



## BYLAWS

### FRIENDS OF THE NEVADA STATE MUSEUM

#### ARTICLE I NAME, PURPOSE, AND STATUS

The name of the corporation shall be: Friends of the Nevada State Museum.

The purpose of the corporation shall be the provision of service to, and in connection with, the Nevada State Museum, the mission of which is to present Nevada's heritage to diverse audiences through exhibits, educational programs, publications, and research.

Friends of the Nevada State Museum does not contemplate gain or profit and will comply with federal, IRS, and state regulations as a non-profit, tax exempt entity and shall be incorporated under the statutes of the State of Nevada.

Goals of the Friends of the Nevada State Museum will be reviewed periodically and revised as necessary.

#### ARTICLE II MEMBERSHIP

##### Section 1: Members

All members of the Friends of the Nevada State Museum shall meet the following qualifications:

- a. Any person interested in the purposes of this corporation shall be eligible for membership.
- b. Each applicant must join the Nevada State Museum and remain an active member of the Museum while a member of the Friends.
- c. Each applicant must pay the current Friends of the Nevada State Museum dues. Membership year is from May 31 to May 30 of the following year.
- d. Dues charged for the corporation shall be determined by a vote of the general membership. Dues for members joining after November 30 shall be half the annual rate.
- e. August 31 will be the membership drive cut-off date after which any unpaid members will be removed from the membership list.
- f. Each applicant must complete a period of orientation prior to volunteering in the Museum.
- g. A member shall be entitled to one vote, cast in person without benefit of proxy. Members shall maintain an accurate record of their hours of volunteer service to the Museum. A total of these hours shall be given to the Membership Chair prior to the Annual Meeting.
- h. Awards and hours of service: Calculation of hours is based on continuous membership.
  - Official name pins will be awarded after forty hours of volunteer service.
  - After 250 total hours of service, a member will receive a sterling NSM pin.
  - Each additional 250 hours of service entitles a member to have a small turquoise stone affixed to the silver pin. If the member declines the stone, a certificate of recognition will be presented.
  - A Friends volunteer shall be eligible for Honorary Membership after ten years or 2500 hours of volunteering.
- i. Hours of service to the museum shall be totaled and recorded monthly to include:
  - All hours worked for the museum and the Friends.
  - Field trips: from departure to return inclusive.
  - General meetings, board meetings, committee meetings, education programs and training.
  - Travel time to a museum facility for work with travel time credited once per day:
    - ½ hour for local commute
    - 1 hour for out of town resident

## **Section 2: Revocation of Membership**

Membership may be revoked for good cause by a simple majority vote of the Board of Trustees submitted to the General Membership for acceptance or denial. Good cause is defined as:

- a. Action harmful to the Nevada State Museum or to the Friends of the Nevada State Museum.
- b. Failure to perform duties as assigned.

## **Section 3: Honorary Status**

- a. Honorary membership in the Friends of the Nevada State Museum may be conferred upon any person designated by the Board of Trustees as a performer of outstanding service to the corporation or to the Nevada State Museum. Honorary status will be confirmed by a vote of the General Membership.
- b. Honorary members of the Friends of the Nevada State Museum are exempt from paying annual dues to the corporation and are not required to maintain a Nevada State Museum membership.

## **ARTICLE III MEETINGS**

General Meetings of the membership of the corporation shall be held in March, May, September, and November. The May meeting will serve as the Annual Meeting of the General Membership.

- a. A special meeting of the General Membership may be called by the presiding officer of the Board of Trustees. Notice of such meeting shall be given at least two (2) weeks in advance and must denote the purpose of such meeting.
- b. A simple majority vote of members present shall be necessary to enact motions under consideration by the corporation. Action requires a quorum of ten (10) members present.

## **ARTICLE IV OFFICERS**

### **Section 1: Officers of Friends of the Nevada State Museum**

The officers of the corporation shall be: Chair, Vice-chair, Recording Secretary, Treasurer, and Corresponding Secretary.

### **Section 2: Duties of Officers of Friends of the Nevada State Museum**

The Chair shall:

- a. Preside at all General Membership and Board of Trustee meetings.
- b. Appoint chairs of Standing and Special Committees.
- c. Serve as ex-officio member of committees with power to vote in the event of a tie, with the exception of the Nominating Committee.
- d. Sign contracts and papers of obligation authorized by the Board of Trustees and General Membership.
- e. Approve correspondence of the Friends of the Nevada State Museum.
- f. Call special meetings of the Board of Trustees and of the General Membership.
- g. Appoint a parliamentarian from the Friends membership at large with no specific term limit.

The Vice-chair shall:

- a. Perform the chair's duties in his/her absence.
- b. Perform such other duties as assigned by the chair.

The Recording Secretary shall:

- a. Take minutes of all Board of Trustees and General Membership meetings.
- b. Have custody of all papers and records relating to the meetings.
- c. Forward a copy of all minutes to the director of the museum.

The Treasurer shall:

- a. Be custodian of the funds of the Friends of the Nevada State Museum.
- b. Prepare a monthly report of accounts for the Board of Trustees and General Membership.
- c. Present the books for an internal audit annually.

- d. Have responsibility for all official documents relating to incorporation, state tax exempt status, IRS 501(c)(3) status, and other corporation papers

The Corresponding Secretary shall:

- a. Read pertinent correspondence received at Board of Trustees and General Membership meetings.
- b. Write correspondence as required

## **ARTICLE V STANDING COMMITTEES**

The chair shall appoint standing and special committee chairs who may select their own committee members.

### **Section 1: Standing Committees**

Membership: To welcome new members, maintain membership rosters electronically, distribute information to members as appropriate, assist Treasurer in collecting dues, and record Friends volunteer hours to determine awards. Also report membership numbers to the Board monthly and quarterly to the General Membership.

Program: To plan programs for the General Membership pertaining to Nevada heritage, including field trips to points of interest.

Special Events/Fundraising: To plan and/or assist with special and fundraising events pertaining to Friends of the Nevada State Museum and the Nevada State Museum. At the conclusion of a special event generating funds, two volunteers will count the proceeds and give a signed receipt with the money to the treasurer for deposit.

Newsletter Editor(s): To gather and print news relating to Friends of the Nevada State Museum. The publication is for in-house use and will be mailed on a regular basis to all members and honorary members and delivered to museum staff. Printing schedule is at the discretion of the editor(s).

### **Section 2: Special Committees**

Special committees of at least three members may be formed to meet the needs of the corporation.

Nominating Committee: Comprised of one member of the Board of Trustees and two members from the General Membership appointed by the Chair of the Friends of the Nevada State Museum. This committee shall present the slate of candidates for election at the March meeting of the General Membership.

Audit Committee: To conduct the annual internal audit of financial records.

## **ARTICLE VI BOARD OF TRUSTEES**

### **Section 1: Election of Officers**

- a. The officers shall be elected each year by the General Membership at the March meeting. An officer may be re-elected to the same position for a consecutive one (1) year term but serve no more than two (2) consecutive years in the same office. After a lapse of one (1) year, the member maybe elected to that same position.
- b. Following presentation of a slate of candidates by the Nominating Committee, nominations from the floor will be accepted, if such nominee has expressed a willingness to serve if elected.
- c. Election of officers will take place immediately after the close of nominations. The officers will be elected by ballot unless the slate of officers is accepted unanimously by the membership.

### **Section 2: Duties**

The business and policies of the Friends of the Nevada State Museum shall be conducted and managed by the Board of Trustees. The Board of Trustees shall consist of the five elected officers of the corporation, the appointed Standing Committee chairs, and the immediate past-chair. The Director of the Nevada State Museum shall serve as a non-voting ex-officio member. Action on routine business or policies of the corporation requires a simple majority vote of the Board of Trustees with a quorum of six members present.

**Section 3: Parliamentarian**

A member from the Friends membership at large with no specific term limit shall be appointed by the Chair to serve as parliamentarian.

**Section 4: Meetings**

The Board of Trustees shall meet monthly.

**Section 5: Vacancies**

An officer unable to complete a term of office shall submit her/his resignation in writing to the Board of Trustees. Vacancy of an elected office may be filled for the un-expired term by appointment by the Board of Trustees.

**ARTICLE VII  
FUNDS**

**Section 1: Fiscal year**

The fiscal year shall be from July 1 to June 30.

**Section 2: Friends of Nevada State Museum Funds**

Corporation funds consist of dues, the net proceeds of fundraising activities, and/or assessments required of the membership as approved by the Board of Trustees, and restricted and unrestricted donations/grants/awards. A single expenditure of four hundred dollars (\$400.00) or less shall be approved by the Board of Trustees. A single expenditure of over four hundred dollars (\$400.00) recommended by the Board of Trustees requires approval by a vote of the General Membership.

**ARTICLE VIII  
AMENDMENTS AND RULES OF ORDER**

**Section 1: Amendments and Revisions**

These bylaws may be amended and/or revised by a simple majority vote of the General Membership at any regular meeting of the Friends of the Nevada State Museum.

**Section 2:** *Robert's Rules of Order* shall be the parliamentary authority for procedure not covered by these bylaws.

**ARTICLE IX  
DISSOLUTION OF THE CORPORATION**

Upon dissolution of the corporation of Friends of the Nevada State Museum by a simple majority vote of the General Membership, all assets, without exception, shall be transferred to a Restricted Trust Fund of the Nevada State Museum with the objects and purposes of maintaining and improving Collections, Exhibits, Education Programs, Publications and Research.

Effective: 11/8/04; Amended 9/9/15; Amended 9/12/16; Amended 9/24/18; Amended 3/2/21; Amended 9/6/22

**Friends of the Nevada State Museum  
Board Policies**

1. Installation of officers shall take place at the Annual Meeting in May.
2. Appointments to the chairs of Standing Committees shall be announced at the Annual Meeting in May.
3. The Board of Trustees of the corporation, through the chair, shall present a full report of the proceedings and activities of the Friends of the NSM at the Annual Meeting in May. A copy of this report shall be forwarded to the Director of the NSM.
4. Dues change for the corporation shall be determined by a vote of the general membership. Dues for members joining after November 30 shall be half the annual rate.
5. August 31 will be the membership drive cut-off date after which any unpaid members will be removed from the membership list.
6. Awards and hours of service: Calculations of hours are based on continuous membership.
  - Official name pins will be awarded after forty hours of volunteer service.
  - After 250 total hours of service, a member will receive a sterling NSM pin.
  - Each additional 250 hours of service entitles a member to have a small turquoise stone affixed to the silver pin. If the member declines the stone, a certificate of recognition will be presented.
  - A Friends volunteer shall be eligible for Honorary Membership after ten years or 2500 hours of volunteering.
7. Hours of service to the museum shall be totaled and recorded monthly to include:
  - All hours worked for the museum and for the Friends
  - Field Trips: from departure to return inclusive
  - General meetings, board meetings, committee meetings, education programs and training.
  - Travel time to a museum facility for work with travel time credited once per day.
    - ½ hour for a local commute
    - 1 hour for an out-of-town resident
8. At the conclusion of a special events refreshment sale, two volunteers will count the proceeds and give a signed receipt with the money to the treasurer for deposit.
9. The Treasurer will submit an operating budget for the coming fiscal year by November 1<sup>st</sup> to the board. Moved by Cora Johnson and seconded by Anne Oakes that this item #9 be removed from the Board Policies on March 04, 2015. Passed unanimous.
10. Goals of the Friends will be reviewed annually and revised as necessary.

Policies revised, approved by the Friends of the Nevada State Museum on November 18, 2009.

Corrections made January 2012; March 04/2015

**Bylaws Amendment- A History  
Friends of the Nevada State Museum**

**ARTICLE V  
STANDING COMMITTEES**

**Section 1: Standing Committees**

**(Add) Newsletter Editor (s):** To gather and print news relating to Friends of the Nevada State Museum. The publication is for in-house use and will be mailed on a regular basis to all members and honorary members and delivered to museum staff. Printing schedule is at the discretion of the editor(s).

**(Add) Telephone-Tree:** To organize and maintain a phone roster of current members under the management of numerous phone-tree leaders. The chair will contact leaders to notify members on their lists regarding important matters as necessary.

**ARTICLE VI  
BOARD OF TRUSTEES**

**Section 2: Duties**

**(Delete)** In the first paragraph, third line, delete the word "five". The deletion will allow the membership to add additional members to the Board as chairs of standing committees without another bylaw amendment being necessary.

7/10/06 Approved by the board and General Membership

**ARTICLE IV  
OFFICERS**

**Section 2: Duties of Officers of Friends of the Nevada State Museum**

The Chair shall:

**(Delete)** g. Appoint a parliamentarian from the membership of the Board of Trustees.

**(Add)** g. Appoint a parliamentarian from the Friends membership at large with no specific term limit.

4/30/07 Approved by Board and General Membership

**ARTICLE VII  
FUNDS**

**Section 1: Fiscal year**

**(Delete)** The fiscal year shall be from July 1 to June 30.

**(Add)** The fiscal year shall be from January 1 to December 31.

5/5/08 Approved by Board and General Membership

**ARTICLE IX  
DISSOLUTION OF THE CORPORATION**

**(Delete)** Upon dissolution of the corporation of Friends of the Nevada State Museum by a simple majority vote of the General Membership, all assets, without exception, shall be transferred to the Private Dedicated Trust Fund of the Nevada State Museum.

**(Add)** Upon dissolution of the corporation of Friends of the Nevada State Museum by a simple majority vote of the General Membership, all assets, without exception, shall be transferred to a Restricted Trust Fund of the Nevada State Museum with the objects and purposes of maintaining and improving Collections, Exhibits, Education Programs, Publications and Research.

9/9/2015 Approved by Board and General Membership.

**ARTICLE VII  
FUNDS**

**Section 1: Fiscal Year**

**(Amend)** The fiscal year shall be from July 1 to June 30.

**Section 2: Friends of Nevada State Museum Funds**

**(Amend)** Corporation funds consist of dues, the net proceeds of fundraising activities, and/or assessments required of the membership as approved by the Board of Trustees. A single expenditure of two hundred dollars (\$200.00) or less shall be approved by the Board of Trustees. A single expenditure of over two hundred dollars (\$200.00) recommended by the Board of Trustees requires approval by a vote of the General Membership.

9/12/16 Approved by Board and General Membership

**ARTICLE VII  
FUNDS**

**Section 2: Friends of Nevada State Museum Funds**

**(Amend)** Corporation funds consist of dues, the net proceeds of fundraising activities, and/or assessments required of the membership as approved by the Board of Trustees, and restricted and unrestricted donations/grants/awards. A single expenditure of four hundred dollars (\$400.00) or less shall be approved by the Board of Trustees. A single expenditure of over four hundred dollars (\$400.00) recommended by the Board of Trustees requires approval by a vote of the General Membership.

9/24/18 Approved by Board and General Membership