

# **BELDING MUSEUM ADVISORY BOARD BY-LAWS**

## **ARTICLE I—NAME AND PURPOSE**

- Section 1. The name of the organizations shall be the Belding Museum Advisory Board (the “Board”).
- Section 2. The Board shall:
1. Advise the City Council and the City Manager on matters concerning the operation of the Museum, the BEL and/or the Belrockton in the City of Belding.
  2. Recommend to the City Council and City Manager the establishment of priorities for the Museum, the BEL and/or the Belrockton.
  3. Recommend to the City Council and City Manager such measures, as it deems necessary and proper for the betterment of the Museum, the BEL and/or the Belrockton.
  4. Perform such other related duties as may be assigned to the Board by the City Council.

## **ARTICLE II—MISSION STATEMENTS**

- Section 1. The Belding Museum is an educational institution whose mission is to collect, preserve and present the natural, cultural and social history of the Belding area.

This mission is carried out to the following purposes:

- To enrich the general public through interpretation and dissemination of knowledge regarding its collection.
- To encourage visitors to explore the relationships between the natural environment and human culture.

- Section 2. The Belding Exploration Lab, (the BEL), is an educational institution under the auspices of the Belding Museum Advisory Board, whose mission is to serve the children of the Belding area.

This mission is carried out to the following purposes:

- To encourage visitors of all ages to Build, Explore and Learn in a safe, stimulating environment.
- To freely explore science and history in a hands-on environment.

## **ARTICLE III— REGISTERED OFFICE**

- Section 1. The registered office and principal place of business of the Board shall be the Belrockton in the City of Belding or such other location as may from time to time be designated by the Board.

## **ARTICLE IV—THE BOARD**

- Section 1a. The Board shall consist of seven persons appointed by the City Council. Such appointees shall meet all qualifications set forth in Section 4.4 (f) of the City Charter, which states: "Each member of a City Board or Commission created by, or pursuant to, this Charter shall have been a resident of the City for at least one year immediately prior to the day of his appointment and shall be a qualified and registered elector of the City on such day and throughout his tenure of office, except that a minority of the members of the Library Board, Museum Advisory Board and Recreation Advisory Board may be non-residents of the City. This amendment allows non-residents to serve on some City Boards and Commissions.
- Section 1b. Board members shall be appointed for a term of three years.
- Section 2. Members of the Board shall serve without compensation, but shall be reimbursed for any expenses incurred in the performance of their assigned duties. All expenses must be approved by the Board, as well as the City Council.
- Section 3. Members of the Board shall serve at the pleasure of the City Council and any member may be removed from membership on the Board by a majority vote of the City Council. The Board may recommend removal of a member, but the final determination will occur through formal City Council action. Resignations of members shall be effective upon delivery of the resignation in writing to the Director.
- Section 4. A member who has a direct interest in any matter before the Board shall disclose the interest prior to the Board taking any action with respect to the matter. The disclosure shall become a part of the record of the Board's official proceedings. Further, any member making such disclosure shall refrain from participating in the Board's decision relative to such matter.
- Section 5. Any board member or the student liaison not attending two consecutive meetings and/or sponsored events without an excuse satisfactory to the Board shall be sent a letter of intent by the Board secretary. Second offense, the Board member shall be asked to resign and another member be appointed by the Council, in compliance with Section 3 of Article IV.
- Section 6. The Board has the authority to protect, maintain and enhance the property and collections belonging to the City. The Board shall have decision-making powers regarding its assets and collections. Enhancements to the property are subject to approval by the City Council.

## **ARTICLE V—OFFICERS**

- Section 1. The Board shall elect from its membership a director, treasurer and secretary. The election of any officer requires a majority vote of the members of the Board.
- Section 2. All officers shall hold office for one year or until a successor is elected.
- Section 3. Vacancies occurring other than through the expiration of a term shall be filled for the unexpired term in the same manner as original appointments are made.
- Section 4. The Director shall preside at all meetings of the Board and shall discharge the duties of the presiding officer. The Director may appoint committees as needed.
- Section 5. In the absence of the Director or in the event of his/her inability or refusal to act, the Treasurer shall perform the duties of the Director and when so acting, shall have all the powers and be subject to all restrictions of the Director.
- Section 6. The Secretary shall maintain custody of the records, books, correspondence, documents or other papers of the Board. The Secretary shall attend meetings of the Board and keep a record of its proceedings, and shall perform such other duties delegated by the Board. In the absence of the Secretary, the Director may assign the duties to another member of the Board.
- Section 7. The Treasurer shall maintain the financial records of monetary gifts, *bills* and fundraisers. The Treasurer will work with the city's Finance Director to ensure the proper accounting of our funds and to prepare an annual budget.
- Section 8. A Belding Area Schools' student may be appointed by the Board to serve as a student liaison. The student is encouraged to participate in all discussions and activities, but may not vote.

## **ARTICLE VI—MEETINGS**

- Section 1. The Board shall elect its officers and adopt a schedule of regular meetings for the year at its regular May meeting.
- Section 2. Robert's Rules of Order will govern the conduct of all meetings of the Board.
- Section 3. Special meetings of the Board may be called by the Director or by any three members of the Board on notice to each member of the Board.
- Section 4. All meetings of the Board shall be held in compliance with the Open Meetings Act, Act No. 267, P.A. 1976, as amended.
- Section 5. Each member present at the meeting of the Board shall be entitled to a single vote. The Board may decide to allow a member to vote by proxy on a specific issue. His/her decision must be expressed in the form of a written communication directed to the Board.

Section 6. Four members of the Board shall constitute a quorum for the transaction of business.

#### **ARTICLE VII—AMENDMENTS**

Section 1. These By-laws are subject to the approval of the City Council.

Section 2. These By-laws may be altered, amended or repealed only by the affirmative vote of a majority of the members of the Board, subject to notice and quorum requirements as set forth in these By-laws, provided, however, that any such alteration, amendment or repeal shall require the approval of the City Council.

#### **ARTICLE VIII—OBJECT AND RESPONSIBILITIES**

Section 1. The acquisition and/or use of any artifacts are subject to the majority vote of the Board. It may hold property, both real and personal, in any amount: may lend, sell, lease or rent such property provided that such action be consistent with the terms of gift, bequest or other conveyance under which title was originally acquired. It may hold exhibits, stage pageants, erect markers, sponsor or engage in activities of any kind consonant with other agencies, local or otherwise, with prior approval of the Board.

Section 2. The Belding Museum Advisory Board is a nonprofit entity under the auspices of the City of Belding. It shall remain as such in perpetuity. Upon dissolution of the Belding Museum *Advisory* Board, any and all real and personal property, including permanently donated artifacts and outright cash contributions, revert to the control of the City of Belding, a Michigan Municipal Corporation, with perpetual existence under the Michigan Home Rule Cities Act.

Section 3. Any and all real and personal property, including permanently donated artifacts and outright cash contributions, are the property of the City of Belding, a Michigan Municipal Corporation, with perpetual existence under the Michigan Home Rule Cities Act.

Section 4. The Belding Museum and/or the Board shall not be used as an endorsement to solicit funds for any promotions other than for the sole purpose of the Museum, the BEL or the Belrockton.

These By-laws were revised and approved by the Belding Museum Advisory Board on September 26, 2017 and by the Belding City Council on October 3, 2017.