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Ball State University
 Museum of Art
 AR 216

Ball State University
 Muncie, IN 47306
 Phone: (765) 285-5242
 Fax: (765) 285-4003
 artmuseum@bsu.edu



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Friends Bylaws

Current bylaws of the Friends of the Ball State University Museum of Art:

I. Name

The organization shall be known as the Friends of the Ball State University Museum of Art (hereafter Friends).

II. Purpose

The purpose of the Friends shall be to maintain an association of persons interested in strengthening the Ball State University Museum of Art, enhancing its collections, and promoting its usefulness to the Ball State University and Muncie-area community.

III. Membership

Membership shall be open to all persons who make an annual financial contribution, or its in-kind equivalent, to the museum. Minimum and various levels of contributions shall be fixed from time-to-time by the Executive Committee.

IV. Leadership

General leadership of the Friends of the Museum shall be vested in an Executive Committee of no fewer than nine elected persons and the following ex-officio members: Director of the Ball State University Museum of Art, the President of the Ball State University Museum of Art Alliance, the Vice President for University Advancement or his/her designee, and the Dean of the College of Fine Arts or his/her designee.

Members of the Executive Committee shall be elected by the Executive Committee for terms of three years, staggered in such a way as to insure continuity of membership. Current members of the Committee shall select replacements for members whose terms are expiring, or as vacancies occur. Members of the Executive Committee may serve up to three consecutive terms.

V. Officers

The members of the Executive Committee shall elect from their own elected members a person to serve as Chairman and person to serve as Vice Chairman. The Director of the Ball State University Museum of Art shall serve as Secretary. The Chairman and Vice Chairman shall serve one year terms and may be re-elected.

All terms of office shall be from July 1 to June 30. The Executive Committee shall meet at least quarterly, and other meetings may be called from time-to-time by the Chairman.

VI. Function of the Executive Committee

In order to carry out the aims of the Friends, the Executive Committee will undertake financial development programs to supplement the museum's allocated university budget to enhance acquisitions, exhibitions, and programs, and to meet other needs as identified by the director of the museum.

The Executive Committee supports in letter and in principle the Ball State University Museum Code of Ethics dated May 1998.

Prior to June 30, the Executive Committee shall produce for the membership an annual report detailing the work of the Executive Committee and its progress during the previous calendar year. The annual report shall include a financial statement, a review of Friends activities, and a list of current members.

VII. Qualifications and Duties of Members of the Executive Committee

It is assumed that members of the Executive Committee will:

- participate in and support museum activities;
- actively promote the welfare of the museum through his/her influence in the community;
- contribute to the museum's annual fund;
- actively solicit funds from individuals, businesses, and/or foundations; and
- regularly attend meetings of the Executive Committee.

VIII. Committees

Committees to help in carrying out the work of the Friends will be appointed as necessary by the Chairman. The following are the Standing Committees: Bylaws, Friday with Friends, Membership, Newsletter, and Nominations.

Duties of the Standing Committees:

Bylaws Committee

- continue to review the Bylaws to keep them current enough to maintain an efficient operation of the Executive Committee
- solicit input from members concerning changes in the Bylaws
- present amendments to the Committee in compliance with Section IX of the Bylaws

Friday with Friends Committee

A program whose purpose is to enhance the mission of the museum and exposure of the museum to the community so that a new Friends base of members will be formed.

- seek groups to be invited to the Friday with Friends programs
- develop, in coordination with the President of the Alliance, the structure of the programs presented, e.g. a greeting and hostess committee, inviting guests to sign up for future mailings, membership information materials, refreshments, drawings for free posters, post cards, etc.
- suggest to the Committee ideas for other outreach activities

Membership Committee

- seek community individuals, families and corporations to become Friends of the museum. A membership is obtained by giving a contribution to the Friends
- in order to more efficiently increase the donor base, the committee may divide into two groups, i.e., individual and family membership, and corporate membership
- seek funds from corporate, individual, and family to sponsor exhibits
- print information or anything relating to promoting the museum

Newsletter Committee

- forward community ideas and stories for inclusion in the newsletter to the museum Assistant Director and Curator of Education
- seek community for content that may include, but not be limited to, articles about art from the other journals, a chronicle of events in the museum, information about coming exhibits, descriptions of how the Friends use funds generated by their efforts, reviews of recent Alliance programs, coverage of public school outreach programs, etc.
- meet with the Assistant Director for input sessions for proposed editions

Nominations Committee

A committee for no fewer than four persons, appointed by the Chairman.

- prepare a slate for the anticipated vacancies in the Executive Committee thirty days in advance of election. Candidates should be sought from Friends membership
- prepare a slate for vacancies anticipated in the offices of Chairman, Vice Chairman. Candidates should be sought with at least one term of experience on the Executive Committee
- following the elections, conduct an orientation of new members and officers before their first meeting

IX. Amendments

Amendments to these Bylaws shall be approved by a majority of the members of the Executive Committee at any meeting of the Executive Committee, provided that notice of consideration of the proposed amendment has been given at least seven calendar days in advance of the meeting.

(As amended, 9/15/97; 7/6/00)