

**BY-LAWS OF THE ASIAN ARTS COUNCIL
of The San Diego Museum Of Art
(2011)**

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ARTICLE 1 – NAME

The name of this Council shall be The Asian Arts Council. As one of the support groups of the San Diego Museum of Art, the Council is subject to the written policies and regulations of The San Diego Museum of Art’s Board of Trustees. In the case of any conflict Museum rules and policies shall prevail.

ARTICLE 2 – MISSION

The Asian Arts Council (AAC) exists to foster interest in the arts of Asia through its monthly lecture series, Study Group research, curatorial and exhibition support as well as Museum conservation efforts.

ARTICLE 3 – MEMBERSHIP

- A. Membership in the Council is open to all members of The San Diego Museum of Art.
- B. The membership will include a member from the Asian Arts curatorial staff and a member of the Museum administrative liaison staff who will serve as advisors but without voting privileges.
- C. An Asian Arts Council Directory will be provided to each new member.

ARTICLE 4 – OFFICERS

- A. 1. The elected officers of Council shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer.
2. Officers shall be members of the Council and shall be elected for a term of one year extending from 1 July to the following 30 June. Individuals shall not serve more than two consecutive one-year terms in the same office.
3. At the completion of a term of office each officer shall be responsible for passing on to his or her successor all files, information and instructions.
- B. Chairperson – The Chairperson, in conjunction with the Executive Board, shall have primary responsibility for supervising the management of the various programs, activities, and events of the Council and for conducting the routine day-to-day business of the group. The Chairperson, or his/her designee, is the official spokesperson for the Council and thus serves as the group’s formal representative whenever required. A year-end report shall be submitted to the Museum Executive Director not later than 30 September.
- C. Vice Chairperson – The primary function of the Vice Chairperson is to assist the Chairperson in the effective management of the Council’s day-to-day business and activities.
- D. Secretary – The Secretary shall be responsible for maintaining an on-going record that summarizes the actions of the Council.
- E. Treasurer –
1. The Treasurer shall have primary responsibility for ensuring that the Council’s financial procedures comply with The San Diego Museum of Art’s written procedures governing support group finances.
2. The Treasurer shall:
- a. Maintain a precise record of the Council’s financial transactions including all income and expenditures and report monthly to the AAC Board. Records should be reconciled with those of the Museum.
- b. Work with the Executive Board, be responsible for the preparation of the Council’s budget for the ensuing twelve months for approval by the Executive Board in February prior to submission to The San Diego Museum of Art in March.
- c. Maintain a current set of instructions that detail all key steps in the Treasurer’s various financial procedures and transactions.

ARTICLE 5 – EXECUTIVE BOARD

- A. Composition – The Executive Board shall consist of the four elected officers (Chairperson, Vice Chairperson, Secretary, Treasurer) and the appointed chairs of the membership, education, program, information/communication and travel committees.
- B. The Executive Board, under the leadership of the Chairperson, shall have primary responsibility for supervisory management of the activities and day-to-day operation of the Council.
- C. The Executive Board will meet on a regular basis at a time and place designated by the Chairperson.
- D. Executive Board meetings are open to all Council members.
- E. The Board shall determine the amount of dues for members, fees and conditions for guests.

ARTICLE 6 – COMMITTEES

- A. The appointed committees and their primary duties are as follows:
 - 1. Program Committee – shall be responsible for planning, organizing and managing the Council’s monthly programs with emphasis on fostering the general membership’s knowledge of the arts of Asia and The San Diego Museum of Art’s Asian collection.
 - 2. Membership Committee - shall be responsible for recruiting prospective members, processing their applications for membership and publishing the Council’s Directory.
 - 3. Education Committee (e.g. Study Group) - shall be responsible for developing and implementing a series of research projects and seminars to assist the Council in accomplishing its educational goals and objectives.
 - 4. Information/communication Committee & Newsletter editor– shall be responsible for publishing a monthly newsletter which addresses upcoming events and recently completed activities and shall be responsible for the distribution of advance word of council activities to interested individuals and organizations through the Museum’s information distribution sources.

5. Travel Committee – shall be responsible for planning and organizing educationally focused trips to museums, facilities, and sites of particular interest to the membership.
6. Ad Hoc Committees - From time to time the Chairperson may create one or more ad hoc committees and appoint the chairs thereof. The appointed chair of the ad hoc committee is responsible for choosing the committee members.

ARTICLE 7 –MEMBERSHIP MEETINGS

- A. Program Meetings – will be held on a regular basis. The schedule will be published in the AAC Newsletter and The San Diego Museum of Art magazine. Time, location and topic will be accorded the widest possible publicity in order to attract the largest attendance of members and guests.
- B. Special Meetings – special meetings of the membership may be called at any time by the Chairperson.

ARTICLE 8 – VOTING

- A. Except as noted below, voting by the membership will take place at Council program meetings. Reasonable advance notice as to time, location and topic must be provided to the membership.
- B. Various voting procedures may be employed to include voice vote, show of hands and written ballot.
- C. Items shall be passed by a simple majority vote of the members attending a Program meeting including the repeal, adoption or modification of the By-laws.
- D. Quorums –
 1. Executive Board Meetings – majority of Board members.
 2. Membership meetings – twenty members

ARTICLE 9 – ELECTION OF OFFICERS

- A. The immediate past Chairperson is designated as the Chairperson of the Nominating Committee. Not later than March the Executive Committee will select two of its members to serve on the Nominating Committee. Two more members and two alternate members shall be selected from the general membership.

- B. No member is to serve on the Nominating Committee for more than two consecutive years.
- C. A slate of officers will be presented to the general membership in April. Additional nominations from the floor may also be made at that time.
- D. The officers for the next year will be elected at the May Program Meeting.
- E. The new officers will be installed at the June program meeting and the new Chairperson will announce appointed Committee Chairpersons for the upcoming year.
- F. Upon resignation of an elected office, the Executive Board will appoint a replacement.

ARTICLE 10 – Finances

- A. The support group shall manage its finances in accordance with standards and written policies of the Museum and on a fiscal year basis: 1 July to 30 June.
- B. Dues for the fiscal year shall be due on 1 July. Current Members’ names will be published in the membership Directory.

ARTICLE 11 - AMENDMENTS

Amendments to these rules requires a majority of those voting at a program meeting.

ARTICLE 12 – PARLIAMENTARY PROCEEDURE

Robert’s Rules of Order shall govern meetings unless inconsistent with the rules contained herein in which case the Council’s Rules take precedence.