## SAMPLE DOCUMENT

**Type of Document:**
Bylaws for Internal Groups

**Date:**
unknown

**Museum Name:**
Mint Museum of Art

**Type:**
Art Museum/Center/Sculpture Garden

**Budget Size:**
$1 million to $4.9 million

**Budget Year:**
2006

**Governance Type:**
Private, Nonprofit Organization

**Accredited:**
Yes

### Notes on strengths or special features:

- Name, Location, & Offices
- Purpose
- Relationship to Museum and/or Parent Organization
- Membership
- Board of Trustees
  - Number, Term, & Election
  - Qualifications
- Quorum
- Vacancies, Removal, & Resignation
- Authority & Responsibilities
- Meetings
- Action Without Meeting

- Officers
  - Number, Term, & Election
  - Vacancies, Removal, & Resignation
  - Authority & Responsibilities

- Committees
  - Composition
  - Authority & Responsibilities

- Fiscal Issues
- Indemnification
- Dissolution
- Amendments
- Other:

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BYLAWS
of the
DOCENTS OF THE MINT MUSEUMS

PURPOSE

A. To give guided tours to all segments of the public through The Mint Museums, to guide and lecture school groups and aid the Education Division under the direction of the Director of Education.

B. To encourage continued interest and expertise through study courses, lectures and study trips to other museum collections and exhibitions.

ARTICLE I
MEMBERSHIP

A. The docents of The Mint Museums shall not set a limit on the number of members.

B. 1. An Active Docent is required to:
   a. have completed the docent training course;
   b. attend monthly docent meetings or review the materials covered in order to stay knowledgeable of all changing exhibits and on-going programs;
   c. be available for one tour per week;
   d. be a Museum member and maintain standards set by the Museums;
   e. serve on at least one committee.

2. An Associate Docent is a non-touring docent who may vote and participate in general meetings and all social activities.
   An Associate Docent is required to:
   a. be a Museum member;
   b. complete the docent training course;
   c. be available for committee assistance, special research and other non-touring functions unless physically unable or residing too far from Charlotte;
   d. have been an active docent for a minimum of three years.

   An Associate Docent may rejoin the Active Docents and begin touring by demonstrating her/his knowledge of the collections and her/his touring ability on a case by case basis.

3. An Honorary Docent is an individual who has been a past education staff member or a docent who is unable to continue active service for personal reasons. Upon nomination and approval by the Docent Board this docent would be able to:
   a. attend monthly meetings
   b. participate in docent trips
   c. receive docent newsletter
   d. take part in docent projects or activities without the required payment of annual dues.

C. 1. Dues for active Docents shall be $10 per year.
    2. Dues for Associate Docents shall be $20 per year.
    3. All dues are due at the annual business meeting after which late dues for Active Docents shall be $15 per year.
    4. Initial dues from new docents are payable at the beginning of their Docent Training Course.
ARTICLE II
OFFICERS AND BOARD

A. All officers shall be active docents and serve for one year. Officers shall consist of President, Vice President who shall be the President-Elect, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian who is the immediate past President, and Historian elected by the docents.

B. The Executive Board shall consist of the officers, Director of Education, and the Adult Programs Coordinator at The Mint Museums.

C. The General Board shall be composed of the Executive Board, at least one representative of each docent committee of both the Mint Museum of Art and the Mint Museum of Craft + Design, and the following liaison members: a representative of the Mint Museum Auxiliary, Friends of the Mint, and Delhom Service League.

D. Election of officers shall be held in May at the annual business meeting. They shall take office at that time and new committee heads are to be appointed by the President by June 1.

E. The slate of nominations will be announced in April and nominations will be accepted from the floor with prior consent of the nominee.

The Nominating Committee shall be composed of the President, In-Coming President, Immediate Past President, the Adult Programs Coordinator at The Mint Museums and a member-at-large, who is an active docent. The immediate Past-President shall serve as Chairman.

ARTICLE III
DUTIES OF THE OFFICERS

A. The President shall be executive officer and perform the following duties:
   1. preside at meetings of the docents and the Board.
   2. name special committees and their heads upon consultation with the Executive Board;
   3. attend all meetings of the Affiliates Council;
   4. assist the Adult Programs Coordinator at The Mint Museums in planning projects.

B. The Vice President as President-Elect shall become acquainted with the overall structure of the organization, assist the President and the Adult Programs Coordinator at The Mint Museums where needed, assume the President’s duties in his/her absence, and assist the Adult Programs Coordinator at The Mint Museums with the mentor program for new docents.

C. The Recording Secretary shall keep minutes of all Board meetings and of any vote taken at general docent meetings.

D. The Corresponding Secretary shall conduct all docent correspondence.

E. The Treasurer shall verify active membership in The Mint Museums of each docent, collect dues, keep financial records, and pay authorized bills. The Treasurer, with the President and Vice President, will prepare a budget for the coming year, to be presented to the General Board meeting in May. The budget will be distributed to the membership in September.
F. The Parliamentarian shall insure that any actions by the leadership, Executive Committee or other governing body do not violate the Docent Bylaws.

G. The Historian shall keep written and photographic records of activities for the Docent Scrapbook.

**ARTICLE IV**

**EDUCATION**

The Mint Museums’ Director of Education and the Adult Programs Coordinator establish the Education programs and the structure of docent activities. All training courses for the docents will be under the direction of the Adult Programs Coordinator at The Mint Museums who shall set standards and course requirements.

**ARTICLE V**

**STANDING COMMITTEE**

A. Communication

B. Evening Docents

C. Hospitality

D. Newsletter

E. Research

F. Special Events

G. Support Staff

H. Travel

**ARTICLE VI**

**MEETINGS**

A. The Executive Board and the General Board shall hold such meetings as required.

B. An Annual Business Meeting shall be held each year for the election of new officers.

C. Regular business and continuing education meetings shall be scheduled through the year.

**ARTICLE VII**

**QUORUM**

Twenty-five percent of the membership shall constitute a quorum.

**ARTICLE VIII**

**AMENDMENTS**

These bylaws can be amended at any meeting of the docents of The Mint Museums by two-thirds vote of members present, if notification of the proposed bylaw change is communicated to each member two weeks prior to the meeting date.