



NATIONAL MUSEUM VOLUNTEERS BANGKOK

Under the Auspices of The Fine Arts Department

CONSTITUTION OF THE NATIONAL MUSEUM VOLUNTEERS

OBJECTIVES

The National Museum Volunteers (NMV) is a non-profit organization under the auspices of the Department of Fine Arts, composed of multi-national members who are interested in the study of arts and culture in Thailand and neighboring countries. The main objective of the National Museum Volunteers is to improve access to the National Museum Bangkok through the provision of trained guides, and programs designed to promote an appreciation of the Thai culture and the arts.

ARTICLES

Article I - Name

This organization shall be known as the National Museum Volunteers (hereinafter referred to as NMV) having as its address P.O. Box 1305, Nana Post Office, Bangkok 10112, Thailand.

Article II - Membership

Membership of the NMV implies acceptance and compliance with the NMV's Constitution and any amendments thereto. Subscriptions are for a one-year period, commencing upon receipt of membership fee.

Section A. Type of Membership

1. **Ordinary** - Ordinary membership shall be open to all residents of Thailand on payment of the annual subscription determined by the Steering Committee. Membership includes the NMV monthly newsletter, use of the NMV library/slide library, the right to participate in its activities.
2. **Couple** - are open to all residents of Thailand sharing the exact same address on payment of the annual subscription determined by the Steering committee. Membership includes the NMV monthly newsletter, use of the NMV library/slide library, the right to participate in its activities.
3. **Overseas** - Overseas membership is offered at a special fee determined by the Steering Committee.
4. **Gift Memberships** - Gift memberships of one year may be given at the discretion of the President/Steering Committee.
5. **Courtesy newsletters** may be sent to individuals or organizations at the discretion of the President/Steering Committee.

Section B. Termination of Membership

Membership may be terminated by one of the following actions:

- By written notice from the member
- By default in the payment of the annual subscription, unless otherwise agreed to by the Executive Committee
- By a decision of the Executive Committee to that effect

Article III - Finance

Section A. Membership Finance

The annual subscription for membership shall be based on an annual assessment determined by the Executive Committee as necessary to meet the anticipated running expenses of the NMV financial year.

Section B. Financial Year

The NMV's financial year shall run from 1 April of any given year through 31 March of the next year.

Section C. Financial Meetings

Financial meetings will be held two times annually, in conjunction with Executive Committee meetings, and will be headed by the President. Meetings should be held prior to the beginning of the year to review the financial situation and approve the budget and mid-year to review the financial situation.

Article IV - Organization

Section A. Election of President

The term of office for the President of NMV shall be one year. The incumbent President may run for a second term, if willing, along with other candidates nominated by the Steering Committee, if any. Each term begins on April 1 and ends on March 31. Elections will take place at the March meeting during an election year called by the president. The following describes the process and qualifications:

1. Qualifications - Prospective candidates should be experienced, knowledgeable, demonstrate leadership abilities and have participated in NMV activities. The following are the requirements that must be fulfilled:
 - Have served at least one year on the Steering Committee as of the beginning of the new operational year
 - Have attended the Lecture Series, Guide Workshop and some of the learning activities of the group (Study Excursions, Study Groups, At Homes or Monthly Lectures)
2. Election Committee – Three members of the Steering Committee will be selected by the President to serve on the Election Committee. The duties of the Election Committee shall be to compile a list of nominations for President, review the qualifications of the nominees, prepare a ballot, and supervise the election of President (i.e., distribute and count the ballots).

3. Elections – The Election Committee shall send nomination forms and a list of qualifications for the office of President to all members of the Steering Committee in December. Any member of the Steering Committee may nominate a candidate for the office of President, provided the candidate meets the said qualifications. Nomination forms must be completed listing the candidate, her qualifications, and a short biography. Nomination forms shall be returned to the Election Committee no later than the third week in January. The Election Committee will compile a list of nominations and determine if the candidates meet all qualifications and have agreed to run in the election. If a member of the Election Committee is nominated, that member will step down from the Committee and the President will appoint another member of the Steering Committee to take her place. All members of the Steering Committee will be given a list of candidates, their qualifications, and a short biography at the February monthly meeting. Election will be by secret ballot at the monthly meeting in March. The ballots will be collected and immediately counted by the three members of the Election Committee. If a member (or members) of the Election Committee is not present, the President shall appoint another member of the Steering Committee to take her (their) place. The results of the election will be announced prior to the adjournment of the March meeting.
4. The Vice President will assume the role of President for the remainder of the current term (Year 0) in the event the President resigns before the term ends. The Vice President will assume the role of President for the subsequent term (Year 1) in the event that no nominations for the office of President are received, thus precluding the annual election.
5. In the event that a nomination for President is not received and the Vice President is unable to assume the role of President as per paragraph 4 above, then the Election Committee will inform the Steering Committee and the candidacy will be opened to any member of the NMV whose qualifications match as closely as possible to those listed above. Under these circumstances the same procedure will be followed as described in paragraph 3 above.

Section B. Steering Committee

1. The President shall recruit and appoint members of the Steering Committee as and when vacancies arise based on the recommendations of outgoing chairs and co-chairs.
2. The President shall appoint the Vice President. The President may appoint a second Vice President to share the responsibilities of the office of President.

Section C. Governing Bodies

1. **Executive Committee:** The administrative body of the NMV is referred to as the Executive Committee. The Executive Committee shall consist of the following: President, Vice President, Treasurer, Recording Secretary, Guiding Chairperson, and two members at large selected by the Steering Committee.

The Executive Committee will be responsible for preparing the budget and proposing policy changes of the NMV for approval by the Steering Committee.

2. **Steering Committee:** The operational body of the NMV is referred to as the Steering Committee. Steering Committee members include the Executive Committee members plus the following: English Leader, French Leader, Japanese Leader, German Leader, Membership Chairperson, Excursion Chairperson, Study Group Chairperson, Librarian, Lecture Series Chairperson, At Homes Chairperson, Monthly Programs Chairperson, Special Projects Chairperson, Newsletter Editor, Publicity Chairperson, Webmaster, Hospitality Chairperson, Product Manager. By accepting the position of leadership, each member is obliged to serve a full term: April 1 - March 31.

The Steering Committee is responsible for the day-to-day operation of the group (e.g., planning and coordinating events and recommending budgets). Each chairperson is responsible for sound financial management of her activity.

3. Termination of Steering Committee members shall be at the discretion of the Executive Committee. Reasons for termination include:
 - ❑ Not fulfilling the duties of the position
 - ❑ Disregard to NMV policies
 - ❑ Misrepresenting the NMV
 - ❑ Making commitments for other members or chairpersons, outside of current job responsibilities
 - ❑ Making unilateral decisions contrary to NMV policies
 - ❑ Not attending a minimum of two-thirds (2/3) of meetings called within a board year

All policies are reflected in the individual job descriptions.

Article V - Meetings

Section A. Executive Committee

The Executive Committee will meet twice annually, prior to the beginning of the year and mid-year, and at other times as necessary.

Section B. Steering Committee

The Steering Committee will meet once a month, generally on the first or second Tuesday of the month.

Section C. Extraordinary

Extraordinary meetings may be called by the President or upon the written request of not less than one-third (1/3) of the Steering Committee.

Section D. Quorum

1. At ordinary and extraordinary Steering Committee meetings, a quorum shall comprise not less than one third (1/3) of the Steering Committee members, and must include at least two Executive Committee members, of whom one should be the President or the Vice-President.

2. At Executive Committee meetings, a quorum shall comprise not less than one-half (1/2) of the Executive Committee members, of whom one should be the President, or Vice-President.

Section E. Resolutions

Resolutions at all meetings of the NMV shall be decided upon a simple majority vote. When voting is equal, the President, or Vice-President in her absence, shall have an additional casting vote.

Article VI - Amendments

Amendments and/or additions to the Constitution may be proposed by five (5) or more Steering Committee members, and may only be removed by calling for an Extraordinary Meeting. Suggestions for such amendments must be posted to all members of the Steering Committee at least twenty-one days before the Extraordinary Committee Meeting, at which such amendments must be acted upon.

Article VII - Dissolution

The NMV may be dissolved only by a resolution of the Extraordinary Steering Committee meeting provided that three-fourths (3/4) of the total Steering Committee members are in attendance and at least two-thirds (2/3) of those present vote for the dissolution. Upon dissolution, a Committee shall be established by the dissolution meeting to enable the NMV to continue functioning until all such matters concerning dissolution are finalized. All residual funds of the NMV at the time of dissolution are to be dispersed in accordance with the Resolution of the dissolution meeting. Such decision shall be made in accordance with the stated objectives of the NMV.