

KALAMAZOO VALLEY MUSEUM  
Advisory Team  
Bylaws Revision, October 2019

I. BACKGROUND

Since the Kalamazoo Valley Museum became part of Kalamazoo Valley Community College in 1991, its activities have been assisted by a community advisory body, created to provide a mechanism for expanded community input and regional ownership of the museum.

II. STATEMENT OF PURPOSE

The Museum Advisory Team is a non-governing board of advisors. Its purpose, as patrons and stakeholders, to provide input for evaluating museum programs, exhibitions and other activities to inform both short and long-term planning. The Advisory Team assists the Director of the Museum, the Vice President of Strategic and Community Development, and the President of the College in evaluating museum undertakings. The Advisory Team operation differs from a traditional governing board. The differences are outlined below:

KVCC Board of Trustees

1. Established by law and charged with ultimate accountability for and authority over organizational activity.
2. Role: to establish policy and actively govern the institution under Michigan statutes.
3. Function: to govern institution through policymaking, appointment of president and administrators, budget, etc.
4. Operates through parliamentary procedures, e.g., quorum, action and information items, minutes, etc.

KVM Advisory Team

1. Authorized by governing board with defined limits of responsibility.
2. Role: to give advice and counsel on programs and services.
3. Function: to serve as audience representatives offering feedback on museum programs from a consumer and community perspective.
4. Operates as forum for the presentation and discussion of ideas, rather than through formal process of recommendations, votes, quorums.

### III. TEAM MEMBERSHIP

- a. The Team shall consist of up to nine (9) members appointed by the President of Kalamazoo Valley Community College upon recommendation of the Director of the Museum.
- b. Ad hoc members may be appointed, as needed, to serve for a specific purpose and for a designated period of time.
- c. A member shall serve no more than two (2) consecutive three-year terms. On the initial Team, one-third of the members will serve one-year terms; one-third will serve two-year terms; and, one-third will serve three-year terms. All new members will be eligible for re-appointment to a three-year term.
- d. Members shall be eligible for re-appointment following one year's absence from the Team.
- e. Each member is expected to:
  - Attend a minimum of three (3) meetings per year.
  - Be available for individual consultation with the Museum Director and staff.
  - Observe and take part in museum events and provide feedback on museum programs, exhibitions, media, and services.

### IV. OFFICERS

- a. The Director of the Museum shall take the lead to solicit agenda items, create the agenda and conduct the meeting. A staff member shall serve as Recording Secretary to the Team.

### V. MEETINGS

- a. The Museum Advisory Team shall meet quarterly in July, October, January, and April.
- b. Additional meetings may be held on the call of the Museum Director, the President, the Board of Trustees, or upon the request of at least five members of the Museum Advisory Team.
- c. The order of business for regular meetings shall be ....
  1. Acceptance of the Agenda
  2. Acceptance of the Minutes
  3. Informational Updates
  4. Advisor Discussion
  5. Next Meeting
  6. Adjournment