

# Museum Educators of Puget Sound Bylaws

## *Adopted 9/17/2024*

**Name:** The name of the organization shall be Museum Educators of Puget Sound (MEPS).

**Mission:** The organization's mission is to share the educational resources of our institutions with each other and the community.

**Membership:** The organization will have four classes of membership:

- **Institutional:** Open to museums and related institutions in the Puget Sound area.
- **Individual:** Open to individuals working in, or wishing to work in, museum education and related fields. (Individuals can be employees or contractors)
- **Student/Volunteer:** Open to current students or volunteers working, volunteering, or wishing to work in museum education and related fields.
- **Listserv Subscription:** Open to individuals working in, or wishing to work in, museum education and related fields; this tier is for those who would only like access to the email listserv.

**Officers:** The organization will be led by five officers elected to two-year terms, elected by a majority vote of those attending the annual meeting. Two or three officers will be elected at each annual meeting (President and Treasurer one year, Communications, Programs, and Officer O'Fun the following year). The offices shall be as follows:

- **President:** Runs meetings, provides overall coordination of organizational activities, sets goals for organization, and liaises with other local and national professional organizations. The person in this position will be added to the MEPS bank and financial accounts, as well as be named on any government or agency forms (IRS, State, etc.) as an officer.
- **Treasurer:** Maintains accounts, manages non-profit paperwork (and related), pays bills, maintains membership database and email list. The person in this position will be added to the MEPS bank and financial accounts, as well as be named on any government or agency forms (IRS, State, etc.) as an officer.
- **Communications Officer & Secretary:** Monitors and updates social media, keeps meeting notes/minutes, maintains website, oversees newsletter.
- **Programs Officer:** Schedules meetings, coordinates meeting and event logistics (content, host venues, and promotion), and maintains organizational calendar.
- **Officer O'Fun:** supports community building among MEPS members by highlighting, promoting, and supporting various social, learning, and professional development opportunities throughout the region.

Should an officer leave the organization or otherwise vacate a position during a term, a special election can be held at the next regular meeting to fill that position on an interim basis until the original term expires.

Outgoing officers are responsible for assisting in the transfer of accounts to incoming officers in a timely manner.

**Meetings:** Meetings will at minimum be held bimonthly on the third Tuesday of the month, with each meeting hosted by a different institution or virtually. Whenever possible, hybrid meeting options will be considered. The annual meeting will be held in September.

**Dues:** Annual dues will be assessed as a requirement of membership. Scholarships can be offered to individuals and/or institutions for whom the dues would be a hardship. Current levels are \$40 for institutions (three staff members, and \$10 per additional representatives), \$20 for individual members, \$10

for students/volunteers, and \$5 for the Listserv Subscription. The level of dues will be reconsidered at each annual meeting and can be changed by a majority vote of those attending the meeting. Prorated membership will be considered by the MEPS Officer team on a case-by-case basis.

Prospective members may attend a MEPS event before joining.

**Amendments:** These bylaws can be amended by a majority vote of those attending the annual meeting.