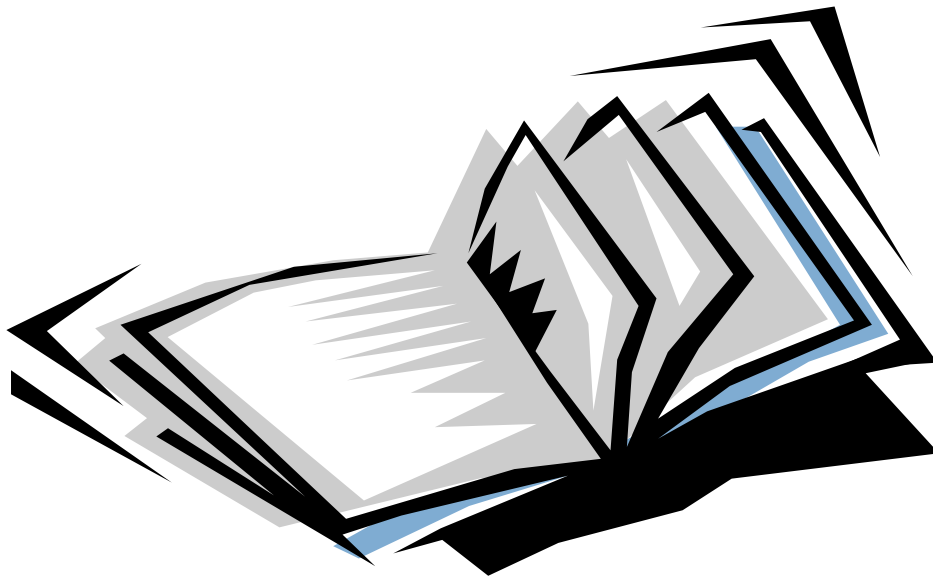


NORTH CAROLINA MUSEUMS COUNCIL
(NCCMC)

OPERATING GUIDELINES
August 2005



NORTH CAROLINA MUSEUMS COUNCIL(NCMC) OPERATING GUIDELINES

Founded in 1964, NCMC's purpose, as expressed in its By-laws, is to support and promote the work of museums, galleries, historic sites, and science centers throughout North Carolina and to provide a forum in which colleagues throughout the region can discuss current issues affecting their respective fields and institutions. These Operating Guidelines provide a general framework for the administration of the organization. They serve as an adjunct to the By-laws and do not supersede any item contained therein. While proposed changes to *any* text in NCMC's By-laws require a formal affirmative vote by the Council to take effect, any changes or additions to these guidelines require only a majority vote of the board to be considered in force as a procedural or working document for NCMC's elected officers, committee chairs, and section chairs.

I. EXECUTIVE COMMITTEE (OFFICERS)

All officers shall maintain reports and records of their communications collected during their tenure and at the end of their service, turn over any relevant files to NCMC's Archives chair, who will then formally deposit said records at the State Records Center in Raleigh.

President shall:

1. Establish an agenda and preside at all Board meetings, preside at the annual meeting, and serve as the organization's principal representative at other official functions.
2. Prepare agendas for Board meetings and mail notices of said meetings in advance of all Board meetings.
3. On behalf of the organization, write formal letters of congratulation to each award winner recognized at the annual meeting.
4. Compile a formal annual report to be published in the NCMC Newsletter and on the website following the Annual Meeting.
5. Seek a museum week proclamation from the governor for the week surrounding Museum Day, May 18.

Vice President shall:

1. In the President's absence, preside at NCMC Board meetings and at any other official NCMC event.
2. Oversee the administration of FOCoS (Free On-site Consultation Services).
3. Review annually the By-laws and Operating Guidelines of NCMC, solicit suggestions from the Board and Council regarding any needed updating or clarification of said documents and make appropriate recommendations to the Board.
4. Annually review the long-range plan of NCMC and, in consultation with the Long Range Planning Committee, make any recommendations or revisions to that plan.

Secretary shall:

1. In the event the President and Vice President are absent for a board meeting or any other official function of NCMC, the Secretary of NCMC will preside.
2. Keep a permanent file of all minutes, important correspondence, and other properties of NCMC and collect materials from officers, section chairs, and committee chairs who have completed their terms of office and place them in the archives.
3. Record the proceedings of all Board meetings and the annual Council meeting. Prior to each board meeting, the Secretary will prepare and distribute for review the minutes of the preceding board meeting. At the annual Council meeting, the Secretary shall prepare and distribute for review the minutes of the preceding Council meeting. Upon approve of Board and Council minutes, the Secretary shall provide a final copy to the Webmaster for posting on the NCMC website.
4. Correspond about NCMC business as appropriate including sending notes of appreciation to speakers that are not issued by section chairs or program committee chair.
5. Maintain a current copy of the by-laws and Operating Guidelines and update these documents as appropriate.

Treasurer shall:

1. Prepare a financial statement for publication in the Newsletter and website following the Annual Meeting.
2. Prepare an annual budget for the Board's approval.
3. Issue bills to and collect dues from members whose membership has lapsed.
4. Register all participants at the Annual meeting, preparing necessary name tags, informing registrants of incorrect payments, writing receipts and issuing appropriate meal or event tickets.
5. Prepare a list of the names and addresses of all those who pre-register for each meeting and have it available for distribution at the meeting for all who attend.
6. Keep mailing list up to date; provide mailing labels to Board members, as needed
7. Send all new members a kit of materials, which includes the by-laws, directory and other appropriate material. Send copies of by-laws to all members, when they are revised.
8. Keep tallies of all membership categories on an annual basis.
9. Collect dues for the Sections, keep their accounts and pay any bills incurred.
10. Maintain the accounts of the Council, pay all expenses incurred, and invoice all accounts due.
11. Any check for over \$500 drawn on an NCMC account requires two signatures.
12. The treasurer shall maintain the membership list and make it available to the membership on a quarterly basis.

Immediate Past-President shall:

1. Serve as a professional development resource to the Professional Development Committee.

II. STANDING COMMITTEES (CHAIRS)

Annual Meetings Chair shall:

1. Serve as a resource and meet with the Host Committee and the Section Chairs, offering suggestions for themes, programs and speakers.
2. Use the Procedures for Annual Meetings as a guideline for developing the Annual Meeting.
3. Work to ensure the smooth running of the annual meeting by helping to set up equipment and manage personnel.

Archives Chair shall:

1. Gather archival material from board members.
2. Organize archival material in accordance with accepted guidelines and professional practice.
3. Deposit archival material with the State Records Center in a timely manner.

Awards Committee Chair shall:

1. Develop a nomination form and criteria for the following awards: Professional Service/Special Recognition, and the Creative Print Awards for General Information Material, Program/Special Events Printed Material, Single Piece Printed Material, Newsletter or Regular Publication and others as they may be selected.
2. Appoint sub committee to judge and develop Creative Print, Electronic, Promotional, Educational, Creative and other graphic oriented awards, as needed.
3. Coordinate award nominations and presentation with chair of Student Affairs committee.
4. Send award nomination forms to all members in good standing to solicit entries no later than eight weeks in advance of annual meeting.
5. Develop committee to determine award winners. The president will serve as the ex-officio member of the committee and may vote in case of a tie.
6. Send copies or communicate nominations to all committee members in a timely fashion.
7. Meet with the committee to select winners.
8. Notify winners at least two weeks prior to annual meeting and invite them to the Annual Meeting to accept their certificates.
9. Inform the Treasurer of any complimentary meals or travel expenses to be incurred by the Council.
10. Keep confidential the winners of all other categories.
11. Prepare and frame appropriate Certificates of award for all winners.
12. Arrange with the previous winner of the Professional Service Award to return trophy and have nameplate for new winner engraved.
13. Make presentations to all winners at the awards ceremony. The President will award have the option to aware the trophy for the Professional Service Award.

14. Forward the results of the awards for the Newsletter/web site
15. Provide treasurer with budget for awards committee.
16. Personally contact all runner-up nominees and encourage them to submit next year.
17. Make arrangements to select and purchase original piece of art for Alderson Award winner.
18. Insure President has all information needed to write congratulatory letters following annual meeting.
19. Make arrangements for photographs to be taken at awards ceremony.

Directory Chair shall:

1. Work with the NCMC web site webmaster and Public Relations chair to maintain a comprehensive list of museums located with the state.
2. Prepare an updated directory of museums in North Carolina to be published every two years or at the discretion of the Board. Directory to include contact information of these museums and any other information about the organization that the Board decides is necessary/important, including recognizing current Institutional members.
3. Work with other appropriate Board Chairs to distribute the printed Directory in a timely and efficient manner.

Governmental Affairs Chair shall:

1. Serve as liaison between NCMC and museum lobbying groups.
2. Oversee distribution of NCMC directory to legislature.

Membership Development Chair shall:

1. Oversee the solicitation of new members through an annual membership campaign.
2. Revise and distribute membership materials and recruitment brochures as needed.
3. Work with the Section Chairs to encourage membership development.
4. Coordinate a new member reception at meetings.
5. Help distribute the NCMC Directory.

Newsletter Chair shall:

1. Solicit from the membership articles, information and photographs for the Newsletter.
2. Set deadlines for submissions to the Newsletter
3. Review submissions and edit material to fill eight to twelve pages of a Newsletter issue.
4. Supervise the production of the Newsletter, including typesetting, proofing, printing, mailing, and electronic distribution.
5. Publish four newsletters annually to be distributed on or about January 15, April 15, July 15, and October 15.
6. Be encouraged to seek corporate support for the publication of the newsletter.

The Nominating Committee shall:

1. Prepare a notice to solicit candidates for nominations to positions scheduled for election at the Annual Meeting. These notices shall be sent to all members in good standing. A timely deadline will be indicated for the return of the forms to the Chair. The positions of Annual Meetings Chair, Professional Development Chair, Archives Chair, Governmental Affairs Chair and Newsletter Chair will be filled in even-numbered years. The position of President, Vice-president, Secretary, Treasurer, Public Relations Chair, Nominating Committee Chair, Awards Chair, Membership Development Chair, Directory Chair and Student Affairs Chair will be filled in odd-numbered years.
2. Assemble the committee to discuss and select nominees for the various positions, giving consideration to geographic representation, size of candidate's museum, candidate's age, gender and staff position to obtain a broadly representational board.
3. Present the committee's slate to the NCMC board at the regularly scheduled meeting of the board that precedes the annual meeting by one month.
4. Present the recommended slate at the Annual Meeting in March, allowing nominations from the floor before the vote.
5. Prepare an article on the results of the election for the Newsletter.
6. Solicit individual biographies on behalf of NCMC for all incoming board members, to be kept by the NCMC Secretary.

Professional Development Chair shall:

1. Lead all program planning for the annual meeting. Work closely with the Annual Meetings Chair to coordinate meeting arrangements.
2. Act as a resource and liaison to the Board to suggest projects or methods to promote professional development.
3. Write or designate to be written a minimum of one book review per year for the Newsletter.

Public Relations Chair shall:

1. Distribute press releases to appropriate state media outlets concerning upcoming meetings, grant awards, or other projects of the Council. All media releases on behalf of the Council should be issued by the Public Relations Chair or committee member, after approval by appropriate officers, and not by other members of the Board or Council.
2. Issue press releases on the election of officers and directors, on awards conferred and other relevant information.
3. Keep an updated list of statewide newspapers and other regional and national organizations that should receive Council press releases.
4. Assist, if necessary, the Program Chair of a meeting with photographs for the newsletter and web site.
5. Improve the professional image of the Council through all communications.
6. Keep a comprehensive file of press releases issued and printed news articles when possible.
7. Help with the design and maintenance of the Council's website and contract as necessary with external website service(s). All requests for changes to and communications through the website should be made by Board members through the Public Relations Chair, for processing or for communication to a website contractor.

Student Affairs Chair shall:

1. Nurture student involvement in NCMC.
2. Coordinate student internship program annually.
3. Advertise for and select student scholarship winners annually
4. Connect students with mentors as needed
5. Sponsor student related workshops and programs at the annual meeting
4. Survey the fields of existing North Carolina universities and colleges that have museum related programs or courses and update programs list as needed
6. Be the NCMC board advocate for student issues
7. Include the Memorial Scholarship Award winner in all committee business and invite them to attend board meetings from the annual meeting of the award year to the next annual meeting.

SEMC Representative shall:

1. Attends SEMC Council meetings and annual meeting.
2. Prepares newsletter submission for Inside SEMC and calendar of exhibitions for SEMC website.
3. Participates actively on SEMC Council.
4. Provides NCMC membership and board with information on SEMC.
5. Provides SEMC Council with updates of the activities of NCMC.
6. Works with the winner of the NCMC scholarship to SEMC-JIMI to provide a presentation at the annual meeting.

Sections:

All sections have a Chairperson who is elected by the members of each Section. The Chairperson serves on the Council Board of Directors according to the procedures described in the by-laws.

There shall be a Section for Natural Sciences. The section will govern itself with a Chairperson, Secretary, and four board members. The role of the Section for Natural Sciences is to provide self-help among science museums, primarily through the newsletter.

There shall be a section for Art museums and galleries. The Section will govern itself with a governing board consisting of: Chairperson, Vice-Chairperson, Past Chairperson, Programs Chairperson, Secretary/Treasurer, and Public Relations Director. The Chairperson shall serve as the Section's representative to NCMC.

There shall be a Section for Historical Organizations. The section will govern itself with a governing board consisting of: Chairperson, Vice-Chairperson and Secretary.

There shall be a Section for Children's museums and for museum staff that have programs for children. This section will govern itself with a chairperson, vice chairperson and two members that will help plan programs for the annual conference and other professional development

events. The programs for this section will cover science, history and art. At the end of each year the chairperson will write a summary of activities for this section.

Section Chairs shall:

1. Be responsible for the overall organization and communication with members of their respective sections, either individually or with a committee.
2. Prepare the meeting programs for the section in cooperation with the Annual Meeting program chair and with other members of the section.
3. Be responsible for contacting speakers, make arrangements for lodging, if necessary, and arrange with the Treasurer and stipends or complimentary meals.
4. Write and send letters of thanks at the conclusion of the meetings.
5. Assist the membership committee by issuing invitations to institutions and individuals during annual membership campaigns.
6. Supervise projects initiated by the section or delegate such projects.
7. Chair Section business meetings.

Finances:

Dues:

Individual	\$20
Student	\$5
Corporate	\$500

Institutional

\$ 50	for budget under \$50,000
\$ 75	for budget \$50,000-\$100,000
\$100	\$100,001-\$250,000
\$150	\$250,001-\$500,000
\$200	\$500,001-\$1,000,000
\$250	\$1,000,001+

Attendance at NCMC meetings shall be a privilege of membership. Individuals who are neither an Individual Member nor the designated representative of an Institutional Membership, shall pay an additional fee equivalent to annual individual membership. (27 April 1986)

Membership:

Out of state museums can be admitted as nonvoting associate members of NCMC and will pay dues at the same rates as North Carolina members. These museums shall otherwise enjoy all the benefits and privileges as in-state museums. (18 April 1990)

Dues cover membership for the period of one year. Renewal of membership is due the month membership was first made. (18 April 1990)

Solicitation License:

The Council maintains a License to Solicit from the state and process a blanket application for all institutional members. This enfranchises those institutions raising in excess of \$10,000 per year.

Mailing List:

Mailing labels for rental:

Directory of NCMC Museums: Available only to NCMC Members

Electronically: whole list \$25; subset \$15

Hard-copy labels: whole list \$40; subset \$20

One-use rental: two rentals available per year.

NCMC Membership list

Electronically to Members: whole list \$15; subset \$10

Electronically to Non-members: whole list \$50; subset \$30

One-use rental: four rentals per year
Hard copy labels available only to NCMC members: whole list \$25; subset \$15

Posting information:

To share information with NC colleagues board members can post the information on ncmc@ncmuseums.org .

Information distributed by the NCMC Board should state that it is for information only and does not reflect the opinion or support of the NCMC Board.

If the board chooses to support a particular position it must be voted on and passed before it can be endorsed.

Newsletter guidelines:

Issue	Deadline for Submissions	Publish Date
Spring	March 5	April 15
Summer	June 5	July 18
Autumn	September 5	October 15
Winter	December 5	January 15

Mail:

Mail will be picked up at the NCMC post office box by the following:

1. Secretary (if she/he lives in or near Raleigh?)
2. Treasure (if she/he lives in or near Raleigh and the Secretary does not.
3. President
4. Vice President (if she/he lives in or near Raleigh and the Secretary and Treasurer and President do not.)

FOCoS:

PURPOSE

The FOCoS program provides technical assistance to small or emerging museums using the resources and expertise resident in established museums around the state. As a result of FOCoS, not only do museums receive valuable feedback on their programs and operations but the museum community and Council are strengthened through the collaborative effort of professionals reaching out to share their knowledge of the field.

PROCEDURES

The program is advertised by email and on the NCMC website (www.ncmuseums.org) and through referrals from member organizations. Interested organizations apply using a streamlined application available on the website. Applicants are evaluated based on their need and organizational readiness to benefit from the program. Site winners are notified and subsequently contacted by the consultants recruited and appointed by the NCMC Vice President.

Consultants and site managers arrange for two visits. After the consultations the site will receive a report on the findings and recommendations by the consultants.

Expenses may include honoraria for the consultants, travel costs, reference materials, and other costs related to the needs identified in the application. The site manager may be willing and able to provide accommodations and some meals.

Applications may be submitted throughout the year. At least two sites will be selected as “winners” annually and will be announced in March and September.

Once a site is selected consultants are chosen and participation is confirmed. For convenience, to minimize travel expenses, and to maintain site/consultant communication and contacts within the same region or geographical “orbit,” efforts are made to select FOCO S consultants who live within 75 miles of the designated site.

SCHEDULE

Applications accepted:	Throughout the year
Selection:	Two sites per year, one in March, one in September
Site winners notified	March and September
Consultants selected:	March – May, September – November
Consultations and reports	April – August, October – February

CONSULTANT PRE-VISIT PROCESS

1. Contact their assigned site
2. Introduce themselves to the site’s recognized administrator
3. Gain some additional insight into the site’s needs
4. Schedule a visit that is mutually convenient to the site and both consultants. Both consultants should, if at all possible, visit the site together;
Working with colleagues, appreciating the other’s expertise and exchanging ideas are added benefits of the FOCO S program.
5. Gather additional information about the site
6. Prepare a general plan for the visit
7. Assess the site’s circumstances.
8. Compile information that might include reference materials on the site’s needs:
 - i. Exhibit design
 - ii. Collection management
 - iii. Security
 - iv. Administration
 - v. Marketing
 - vi. Volunteer programs
 - vii. Other
9. Gather information about NCMC for the site
 - a. NCMC directory
 - b. Website information
 - c. Annual meeting information

OFFICIAL VISIT

The official visit to the selected site is a two-day, one-night stay arranged between the site and the consultant(s). The first day should include morning travel, a get-acquainted time for the team and site personnel and an introductory walk-through of the site. Time should be arranged for each team member to review independently the circumstances of the site and meet with appropriate staff to assess their needs. The team then meets to compose a list of recommendations or priority needs for the site that are then repeated verbally to the site administrator and other appropriate staff. The team should also describe and offer NCMC's services (workshops, website, annual meetings, scholarships)

POST VISIT PROCESS

Within one month of the visit the consultant team should provide their facility with a concise, written appraisal of the site documenting what areas of its programming or physical plant need immediate attention. If funds remain available for the site through the FOCoS budget they could be applied to buying and providing some standard museum reference materials for the site. Any such materials should be provided with "bookplates" or labels as gifts to the site from NCMC. All expenditures incurred by the consultant teams for the project are to be submitted to the NCMC treasurer within two months of the on-site visit.

FOLLOW-UP

The NCMC vice president will contact the site consulted within two weeks of the on-site visit report for an evaluation of the work accomplished and suggestions as to how FOCoS could be improved. The VP will provide a report on these findings to the NCMC officers. The VP will report on the FOCoS results at the next scheduled board meeting when the board will vote on whether to fund the program for the next year.

BUDGET

The budget is designed to accommodate two two-person teams per year with honoraria and travel expenses, meals and accommodations. The site is not required to cover any per diem expenses for the team, as the services are truly *free* to the awarded site. Funds are also provided for purchase of reference materials or "kits" for composing an exhibit, managing collections or doing publicity for the site.

Itemized FOCoS budget:

* <i>Honoraria</i> for FOCoS consultants, 4 @ \$100 each	=	\$ 400
** <i>Travel:</i>		
Hotel (4 people, 4 nights @ \$75/night)	=	\$ 300
Mileage (up to approx. 265 miles round-trip x 4 @ .43/mie)	=	\$ 400
Food (\$30/diem for 4 people for 2 days)	=	\$ 240
*** <i>Reference materials @ \$ 100 for each (2) site</i>	=	\$ 200
<hr/>		
TOTAL allotted for 2 sites @ \$ 760/site	=	\$1540

*Paid upon receipt of a report from the consultant to the NCMC Board care of the Vice President

**A state travel expense form may be used to document travel expenses
***Expenses for supplies and reference materials must be documented with original receipts and submitted with the travel expenses reimbursement form.

1000/100 Project:

PURPOSE

The purpose of the 1000/100 project is to:

- 1) Develop awareness of regional cultural and heritage tourism assets and organizations,
- 2) Build productive partnerships for success,
- 3) Increase development and marketing skills for Heritage and cultural tourism in communities, and
- 4) Create high quality unique visitor experiences

STRATEGIES

- 1) Conduct monthly workshops to focus on tourism issues and concerns specific to the targeted region.
- 2) Incorporate case studies of successful cultural tourism development and marketing within North Carolina and elsewhere that have important applications for the region
- 3) Eight workshops per year to include:
 - a. Creating a cultural tourism vision
 - b. Creating partnerships building experiences
 - c. Preservation, quality, and authenticity issues
 - d. Developing community involvement and support for tourism in the community
 - e. Marketing cultural tourism
 - f. Visitor services and readiness
 - g. Funding cultural tourism
 - h. Evaluation assessment and criteria

PROCEDURES

Organization

Administration

Application

Selection

Funding