



## **Farragut Museum Committee (Advisory) By-Laws – Updated 8/15**

### **Article I: Purpose**

1. Advise and assist the Town of Farragut Board of Mayor and Aldermen, staff and citizens in preserving the heritage of our East Tennessee community. The committee fosters an appreciation of history through the acquisition, collection, preservation, display and interpretation of objects of historic and cultural significance.
2. Recommend annual and long-range Town goals to promote appreciation and understanding of the history of the Farragut area to Town of Farragut citizens.
3. Plan special historical programs for all citizens, especially children, seniors and special-needs citizens.
4. Assist staff as requested in the planning and presentation of changing exhibits.
5. Promote the Museum through traveling exhibits and lectures.
6. Raise funds for the Museum through donations, memorials, honorariums and membership and acknowledge these through letters, special programs and publications.
7. Propose reasonable Town funding to initiate and/or maintain programs that will contribute to achieving the Town's cultural goals.
8. Assist in identifying grant opportunities and preparing grant proposals to help fund the Town's artistic and cultural programs and facilities.

### **Article II: Membership**

1. The Farragut Museum Committee voting members will be appointed by the Farragut Board of Mayor and Aldermen (FBMA). The FBMA can remove any member of the committee at anytime during a term by majority vote. Additionally, the Committee may appoint one (1) non-voting youth member by majority vote of the Committee.
2. The Farragut Museum Committee shall have a maximum of 11 voting members. Terms of office shall be staggered in an approximate 50/50 balance to ensure continuity in membership.
3. Each voting member of the Farragut Museum Committee shall serve a two year term with each term beginning July 1 and ending June 30 (for attendance purposes). Members may reapply for additional two year terms at the completion of their current term. In the event the membership gets out of a 50/50 balance, the FBMA may appoint one or two year terms to re-balance the membership. The non-voting youth member's term may be for one calendar year or less depending

- on the youth member's availability. The non-voting youth member may be removed from the council at any time by majority vote of the Committee.
4. At least 2/3 of the membership of the Farragut Museum Committee shall be residents of Farragut.
  5. Ad-hoc committees may be appointed by the chair of the Farragut Museum Committee to serve for a short time for the purpose of a special event or project. Ad-hoc committees may be comprised of community members outside of the council's membership.

### **Article III: Officers**

1. The Farragut Museum Committee shall elect, at its August meeting, from its voting membership, a chair, vice chair, secretary and gift shop manager. These positions shall be voted in by the majority of the Committee. With the exception of the gift shop manager, these positions shall serve for a term of one year and can be renewed for an additional year (two year term maximum). Following a second term, a period of one year must elapse before a person can serve another term in the same position. The gift shop manager shall not be subject to a term limit due to the expertise needed for this officer.
2. The chair shall preside at all meetings, prepare agendas, appoint ad-hoc committees, present yearly goals and objectives and year-end reports to the FBMA and ensure compliance with bylaws.
3. The vice chair will serve as a temporary chair in the absence of the chair. In the event of the chair's resignation, the vice chair shall serve as chair until the next committee appointments. The vice chair shall develop budgets and assist Town staff in presenting the committee's financial reports and will head special projects as assigned by the chair.
4. The gift shop manager shall oversee all aspects of the museum gift shop, including managing volunteers, working with Town staff to order appropriate items to sell, making decisions about items to sell and maintaining the gift shop finances.
5. The secretary shall prepare the minutes for all meetings and notify committee members of meeting changes.
6. The committee will appoint other special positions, such as gift shop assistant manager, as needed. These special positions will not serve as members of the committee and will be provided a job description as agreed upon by the majority of the committee.

### **Article IV: Meetings and Attendance**

1. Regular meetings shall be held on the fourth Tuesday of each month at 1:30 p.m. at the Farragut Town Hall except during the months of July, November and December.
2. All regular meetings of the committee shall be open to the public.
3. A majority (one more than half) of the entire voting members of the committee shall constitute a quorum. A quorum shall be present before any business is transacted.

4. All actions of the committee shall be put before its members in the form of a motion, duly seconded and voted upon by members present for a quorum.
5. Voting shall be done by a show of hands. Members must be present at meetings to vote.
6. The committee shall keep a record of its meetings, recommendations, findings and determinations. These records shall be public and maintained in the files of the Town of Farragut.
7. Voting committee members serve at the pleasure of the FBMA. The term of any voting member shall expire on the third absence from committee meetings during the fiscal year. Voting members may seek reappointment by the FBMA.

**Article V: Amendments**

1. Bylaws of this committee may be amended by a majority vote of the committee and then by approval from the FBMA.