

FRIENDS OF THE REDPATH MUSEUM
BY-LAWS
Adopted at the Annual General Meeting, 13 July 2020

1. NAME

The name of this organization shall be “Friends of The Redpath Museum”.

2. MISSION

The Friends of the Redpath Museum, founded in 1990, exists to support museum volunteers: promote and fundraise for the public program of the McGill University Redpath Museum.

3. ACTIVITIES

The Activities of the “Friends” includes but is not limited to: volunteering in the galleries, collections, and at the “Welcome Desk”; helping to promote the public program; supporting fundraising activities for the museum’s public program, and related activities.

4. DONORS

- i. Donors are people who have made a donation annually and are sixteen years of age or older.
- ii. Council can advise on minimum Annual donations as needed.
- iii. Honorary Life Friends are designated by the Friends Council.

5. ANNUAL GENERAL MEETING

- i) The Annual General Meeting shall be held one time per year, usually in the summer months, at the call of the President.
- ii) The By-Laws, and any amendments, shall be voted on by a majority of the Friends attending the Annual General Meeting.
- iii) The Annual General Meeting receives reports from the Executive, Council and Nominating Committee; elects members of the Executive Committee and Council for the coming two years.
- iv) The Nominating Committee Chair will inform the Secretary on or before a date 30 days before the Annual General Meeting of the names of those nominated for positions on the Council for the following year, and shall advertize the nominated on the Redpath Museum website along with the date of the Annual General Meeting at which the election shall be held.

6. EXECUTIVE COMMITTEE OF COUNCIL

- i) The Executive Committee consists of: the President, Vice-President, Secretary, Museum Liaisons
- ii) The President – is elected for a 2-year term, renewable
- iii) The Vice-President—is elected for a 2-year term, renewable
- iv) Secretary—is elected for a 2-year term, renewable
- v) Museum Liaisons—non-elected, three people appointed from the following three divisions at the Museum: Curatorial, Administrative and Public Program

7. **The COUNCIL:** shall consist of the President, Vice President, Secretary, Museum Director, Museum Liaisons (3 appointed people), and Friends-At-Large (2 –7 people).

8. DUTIES OF THE COUNCIL

PRESIDENT

- i. Chair all meetings of the Friends Council and Executive Committee
- ii. Represent and speak for the Friends when appropriate
- iii. Have such other duties as may be prescribed by Council
- iv. The President sits on all committees with the right to vote only in case of deadlock.
- v. Form the Nominating Committee every 2 years and form any other committees as required by Council.

VICE-PRESIDENT

- i. Assist the President in the discharge of his or her duties
- ii. Assume the functions of the President in his or her absence including chairing Friends meetings, etc.
- iii. Have such other duties as may be prescribed by the By-Laws and by the Council.

SECRETARY

- i. Take and keep minutes of the Council and Executive Committee and distribute minutes and agenda in a timely manner
- ii. Conduct the correspondence of the Friends along with the President and report to Council

MUSEUM LIAISON

- i. Reports on and advises Council on curatorial, administrative, and operational activities and donations. These can be direct donations such as the Annual Museum solicitation campaign or in-kind donations.

9. COUNCIL AND ORGANIZATION

- i. The Council governs the activities of the Friends of the Redpath Museum and meets at least 3 times annually, plans fundraising and helps communicate public programming events and activities
- ii. The Council shall consist of the following positions
 - Executive Committee
 - Redpath Museum Director
 - Museum Liaison (1-3 people) non-elected
 - Friends-At-Large (2-7 people) are elected at the Annual General Meeting, nominated either by Council or from the floor, and are elected for a two-year term, renewable.
- iii. The operation of the Friends is governed by the Friends' By-Laws.
- iv. The By-Laws of the Friends shall not conflict with the rules, regulations and Constitution of the Redpath Museum or the University.
- v. Meetings of Council shall be called by the President.
- vi. The agenda of every Council meeting shall be sent by the Secretary to every member of Council at least seven days before the meeting date.
- vii. No business shall be conducted at any point at a meeting of the Council at which a quorum, which shall be 50% of the Council, is not present.
- viii. Unless otherwise specified in the By-Laws of the Friends, the Council shall act by ordinary resolution and the conduct of the Council shall be governed by Robert's Rules of Order.

10. SUPPORT

The Executive may explain opportunities for supporting the Museum to potential benefactors with the knowledge of Council and University Advancement.