become non-voting members of TAM by paying associate membership dues. The general membership and/or executive committee must approve all Associate members during a regular business meeting. Fees are to be set by the executive board.
5. Annual Dues for institutions or individuals will be determined by the executive board and approved by the membership. Annual dues for members are due by December 31. Memberships are on a calendar year. If subsidiary facilities of member museums want TAM membership benefits, they must pay additional dues equal to ½ the annual institutional membership dues.

Article IV. Meetings

1. Designated representatives of each member museum shall meet annually during the month of January to hear the annual report of the officers of the Association, to elect officers, and to conduct such other business as may properly come before them. They shall have regular meetings for the purpose of conducting the business of the organization.
2. Specific meetings may be held upon call of the President, or if the President is absent, unable, or refuses to act, by designated representative of any four (4) museums.
3. Written notice of each annual, regular, or special meeting shall be mailed or emailed to each member museum, postmarked not later than seven (7) days before such meetings and shall specify the place, date, and hour of such meetings and the business proposed to be conducted.
4. No fewer than 1/3 of the member museums at any annual, regular, or special meeting shall constitute a quorum for the purpose of transaction of business. The President may be counted as part of the quorum.
5. Every member museum represented shall be entitled to one vote.
6. Three (3) members of the Executive Board constitute a quorum.
7. Any obligation or expenditure greater than \$100.00 shall require the prior approval of the Executive Committee.

Article V. Officers

1. The elected officers of TAM must be representatives of member museums and shall consist of:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
2. The duties of the officers shall be as follows:
 - a. The President shall serve as chief executive officer of TAM and shall preside over the meetings of the membership and Executive Board. The President shall appoint or approve all necessary committees and chairperson.
 - b. The Vice-President shall assist the President and shall perform the duties of the President in the President's absence. If the office of President becomes vacant, the Vice-President shall take over for the remaining term.
 - c. The Secretary shall keep written record of all regular, annual, special, and Executive Board meetings, and shall keep the file of all records, correspondence, mailing lists and bylaws. The Secretary shall notify member museums of regular, annual, and special meetings (as prescribed herein).
 - d. The Treasurer shall be responsible for all funds of TAM for collections of dues, and for the fiscal conduct of TAM.
3. Officers shall be elected annually by voice vote of members at the annual meeting held during January.
4. Should a vacancy exist among the officers other than the President, member museums represented at a regular meeting, or at a special meeting called for that purpose, shall have the power to fill such vacancy(ies).
5. The officers and past-President (if available) constitute the Executive Board, which may carry on the business of the organization between regular meetings. Executive Board members may vote by telephone or email communication if all members of the Executive Board are notified that a vote is being taken.
6. For the purpose of non-profit corporate status, the four (4) officers are the four (4) directors.

Article VI. Order of Business

1. Robert's Rules of Order In Brief (2004) shall govern conduct at all meetings.
2. The Order of business will be listed on the agenda.

Article VII. Dissolution

1. In the event of dissolution of this organization, any assets remaining after the satisfaction of debts shall be divided among the member museums in good standing.

Article VII. Amendments

1. These bylaws may be amended by the majority vote of the total membership of TAM at any regular, annual, or special meeting, but should at the very least be reviewed yearly, with any changes reviewed at the annual meeting. The proposed amendment shall have been mailed or emailed to each member museum not less than ten (10) days prior to such meeting.