



National Museum Volunteers (NMV)

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1 General¹

1.1 Rule 1 Name

The NMV shall be known as **National Museum Volunteers (NMV)**, abbreviated as **NMV**. It will hereinafter be referred to as 'the NMV'.

1.2 Rule 2 Symbol

The symbol of the NMV is the depiction of a *Thepanom*, a guardian angel, in *Anjali* gesture (*Wai*) framed by a lotus. This symbol is seen as protecting the NMV, blessing it with luck, prosperity, and purity.



National Museum Volunteers (NMV) Symbol

1.3 Rule 3 Address

The office of the NMV shall be at the address of the NMV President or the secretary of the NMV.

1.4 Rule 4 Objectives

The objectives of the NMV shall be as follows:

- To support the operations of the National Museum Bangkok by training and providing volunteer guides in various languages for visitors to the museum and conducting educational and cultural events (such as 'NMV Junior', 'Night at the Museum' etc.).
- To promote knowledge of Thai and Asian art, culture, and history.
- To develop NMV programs to study the art, culture, and history of Thailand and Asia.
- To act as a central resource for carrying out these programs.
- To develop an archive for storing and maintaining its historical records.
- To raise funds to support the operation and activities of the NMV.

2 Membership

2.1 Rule 5 Membership Categories

The membership of the NMV shall comprise the following two categories:

- **Ordinary Membership:** shall be open to individuals interested in promoting the objectives of the NMV.
- **Honorary Membership:** shall be open to individuals who have made a significant contribution to the NMV.

¹ For definitions see chapter 8.

Membership shall be non-transferable.

2.2 Rule 6 Eligibility

- Applicants shall be of legal age.
- Applicants shall be of good standing in the community.

2.3 Rule 7 Fees

- Membership fees shall be established by the Board. Any change in the membership fees shall not apply retroactively. Applicants pay the membership fee prescribed in their Membership Application Form.
- Honorary members do not have to pay any annual fees.

2.4 Rule 8 Application for Membership

Any individual who wishes to become a member of the NMV and is eligible shall submit to the NMV an application for membership together with the relevant membership fee. Such an application shall be made in the manner prescribed by the NMV and defined by the Board.

2.5 Rule 9 Rejection

The Board shall have the power to accept or reject any application or renewal of membership.

2.6 Rule 10 Forfeited Membership

Membership will be forfeited for the following reasons:

- The Board may resolve to expel a member by a unanimous vote if the member has behaved by word, act or omission in a manner prejudicial to the interests of the NMV and/or injurious to its reputation. Such members shall be given the opportunity to present their case in person before the Board.
- Failure to pay the membership fee in full within a time period specified by the Board.

2.7 Rule 11 Members Rights and Duties

Members shall be entitled to the following rights and observe the following duties:

- Participate in the activities of the NMV in accordance with the Rules.
- To proffer opinions and recommendations on the operation of the NMV to the Board.
- To request the Board to examine documents and assets of the NMV.
- To comply with and observe the NMV's Rules, NMV Bylaws, operational procedures, and any resolutions passed by the Board under the Rules.

Operational Matters

2.8 Rule 12 Operation of the NMV

The NMV is led by 'administrative officers' and 'Activity Group Chairs', which organize the different activities of the NMV. All administrative officers and Group Chairs are mandatorily members of the

Board of Directors herein be referred as the 'Board'.

The administrative officers of the Board are the President, Vice President, Secretary, Head Finances, Head Membership, the Language Chairs, and the Guide Chair. The other members of the Board are the Group Chairs.

All members of the Board have access to the same information and the same voting and electoral rights. They are all called 'Director of the NMV'.

All members of the Board pay the same membership fee as ordinary members.

2.9 Rule 13 Election and Appointment of the President and Vice President

The election body of the President and the Vice President is the Board of the NMV.

Only members of the Board (Directors) can be appointed as Presidents and Vice Presidents of the NMV.

In order to be appointed as President or Vice President, a mandatory approval of 2/3 of the Directors present at the election meeting is required.

The President and the Vice President of the NMV shall be appointed on a rotating basis. Both offices rotate among the four language groups English, French, German and Japanese. The rotation cycle lasts one year or two years at the most.

The Board can extend the presidency by a maximum of one year. In such a case, the associated vice presidency is also automatically extended by one year. During their presidential or vice-presidential term, the President and the Vice President shall continue to serve as Directors in parallel with their presidential or vice-presidential duties.

President and Vice President shall not be from the same language group.

Co Presidency and Co Vice Presidency are allowed.

Each language group has the same temporal claim to the presidency and vice-presidency. The order of the language groups is determined by the Board at the beginning of a full presidential cycle and should not, in principle, be changed during that presidential cycle (language group 1 > 2 > 3 > 4). A change in the rotation cycle of the language groups in the takeover of the presidency can only be made by a unanimous decision of the Board.

A Director serves as Vice President (President-in-Waiting) first for one year resp. two years and then takes over the presidency. If there are compelling reasons, the Board may elect a director other than the incumbent Vice President as President. Such a decision must be taken unanimously by the Board. The rights of the language groups must be respected in all cases.

Each language group has the right to propose two representatives to the office of President or Vice-President. However, in the case of a co-presidency or co-vice-presidency, only one person is entitled to vote at Board meetings.

The President and Vice President cannot be from the same Language Group at any time.

The Vice President becomes President immediately upon the resignation of the President. The Vice President then completes the remainder of the original term as President before serving a full term in their own right. If there are compelling reasons, the Board may elect a director other than the incumbent Vice President as President. Such a decision must be taken unanimously by the Board. The

rights of the language groups must be respected in all cases. In case of the incumbent Vice-President becoming President, a new Vice-President shall be elected by the Board by respecting the presidential cycle and the claims of the individual language groups.

In case of a Vice President resigning the Board shall elect a new vice president from the same language group, who completes the remaining term of the Vice President and then becomes President.

2.10 Rule 14 Nomination and Elections of Board Members (Directors).

All Directors of NMV are elected by the Board. A 2/3 majority of the Board is mandatorily required to elect a director. Elections of directors can happen at any time, at the discretion of the Board and depending on the current needs of the NMV.

2.11 Rule 15 Resignation of the President, Vice President and Directors

A President or a Vice President who wishes to resign shall submit a written communication of resignation to the Board and obtain approval for their resignation from their Language Group.

A Director who wishes to resign from the Board shall submit a written communication of resignation to the Board (via President) and obtain approval for their resignation from the Board.

Directors automatically resign when their assigned duties come to an end or are taken over by another Director.

2.12 Rule 16 Duties and Responsibilities of the Directors

The Officers and Directors shall have the following duties and responsibilities:

The President shall oversee the management of the NMV, represent the NMV in its dealings with outside persons and entities, and chairs all Board- and other NMV meetings.

The Vice President shall act as the assistant to the President in the management of the NMV. They will perform the duties assigned by the President and deputise for them in their absence.

The Secretary shall perform all administrative duties of the NMV. They will act as the operational head of the NMV. They will follow the orders of the President as well as keep minutes of all Board and other relevant meetings. The Secretary shall keep all records, except financial, of the NMV and shall be responsible for their correctness. They will keep minutes of all Board- and other NMV meetings. Digital storage is the method of choice.

The Treasurer shall keep all funds and collect and disburse all money on behalf of the NMV and shall keep an account of all monetary transactions and shall be responsible for their correctness.

The Guide Chair shall liaise between the Board, the National Museum Bangkok and the Language Chairs, in order to provide trained guides to lead regular weekly tours of the National Museum Bangkok, and special tours when requested, and provide such information and materials as is needed to ensure that these functions are carried out efficiently. The Guide Chair shall oversee the development of ongoing programs of guide training for prospective guides (in the languages English, French and German) until they are deemed qualified to lead tours throughout the National Museum Bangkok, as well as provide additional training for current guides to keep up with new information, interpretations and trends in the history and arts of the region.

The training of Japanese speaking guides is fully under control of the Japanese Guide Chair.

The Membership Officer shall be responsible for the registration of all members of the NMV, including the maintenance of records and coordination with the Treasurer in collecting the annual membership fees from members.

The Language Chairs shall be responsible for the NMV of their language group and the communication with the Board and, if needed, with the Guide Chair. A language group can nominate two people as Co Language Chairs for their language group. In Board meetings a Co Language Chair has only one vote.

Other Directors shall be responsible for activity groups such as @Homes, Excursions, Library and SALA. The Board can nominate two people as Co Activity Group Chairs. In Board meetings a Co Activity Group Chair has only one vote.

All Directors shall perform and be responsible for their assigned duties on behalf of and in consultation with the Board.

2.13 Rule 17 Removal of the President, Vice President and Directors

The President, Vice President and Directors may be removed from office by the Board, other than by completing their terms of office, for the following reasons:

- Death.
- Resignation.
- Loss of membership status.
- Gross neglect of tasks

The removal of President, Vice President and Directors requires a unanimous vote by the Board. When voting on the removal of a person, the person under discussion does not have the right to vote.

2.14 Rule 18 Powers and Duties of the Board

- The power to change and amend existing rules and regulations (such as NMV Bylaws).
- The authority to issue rules and regulations (NMV Bylaws) for members to follow; such NMV Bylaws shall not be contrary to the current rules and regulations.
- The power to appoint and remove dedicated officers of the NMV. Language Chairs can only be removed in accordance with the respective Language group.
- The power to appoint and dissolve an Advisory Board and/ or Subcommittees.
- The power to call General Meetings.
- The authority to appoint Directors for other positions not yet defined by these Rules and the NMV's Bylaws if such apply.
- The authority to administer the NMV to meet its objectives as well as other powers according to these Rules and the NMV's Bylaws if such apply.
- To be responsible for all undertakings of the NMV, including the handling of its finances and assets
- To be responsible for preparing and keeping a past record of all documents and evidence related to the finance, assets and activities of the NMV, written according to generally accepted academic grammar, for Members to check upon request.
- To produce and keep the minutes of the meetings as evidence and distribute these to the members for their information.
- To assign other duties as defined by the NMV's Bylaws if such apply.

2.15 Rule 19 Board Meetings

The Board shall meet at least once every two months to discuss matters relating to the management of the NMV. Meetings can be held either in person or by using technical means such as Zoom or similar. Circular resolutions are allowed in urgent cases.

All Board meetings must be recorded in writing. Decision records are allowed. Board meeting minutes are generally public. The preparation of confidential minutes accessible only to the Board, which may be necessary in individual cases, must be unanimously approved by the Board on a case-by-case basis.

2.16 Rule 20 Board Quorum

A meeting of the Board must have at least half of all Directors plus one present to form a quorum (changing of the Rules: changes and amendments must be passed by a vote of not less than two-thirds of all Officers and Directors).

If not otherwise defined by these Rules, resolutions passed by the Board shall be based on a simple majority (plurality) vote. *Proxy voting is not allowed in Board meetings.* If there is a tie, the President, or the Vice President in the absence of the president, or the designated Chairman of the meeting, shall cast the deciding vote.

2.17 Rule 21 Absence of President and/or Vice President

At a meeting of the Board, if the President and Vice President are absent, or are unable to perform their duties, the Directors attending shall select from among themselves any Director to act as the Chairman of the meeting.

3 Finance and Property

3.1 Rule 22 Bank Account

All financial and property matters are the responsibility of the Board. The NMV's cash (if any) shall be deposited in a bank as defined by the Board under an account name approved by the Board, if legally possible.

3.2 Rule 23 Signatures

All bills or checks of the NMV must be signed by the President, or another designated member of the Board, together with the Treasurer or Secretary, and stamped with the seal of the NMV, to be deemed valid.

3.3 Rule 24 Authorization of Payments

The President and the Treasurer are authorized to make payments for the NMV up to a maximum of 200,000 Baht (Two Hundred Thousand Baht Only) per year. Any payments for more than that amount must be approved by the Board. Any single payment for more than 1,000,000 Baht (One Million Baht Only) must be approved by an Extraordinary Meeting of the NMV members.

3.4 Rule 25 Financial Transaction Methods

Digital payment transactions are the method of choice.

3.5 Rule 26 Treasurer's Cash on Hand

The Treasurer has the power to keep cash on hand for the NMV up to 20,000 Baht (Twenty Thousand Baht Only). Any funds above this amount must be deposited into the NMV's account at the earliest opportunity.

3.6 Rule 27 Bookkeeping

The Treasurer will make an account of all income, expenses and monetary balances in accordance with general accounting practices, and signed by the President, or a representative mandated by the Board, with the Treasurer, stamped with the seal of the NMV every time. The financial year of the NMV starts on May 1st and ends on April 30th of the following year.

4 Marketing

The Board may decide on measures to promote awareness and visibility of the NMV. It may appoint a Marketing Director for this purpose. Contacts with the relevant embassies for the individual language groups are expressly permitted.

5 Dissolution of the NMV

5.1 Rule 29 *Dissolution of NMV*

A vote to Dissolve the NMV can only be passed by a resolution proposed at an Extraordinary General Meeting of all members, organized by the Board (except in the case of dissolution for legal reasons). Said resolution must be passed by at least two-thirds of the members attending, and the quorum for said meeting must be not less than half of all members plus one.

5.2 Rule 30 *Remaining Assets*

If the NMV is terminated for any reason whatsoever, the NMV's remaining assets, after the payment of any outstanding debts, shall become property of the National Museum Bangkok.

6 Transitional Provisions

6.1 Rule 31 *Enactment*

These Rules shall enter into force on the date on which they are accepted by the Board.

7 Definitions

- **NMV:** National Museum Volunteers
- **NMB:** National Museum Bangkok
- **Board of NMV:** comprised of all Directors
- **Administrative Directors** (Members of the Board) include:
 - o President
 - o Vice-President
 - o Secretary
 - o Finances
 - o Membership
 - o Guide Chair
 - o Language Chairs (English, French, German, Japanese)
 - o Marketing

- **Other Directors** (Group Chairs, Members of the Board) include:
 - o At Homes Director(s)
 - o Excursion Director(s)
 - o Juniors
 - o Librarian
 - o Product Manager(s)
 - o 'Sala' Editor

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