

Collections Managers Committee – Texas Association of Museums (CMC-TAM)

Operating Procedures

A) Purpose

The purpose of CMC-TAM is to promote high standards of museum practice, foster professional growth and encourage a spirit of cooperation among museum professionals who work with collections and individuals in related fields.

B) Membership

Members of TAM may choose to join the CMC affinity group, paying TAM the \$10 joining fee. All members are entitled to one vote on each matter submitted for discussion or for electing new Officers. The membership term runs from January 1st to December 31st each year.

C) Ethics

1. CMC-TAM will follow codes of ethics as prescribed by the American Association of Museums.
2. All funds generated by the activities of CMC-TAM are the property of TAM and shall not benefit any member or officer of the group or any other affiliated individual.
3. Members and officers of CMC-TAM shall not use their position in or affiliation with the group to engage in political campaigning or propaganda.
4. CMC-TAM members and officers shall conduct all financial activities as directed by TAM Council and the TAM Executive Director, as all budgetary matters are ultimately the responsibility of TAM.

D) Officers

1. CMC has 7 regular officer positions: Chair, Vice-Chair, Secretary, Treasurer, Editor, Webmaster, and Officer-at-large.
2. Officers serve 2-year terms and are elected in alternating years, so that the Committee maintains some continuity between elections.
3. Each officer prepares a summary report of the year's activities for the Annual Meeting.
4. See Addendum for description of officer roles.
5. An officer may be on the Board in any role for no more than 8 years and no more than 2 terms in any one position, but then must retire for a minimum of 4 years.

E) Elections

1. Any current voting member of CMC is eligible for any office.
2. The Chair, Treasurer, Webmaster and Officer-at-large shall be elected in even years and the Vice-Chair, Secretary and Editor will be elected in odd years.
3. Terms of office begin and end at the annual meeting.
4. Elections are decided by a simple majority.
5. Each year the Secretary will advertise in January which positions are open and ask members for nominations.

6. Nominations made by others must be confirmed by the nominee in writing (i.e. a member may nominate herself but if she nominates a colleague, he must confirm in writing that he is willing to be on the ballot).
7. The Secretary will ensure that there are at least 2 candidates for each opening and ask nominees to provide a written statement (if they wish).
8. The Secretary will distribute the ballots (on paper or electronically) no less than 6 weeks prior to the Annual Business meeting; ballots must be returned no less than 2 weeks before the Annual Business meeting.
9. The Secretary will notify all those nominated of the election results as soon as they are tallied.
10. Results will be announced to the membership at the Annual Business meeting when new officers will take up their positions.
11. If an officer other than Chair is unable to complete a term, the Committee will appoint another CMC member to fill the position. Completing a partial term as an appointed replacement does not count toward that officer's 2-term limit in that position.
12. If the Chair cannot complete his or her term, the Vice-Chair will assume the Chair's duties until the next scheduled election for the position. If the Vice-Chair is unable to complete the term, the Secretary will run a special election according to the same rules that apply to the usual annual election.

F) Meetings

1. The Annual Business meeting is held every year in conjunction with TAM's annual meeting.
2. The Committee may meet other times throughout the year to promote the goals of the membership and may also call for membership-wide meetings as needed.
3. At meetings for the membership, 10 voting members constitute a quorum. A quorum is needed to pass any amendments to the Operating Procedures.

G) Finances

1. CMC operates as an affiliate of TAM and as such all financial obligations and commitments must be entered into with TAM's full cognizance, support and participation. This includes all grant proposals and contractual obligations.
2. CMC depends on TAM to provide accurate and timely financial records.

H) Amendments

1. These Operating Procedures may be amended:
 - a. In business meetings in which there is a quorum and the vote is two-thirds in favor.
 - b. Via electronic ballot provided that the number of participants who vote exceeds half the number of CMC members the day the matter is distributed.
 - c. By decree of TAM Council.
 - d. Any actions taken to amend these Procedures must be approved by TAM Council.

I) Records

1. Officers are responsible for keeping correct and complete records of the activities and transactions of the organization including:
 - a. Vice-Chair (records of all workshops and seminars presented by CMC-TAM)

- b. Secretary (by-laws, amendments, minutes of all CMC meetings, officers' reports, history of CMC and correspondence)
 - c. Treasurer (monthly and annual financial reports, annual budget proposals, membership lists, expense reports)
 - d. Editor (archive copies of newsletters & original CMC publications or related art work)
 - e. Webmaster (archive copies of website and domain name registration)
2. All books and records of CMC may be inspected by any member of the organization for any proper purpose and any reasonable time. All officers will hand over their files to newly-elected officers at the time of the Annual Meeting.

Addendum describing CMC Officer roles

Chair

1. The Chair of the Officers Committee of CMC-TAM (known as “the Committee”) is responsible for attending all Committee meetings and all TAM Council meetings. The Chair may appoint another officer or CMC member to attend in his or her stead.
2. The Chair prepares agendas for CMC meetings and writes a report to present at the Annual Business Meeting.
3. The Chair serves as an ex-officio member of the Board for a period of one year after completion of the term of office.

Vice-Chair

1. The Vice-Chair supervises the Program Committee of CMC-TAM, organizing collections-related presentations and workshops and assisting others to organize same.
2. The Vice-Chair may appoint other CMC members to plan workshops as needed.

Secretary

1. The Secretary shall record minutes of all meetings and distribute to officers and members via email or website.
2. The Secretary prepares, distributes and tallies ballots for officer elections and amendments to these Operating Procedures.

Treasurer

1. The Treasurer acts as liaison with TAM to ensure that CMC Committee has an up-to-date and accurate membership listing and financial records.
2. The Treasurer heads up the committee that prepares and submits the annual budget proposal to TAM.

Editor

The Editor oversees CMC’s regular newsletter. The Editor both creates material for the newsletter and seeks contributions from members.

Webmaster

The Webmaster maintains the CMC website and oversees other online services and profiles as determined by the Committee (e.g. such as Facebook or Yahoo news group).

Officer-at-large

The Officer-at-Large performs ad hoc duties as determined by the Committee including but not limited to organizing workshops and managing the annual scholarship competition.