

BYLAWS OF THE CHAMPAIGN COUNTY MUSEUMS NETWORK

Article I – The Network

Section A – The Champaign County Museums Network, henceforth referred to as the “Network,” consists of member institutions and individuals, as well as its partners, located in and around Champaign County, Illinois.

Section B – Mission and Vision Statements & Strategic Goals

Mission: The Network raises awareness of its members and related institutions and their contributions to Champaign County.

Vision: The Champaign County Museums Network empowers members by forging connections that encourage best practices among museums and museum professionals, and promotes each institution as relevant, engaging, and integral members of our community.

Strategic Goals:

Goal 1: Foster and develop mutually beneficial and strategic institutional collaborations.

Goal 2: Publicize member institutions’ presence and content, raising awareness of their value as engaging, educational elements of the community.

Goal 3: Serve as a resource for sharing information and strengthening best practices among museums, museum professionals and the individuals/organizations that the member institutions serve.

Article II – Membership

Section A – Network Members

All members of the Network are expected to support the mission, vision and goals agreed upon by the Network. Each of the Network’s membership tiers will have unique benefits and responsibilities (see Addendum 1). The entire membership will be organized in the following structure:

A. Tier 1: Full Governing Network Members

This tier consists of institutions including museums, special collections, archives, nature centers and interpretive centers. These members must meet professional museum operating standards as defined below, adapted from the American Association of Museums and the Museum and Library Services Act:

1. Be a legally organized not-for-profit institution or part of a not-for-profit institution or government entity

2. Be essentially educational in nature
3. Have a formally stated mission that is compatible with the Network's mission
4. Have one full-time paid or unpaid professional staff member who has museum knowledge and experience, and is delegated authority and allocated financial resources sufficient to operate the museum effectively
5. Present regularly scheduled programs and exhibits that use and interpret objects for the public according to accepted standards
6. Care for and own or use tangible objects, whether animate or inanimate, and exhibit these objects on a regular basis through facilities that it owns or operates
7. Be open and providing museum services to the general public for at least 120 days each year

B. Tier 2: Affiliate Members

Affiliates are groups or institutions with missions and goals related to those of the Network that create mutually beneficial relationships with Full Governing Network Members.

C. Tier 3: Individual Members

This tier includes individuals of all types (e.g. students, family members, retirees and emerging professionals).

Section B – Network Partners

Network Partners are other organizations that may help the Network achieve its Mission, Vision and Strategic Goals, or whose missions align with that of the Network (e.g. media outlets, businesses, schools, academic and research institutions, nonprofits, clubs and societies and public libraries).

Section C – Adopting New Tier 1 & Tier 2 Members

- A. New Full Governing Network Members (Tier 1) and Affiliate Members (Tier 2) may join the Network if the potential member is nominated by a current Tier 1 member. News of the nomination must appear in the official monthly meeting minutes, and the vote will appear on the agenda for the next monthly meeting.
- B. New Tier 1 member candidates must make every effort to meet the professional museum operating standards as outlined above in Article II, Section A, Part A. At the discretion of the majority of voting Tier 1 members, exceptions can be made.
- C. For purposes of admitting new members, affirmative votes of current Tier 1 members must reach a majority.
- D. Tier 1 and Tier 2 member status may be reviewed or reconsidered at any time. Membership status may only be reclassified by majority vote.
- E. Tier 1 members reserve the right to decline or revoke membership by majority vote.

Section D – Membership Dues

A. Tier 1 Members of the Network will pay annual dues based on their annual operating budgets:

<u>Annual Operating Budget</u>	<u>Dues</u>
Group 1: Greater than \$250,000	\$100
Group 2: \$100,000 to \$250,000	\$75
Group 3: Less than \$100,000	\$50

- B. Tier 2 Affiliate members will pay annual dues of \$24 per group or institution per year, which may be pro-rated if members join after the month of January.
- C. Tier 3 Individual members will pay annual dues of \$24 (\$12 for students and seniors age 65 and older) per person per year, which may be pro-rated if members join after the month of January. Alternatively, individuals may volunteer for the Network (i.e. participating in committee work) as approved by the president at the equivalent of \$3/hour.
- D. Network Partners are not required to pay dues.
- E. Dues will be collected by the treasurer by January 1 each year. An invoice will be provided. If there is a hardship and a member cannot meet the dues obligation, the issue will be discussed at the next monthly Network meeting.
- F. Funds collected from dues will go toward Network operating expenses (i.e. website, publications, advertising, meeting expenses, etc.) and projects approved by vote for the Network.

Article III – Network Business

Section A – Meetings

- A. The Network shall conduct official monthly meetings on a regular basis (in addition to committee meetings as needed). The president has the ability to call extra meetings as required.
- B. An agenda will be distributed via email by the president, vice president, or a person appointed by the president at least 48 hours prior to a meeting.
- C. Minutes will be taken at regular monthly meetings by the secretary or a substitute appointed by the president. Monthly meeting minutes will be distributed to members either by print or electronic media.
- D. Visitors or non-members are welcome at the monthly meetings, though any visitors wishing to participate in Network business should notify the president at least 72 hours prior to the meeting. Visitors and their business will be noted on the agenda.
- E. Special member meetings and committee meetings will be scheduled as needed.

Section B – Voting

- A. Only Full Governing Network Members (Tier 1) may vote on official business. Input from all other membership types is welcome and encouraged on any decision to be made.
- B. A quorum (at least half) of Tier 1 members is required in order to hold a vote on any proposition or election.

- C. Tier 1 members are allowed only one vote per member institution. The primary contact person will vote for their institution or notify the president of any proxy representatives.
- D. Voting can be done in person, by email or by online survey, but not in a combination thereof. If a vote is to be taken via email or online survey, each Tier 1 member should make every effort to respond within five working days from the initiation of the vote. If, after that time, a quorum of the membership has not responded, votes will be taken at the next monthly Network meeting.
- E. Items to be voted on will appear in the meeting agenda.

Section C – Network Finances

- A. The Network's fiscal year will be concurrent with the calendar year.
- B. The treasurer has the responsibility to present periodic financial reports at Network meetings.
- C. All proposed contractual agreements must appear on the monthly meeting agenda and be approved by a majority of the Tier 1 members. The Network president will authorize all contractual agreements.
- D. For collaborative projects requiring the distribution of Network funds, a Memorandum of Agreement that outlines the shared duties, responsibilities, and mutual benefits to Network members will be developed and signed by participating Tier 1 members.

Section D – Letterhead and Network Correspondence

- A. Use of Network letterhead is strictly confined to Network business.
- B. Written communications on Network letterhead, beyond normal Network business, must be approved by Tier 1 members; no written documents that conflict with the missions and goals of the individual member institutions will be distributed.

Article IV – Officers

Section A – Elected Officers

- A. The member-elected offices are those of the President, Vice President, Secretary and Treasurer.
- B. Only Tier 1 members will serve as Network officers with no more than one officer at a time from any Tier 1 member institution.
- C. The duties of the president are to:
 - 1. Act, or appoint someone to act, as contact person and media spokesperson for Network activities and business
 - 2. Collect items for monthly meeting agendas and distribute each agenda 48 hours prior to the meeting date
 - 3. Oversee Network monthly meetings
 - 4. Oversee each Network committee
- D. The duties of the vice president are to:
 - 1. Substitute for the president as needed

2. Assume presidential duties should the president leave office during a term; a new vice president would then be nominated at the next monthly Network meeting
- E. The duties of the secretary are to:
1. Record and distribute official Network monthly meeting minutes
 2. Assist the president and vice president with correspondence to members and other entities
- F. The duties of the treasurer are to:
1. Bill, invoice and track membership dues
 2. Manage any Network accounts and give periodic reports at Network meetings

Section B – Officer Elections

- A. Network officers may be nominated by any Tier 1 member representative during the November Network meeting. News of the nomination must appear in the official November meeting minutes, and the vote will appear on the agenda for the December meeting.
- B. Officers are elected annually by vote taken during the December Network meeting. The candidates will be elected by a simple majority of the Tier 1 members present at the December meeting; however, a quorum must be present.
- C. Elected officers assume office beginning in January.

Article V – Amendments to the Bylaws

- A. Proposed changes must be submitted to the membership in writing two weeks prior to the meeting in which they will be voted on by the Tier 1 members.
- B. Changes to these bylaws may be made by a majority vote of the Tier 1 members as long as the proposed changes appear in the agenda for the meeting in which the vote will take place.

Addendum 1 – Benefits and Responsibilities of Membership and Partnership

Each of the Network’s membership tiers will have unique benefits and responsibilities:

Tier 1: Full Governing Network Members

- A. Each Tier 1 member institution will:
 - 1. Assign a primary contact person to represent their institution
 - 2. Contribute at least one representative to consistently attend monthly Network meetings
 - 3. Support the Network’s mission, vision and strategic goals
 - 4. Participate in Network promotions
 - 5. Serve as Network officers with no more than one officer at a time from any Tier 1 member institution
 - 6. Vote on Network business with only one vote per Tier 1 member institution
 - 7. Provide meeting space for monthly and/or committee meetings
 - 8. Serve as mentors to other members
- B. All Tier 1 member institutions receive the same benefits:
 - 1. Ability to participate in and propose agenda items for Network meetings
 - 2. Invitations to Network activities and opportunities
 - 3. Ability to serve on Network committees
 - 4. Access to Network information and business
 - 5. Featured on Network website
 - 6. Discounts (specific to each member institution) such as coupons, store discounts and rental or program discounts
 - 7. Access to professional development opportunities and support for best practices in museums
 - 8. Ability to engage in a network of museum professionals including mentoring and job shadowing opportunities
 - 9. Membership packet and Network newsletters (as available)
 - 10. Access to member contact list and list of member assets and connections (as available)
 - 11. Ability to be involved in collaborative events
 - 12. Access to a shared pool of volunteers (as available)
 - 13. Access to joint marketing, promotions, grant projects, public displays and the like
 - 14. Ability to add information to the Network’s official calendar of events
 - 15. Ability to advertise the phrase “Member of the Champaign County Museums Network” and link to the Network website (as long as Tier 1 member status is current)

Tier 2: Affiliate Members

- A. Affiliate members are encouraged but not required to attend Network meetings. They may provide meeting space for monthly and/or committee meetings but are not required to do so.
- B. Each Affiliate will:
 - 1. Assign a primary contact person to represent their group or organization
 - 2. Support the Network’s mission, vision and strategic goals
- C. All Affiliates receive the same benefits:
 - 1. Ability to participate in and propose agenda items for Network meetings
 - 2. Invitations to Network activities and opportunities
 - 3. Ability to serve on Network committees
 - 4. Access to Network information and business

5. Listed on Network website
6. Discounts (specific to each member institution) such as coupons, store discounts and rental or program discounts
7. Access to professional development opportunities and support for best practices in museums
8. Ability to engage in a network of museum professionals including mentoring and job shadowing opportunities
9. Membership packet and Network newsletters (as available)
10. Access to member contact list and list of member assets and connections (as available)
11. Ability to be involved in collaborative events

Tier 3: Individual Members

- A. Individual members are encouraged but not required to attend Network meetings.
- B. All individual members receive the same benefits:
 1. Ability to participate in Network meetings
 2. Invitations to Network activities and opportunities
 3. Ability to serve on Network committees
 4. Access to Network information and business
 5. Discounts (specific to each member institution) such as coupons, store discounts and rental or program discounts
 6. Access to professional development opportunities and support for best practices in museums
 7. Ability to engage in a network of museum professionals including mentoring and job shadowing opportunities
 8. Membership packet and Network newsletters (as available)

Network Partners

- A. Network Partners help the Network to advertise or to reach new audiences. They are not required to attend Network meetings, but they may provide meeting space.
- B. All Network Partners receive the same benefits:
 1. Ability to participate in Network meetings
 2. Invitations to Network activities and opportunities
 3. Ability to serve on Network committees
 4. Access to Network information and business (e.g. news information for media outlets, information about programs and services for educators, and networking opportunities for businesses)
 5. Listed on Network website

These bylaws, as amended on March 9, 2017, were agreed to on the _____ day of _____, 2017 by the following Full Governing Network Members:

Signature: _____
Printed Name: _____
Organization: _____

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