

SERA BYLAWS

ARTICLE I. NAME

The name of this association shall be the Southeastern Registrars Association (SERA). This association shall be an affiliate of the Collections Stewardship Professional Network of the American Alliance of Museums (CS-AAM) and the Southeastern Museums Conference (SEMC).

ARTICLE II. MISSION AND OBJECTIVES

Section 1. The mission of this not-for-profit association shall be to encourage high standards of museum practice and to foster professional growth among museum registrars in the Southeastern region of the United States. SERA shall promote the exchange and dissemination of information and ideas through educational seminars, publications and other means. SERA shall initiate or support activities and projects which help create an atmosphere of cooperation and communication among and between registrars, other museum professionals and those in related service fields, and pursue the further development of professional practices in the field.

Section 2. SERA shall subscribe to the Code of Ethics of the American Alliance of Museums (AAM) and the Code of Ethics and Professional Practices for Collections Professionals of the CS-AAM.

Section 3. A Long-Range Plan, developed and regularly reviewed by the Executive Board, shall outline goals and objectives of SERA and the specific means by which the objectives shall be accomplished.

ARTICLE III. MEMBERSHIP

Section 1. The term of membership shall run from calendar year to calendar year. The rate of annual membership dues and the privileges accorded categories of membership shall be determined by a majority vote of the Executive Board.

Section 2. There shall be four types of membership: Individual, Institutional, Student, and Associate.

Section 3. Individual membership in SERA shall be open to those museum professionals who perform registrarial duties in the twelve-state SEMC region (Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia) Puerto Rico and the Virgin Islands (10/06), including Independent registrars and registrars in for-profit museums. Individual members shall receive all benefits of membership, may vote in SERA elections, receive scholarships (wait 3 years before winners can re-apply for another scholarship 10/08) (including SERA officers 10/09), and hold office (revised 10/07).

Section 4. Institutional membership in SERA shall be open to institutions within the SEMC region with an interest in supporting the objectives of SERA. Up to seven individuals who perform registrarial duties at the member institution may receive all the benefits of individual membership.

Section 5. Student membership in SERA shall be open to individuals enrolled in studies related to museum registration or collections care within the SEMC region. Student members shall receive all the benefits of individual membership.

Section 6. Associate membership shall be open to anyone who expresses interest in supporting the objectives of SERA, those affiliated with for-profit organizations and businesses (except those performing registration duties as noted above), and museum professionals who work in institutions outside the SEMC region. Associate members shall receive all benefits of Individual membership except voting privileges, scholarship eligibility, and the right to hold office (revised 10/07).

Section 7. SERA members shall be encouraged to actively participate in the association. Participation in RC-AAM or SEMC shall be strongly recommended.

Section 8. No member may use membership in SERA as a means to solicit business (added 10/07).

ARTICLE IV. EXECUTIVE BOARD

The Executive Board shall consist of the six elected officers (revised 10/97). The former Chair and any Committee Chairs shall be non-voting members of the Executive Board. The Executive Board shall transact SERA business between annual meetings, subject to review by the membership at such meetings. Decisions of the Executive Board shall be the result of a majority vote of the six (revised 10/97) elected officers.

ARTICLE V. OFFICERS

Section 1. Elected Officers shall consist of a Chair, Vice-Chair, Secretary, Treasurer, Communications Chair (revised 1993) and Development Chair (revised 10/97).

Section 2. Any voting member of SERA who is not a member of the Nominations Committee shall be eligible for nomination to any office. Candidates nominated for the office of Chair must become a voting member of CS-AAM and SEMC upon election.

Section 3. Officers shall serve for a term of two years. No officer shall serve more than two consecutive terms in any one office and no officer shall serve concurrently in more than one office during a term. The term of office shall begin immediately following the business meeting at which new officers are announced. Vacancies shall be appointed by the Chair, except for offices vacated during the final six months of the term, when no replacement is necessary.

Section 4. Specific responsibilities and functions of the officers shall be set out in the SERA Operations Manual, which shall reflect goals and objectives of the Long-Range Plan and be maintained by the Executive Board. Each officer shall prepare a written report on the year's activities to be presented at the annual business meeting. Each officer shall have their files and sections of the Operations Manual in order and ready to pass along to new officers at the conclusion of the annual business meeting at which the new officers are announced.

Section 5.1. The duties of the Chair shall be to preside at all SERA meetings, prepare a written agenda for such meetings, and to prepare an annual report for presentation at the SERA and CS-AAM annual business meetings. The Chair shall appoint, in consultation with other officers, all State Representatives and Committee Chairs as needed. The Chair shall serve as the region's representative to the Executive Board of CS-AAM, serve on the SEMC Affinity Committee, and serve as an ex-officio member of the SERA Executive Board for two years after completion of the term of Chair.

Section 5.2. The duties of the Vice-Chair shall be to preside at meetings in the absence of the Chair and fill the vacancy should the Chair be unable to serve a full term of office. The Vice-Chair shall supervise the Programs Committee and assist in the preparation of programs for the annual meeting. The Vice-Chair shall also assist chairs of SERA-sponsored workshops, seminars and presentations aside from those at the annual meeting.

Section 5.3. The duties of the Secretary shall be to conduct correspondence, record the minutes of all SERA meetings and provide a copy for submission in the SERA newsletter, and maintain SERA records. These records include minutes of all meetings, summaries of workshops and sessions presented, examples of any SERA publications, copies of all newsletters, and the annual reports of officers. The Secretary shall prepare, distribute, and tally ballots for the election of officers and amendment of Bylaws and announce results of such voting to membership.

Section 5.4.1. The duties of the Treasurer shall be to maintain all SERA accounts, prepare and submit an annual budget to the Executive Board and membership, and keep a detailed account of all receipts and expenditures, indicating sources of funds and expenditures. The Treasurer shall prepare written financial reports for SERA annual business meetings and submission biannually to the SEMC Treasurer, and work closely with the SERA Development Chair in fundraising activities. The Treasurer shall initiate and implement membership and renewal drives, maintain a current membership list, and coordinate distribution of mailing labels and the membership list to the Communications Chair, State Representatives and others as needed.

Section 5.4.2. Reimbursement of expenses incurred by SERA officers are provided as follows: i) reimbursement of necessary and ordinary expenses incurred by SERA officers and members in the performance of their duties to SERA; ii) payment of one annual travel stipend to aid the SERA Chair in attending the American Alliance of Museums (AAM) conference or the Southeastern Museum Conference (SEMC) annual

meeting or similar meetings; and iii) reimbursement to the six (6) SERA officers for the actual cost of the SERA luncheon/meeting, if attended, at SEMC during his/her tenure as an officer. The amount of the SERA Chair travel stipend will be determined by a majority of the SERA Board and reviewed annually. All expenses shall be considered for reimbursement by the Treasurer from SERA funds as provided in the annual budget (revised 7/08). Expenses to exceed annual budget line items shall be pre-approved by the Chair in consultation with other officers.

Section 5.5. The duties of the Communications Chair shall be to supervise the Publications Committee of SERA and gather and disseminate topical information to the membership of SERA in the form of a regular newsletter and other publications (revised 1993).

Section 5.6. The duties of the Development Chair are to pursue funding for SERA projects organized by SERA Officers, to meet goals and objectives of SERA Long-Range Plan; to solicit cash donations, in-kind services or grant funds for special projects; write grant proposals, monitor project progress and ensure that all support requirements are met and credits are properly accorded. The Development Chair shall prepare a written report on the year's activities to be presented at the annual business meeting (revised 10/97).

ARTICLE VI. COMMITTEE CHAIRS AND STATE REPRESENTATIVES

Section 1. The duties of appointed Committee Chairs are to organize and implement projects as directed by the Executive Board. Appointed Committee Chairs include Nominations, Long-Range Planning, Publications, Archives, and ad hoc Chairs for special projects. Specific responsibilities and functions of Committee Chairs shall be set out in the SERA Operations Manual, which shall be maintained by the Executive Board. The duties of the Nominations Committee shall be those detailed in Article VII, Section 3 of these Bylaws. The Committee Chairs shall make regular progress reports to the officers and shall prepare a written report for presentation at the annual business meetings. Committee Chairs are empowered to appoint their committees as needed.

Section 2. The duties of appointed State Representatives are to facilitate communication throughout the membership and, under the direction of a Coordinator appointed by the Chair, liaison between members and SERA officers. State Representatives shall gather newsletter material and assist with distribution of notices and publications, assist with periodic surveys of the membership, disseminate information about SERA within their state, and encourage participation in SERA-sponsored activities. State Representatives shall provide the Treasurer with names of prospective new members, serve as a SERA liaison with their state museum organization, and provide other services to SERA as requested by the Chair (revised 10/94).

Section 3. Reimbursement of expenses incurred by SERA Committee Chairs and State Representative Coordinator is provided as follows: i) reimbursement for the actual cost

of the SERA luncheon/meeting, if attended, at SEMC during their tenure as a committee chair.

ARTICLE VII. ELECTIONS

Section 1. Elections for the offices of Chair, Vice Chair and Treasurer shall take place every odd year and the elections for the offices of Secretary, Communications Chair and Development Chair shall take place every even year (7/08). Elections shall be by written or electronic ballot, with the results determined by a simple majority of ballots received (10/11).

Section 2. The SERA Chair shall appoint a Nominations Chair, who shall in turn select at least two other SERA non-officer Individual members in good standing as Nominations Committee members. As far as possible, Committee members shall represent different states and institutions of different disciplines.

Section 3. The Nominations Committee shall prepare a slate consisting of at least one candidate for each SERA office. As far as possible, candidates shall represent different states and institutions of different disciplines. The Committee shall confirm the eligibility and obtain the written consent of all candidates. The Committee shall obtain reasonable assurance from candidates for Chair of their ability to attend national and regional meetings, and confirm the technical ability of candidates for Treasurer and Communications Chair to manage the membership database and newsletter production in an efficient, professional manner.

Section 4. Additional nominations by letter shall be accepted, provided such nominations are for Individual SERA members in good standing who have agreed in writing to be nominated, and that such nominations are received by the Nominations Committee Chair four months prior to the annual business meeting at which new officers are announced.

Section 5. The Secretary shall distribute individual written or electronic ballots to the voting membership at least six weeks prior to the annual meeting. Ballots must be returned to the Secretary, postmarked no later than ten (10) days prior to the annual meeting, unless a specific return date is clearly stated on the ballot. Votes shall be tallied by the Secretary and verified by the Chair of the Nominations Committee. Election shall be by simple majority vote, and results shall be announced at the annual business meeting.

ARTICLE VIII. MEETINGS

Section 1. There shall be one annual SERA business meeting, held in conjunction with the SEMC annual meeting, for the presentation of annual reports of the Executive Board and Committees, presentation of a budget, review of the year's business, biennial announcement of the election of officers, amendment of Bylaws, and such other

business as may be necessary. Other meetings shall be called by the Chair as needed for business of unusual importance to the membership.

Section 2. Topics for consideration at the annual business meeting shall be submitted in writing to the Chair at least thirty days prior to the meeting. An agenda for the meeting shall be prepared by the Chair and distributed to members at the meeting.

Section 3. The parliamentary procedures contained in the current edition of "Robert's Rules of Order Newly Revised" shall assist in establishing and maintaining the orderly procedures by which meetings are governed where they are not inconsistent with these Bylaws and any special rules of order which the SERA may adopt. However, it is recognized that rules exist to enhance fairness and orderly procedure and rule by majority shall not be exercised without concerned attention to minority views when strong differences of opinion on matters of moment occur.

ARTICLE IX. AMENDMENTS

Section 1. Amendment of Bylaws shall be by written or electronic ballot (10/11), provided that at least sixty percent of the ballots are returned, and that the proposed amendment is approved by at least two-thirds of those voting.

Section 2. The Secretary shall distribute individual written or electronic ballots (10/11) and proposed amendments to the voting membership at least six weeks prior to the annual meeting. Ballots must be returned to the Secretary, postmarked no later than ten days prior to the annual meeting, unless a specific return date is clearly stated on the ballot. Votes shall be tallied by the Secretary and verified by the Chair, and results shall be announced at the annual business meeting.

ARTICLE X. ADOPTION

These Bylaws were adopted at the SERA annual business meeting in October 1978, and have been amended eight times: in 1985, 1986, 1993, 1994, 1997, 2007, 2008, 2011, and 2021.