



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy #13.33
Date Approved: 08/21/15
Date Amended:
Reviewed w/no Changes:
Office of Responsibility: VP FA
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SUBJECT: SOUTHERN UTAH MUSEUM OF ART

I. PURPOSE: To establish policies for the Southern Utah Museum of Art (hereinafter called Museum) regarding its mission, organizational structure, funding, authorization to manage Southern Utah University's (hereinafter called University) art collections, and to establish a Museum Advisory Board.

II. POLICY:

A. Mission

The Southern Utah Museum of Art is a student-centered experiential learning environment that collects, preserves and exhibits the visual arts of southern Utah and surrounding Colorado Plateau. The Museum's exhibitions and educational programs expand the collecting focus by connecting regional art, culture and interests with the larger world.

B. Reporting Structure

The Museum is a component unit of Southern Utah University which is a body politic and corporate with perpetual succession and with all rights, immunities, and franchises of the State of Utah. The Museum Director reports to the University's Vice President of Finance and Administration (Vice President), who reports to the University President. The Vice President, in consultation with the Museum Director, shall also form working committees to address administrative needs, such as collections management, educational outreach, exhibitions and finances as required for efficient operation and fiscal sustainability of the Museum. All Museum employees, including staff and student workers, report to and are evaluated by the Museum Director. Any individual involved in the use of the Museum in a faculty, staff, student or volunteer position are expected to adhere to University policies, procedures and administrative directives.

C. Funding

The Museum's operating budget and the salaries of paid staff are funded primarily through allocations from the University budget. The University recognizes the educational and outreach value of its collections and of the exhibitions and programs presented to the University and the public. In recognition of this invaluable learning resource, the University expresses its commitment to the continuation of its museum and agrees that the Museum shall be considered an integral and permanent part of the University. The University agrees to make available the resources necessary for the Museum's operation to the extent permitted by the University's financial resources. The University agrees to



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protect the Museum's tangible and intangible assets held in public trust including appropriate Risk Management coverage.

D. Collections Management

1. The University is the owner and insurer of the art collections held and managed by the Museum.
2. The Museum is authorized to prudently manage the University's art collections respecting the American Alliance of Museum's Code of Ethics for Trustees, Staff and Volunteers and in compliance with Regents and University policies, and other Utah statutes governing the management of state property and assets. Including but not limited to: acceptance of art donations, or acquisitions (accessions); inventory management; exhibitions; loan agreements; preservation and retirement of art (deaccessions) to improve and focus the collection.
3. The University recognizes that the Museum's collections are essential to the Museum and the University's mission and will not consider the art collections as disposable assets.

E. Advisory Board and Its Bylaws

1. Purpose

The Advisory Board shall be known as the "Southern Utah Museum of Art Advisory Board".

The Board is an advisory body committed to the mission, vision and stability of the Museum through advocacy, strategic and long-range planning, fundraising, education and marketing. Board members shall be comprised primarily of University personnel and additional external members appointed in consideration of their meaningful insight, interest or expertise related to the purpose of the Museum. The Board assists and provides counsel to the Museum Director on issues of quality, educational integrity and financial strength of the Museum.

2. Founding Board

The Vice President of Finance and Administration, in consultation with the Museum Director, shall appoint the Founding Board. Initial appointments staggered to serve for one, two and three year terms. No more than one-third



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of the founding Board members' terms expiring during any given year.

3. Board Membership

- a. Following this initial Founding Board, members of the Board shall receive their appointments through the Vice President for Finance and Administration in consultation with the Executive Committee.
- b. The number of members of the Advisory Board shall be at least seven (7) and no more than thirteen (13). In addition, the Vice President of Finance and Administration, Dean of the College of Performing and Visual Arts and Director of the Museum shall serve as permanent ex-officio members of the Board.
- c. The entire voting power of the Board shall be vested in its membership, each of whom shall be entitled to one vote in electing officers and in the transaction of other business of the Board.
- d. The term of a member of the Board shall be three years. A member may be reappointed to one additional term and must be off the Board for at least one complete term before being eligible for appointment to additional terms.
- e. If for any reason a member can no longer serve, the seat is considered vacant. A seat vacated during a term shall be filled by appointment from the Vice President in consultation with the Executive Committee at the next Board meeting. A partial term filling a vacancy shall not be counted in limiting consecutive Board membership to two terms.
- f. Members of the Board shall subscribe to the Code of Ethics of the American Alliance of Museums.

4. Meetings and Attendance

- a. A minimum of four Board meetings shall be held annually, with at least one in July, at a time and place to be designated by the Executive Committee. (see Standing Committees in section 8)
- b. The Chair of the Board, as directed by the executive committee, may schedule additional meetings as needed.
- c. Any member absent without excuse from three (3) Board meetings in succession or four (4) meetings in any twelve-month period shall be



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automatically terminated. Board members shall notify a member of the Executive Committee in advance of a scheduled meeting to request an excused absence.

5. Quorum

A simple majority of the membership of the Board, or any committee, shall constitute a quorum for purposes of conducting business.

6. Nominations

Nominations for available Board seats shall be generated by the Board Executive Committee and submitted to the Vice President for consideration. Formal invitations to serve on the board shall be issued by the Vice President.

7. Officers

- a. A Chair, a Vice Chair and a Secretary shall be the officers of the Board. Officers shall be elected at the July Board meeting and shall take office at the conclusion of that meeting.
- b. Terms for the officers of the Board shall be for one (1) year. Officers can be re-elected to consecutive or non-consecutive terms.
- c. The Chair shall preside at all meetings of the Board and of its Executive Committee.
- d. The Board's Vice Chair shall be responsible for coordinating committees and committee reports. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair. In the event of a vacancy in the office of the Chair, the Vice Chair shall become Chair and serve the remaining fraction of the unexpired term.
- e. It shall be the duty of the Secretary to ensure that complete records of all meetings of the Executive committee and the Board are maintained; notices of all meetings sent to members at least five (5) business days prior to each meeting, and posted as may be required by state law; ordinary correspondence of the Board is attended to; archives of the Board maintained, including complete records of the terms of members of the Board.
- f. With the exception of the Chair, an office vacated during a term shall be filled by election at the next Board Meeting.



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8. Standing Committees

- a. **Executive Committee** shall be a standing committee consisting of the Chair, the Vice Chair, the Secretary of the Board, and the Museum Director. The Executive Committee shall have as its responsibility long-range planning for the Board; acting in the place of the Board in emergencies and between Board meetings, reviewing and recruiting nominees to serve on the Board, and to discipline Board members concerning absenteeism, unethical actions, or other concerns. All actions taken by the Executive committee shall be reported to the Board at its next meeting. Meetings of the Executive Committee shall be called by the Chair and shall be held as necessary.
- b. **Development Committee** shall be a standing committee consisting of a Chair, and at least two (2) other Board members appointed by the Board Chair and subject to the approval of the Board at the Board's July meeting. The Friends of the Museum (FRIENDS) shall be a permanent subcommittee of the Development Committee. The Chair of the FRIENDS will be a member of the Development Committee. The Development Committee may enlist additional subcommittees, as needed, from within and/or outside Board membership. The Development Committee shall have as its responsibilities, in consultation with the University's Institutional Advancement Office and Office of Sponsored Research and Grants, securing funding from individuals, corporations, foundations and government agencies and developing and implementing activities that promote the purposes of the Museum. Meetings of the Development Committee and FRIENDS shall be called by their respective Chairs and shall be held as necessary. Meetings of the Development Committee and the FRIENDS shall be open to the Director of the Museum.
- c. **Collections Committee** shall be a standing committee consisting of a Chair and at least two (2) other Board members appointed by the Board Chair and subject to the approval of the Board at the Board's July meeting. The Collections Committee may enlist additional subcommittees, as needed, from within and/or outside Board membership. As outlined in the Museum's Collections Management Policies the Collections Committee shall have as its responsibilities assisting the Director of the Museum in the solicitation of donations and loans to the collections, advising the Director and Curator as to the appropriate disposition of objects offered to the Museum, reviewing and recommending modifications to the



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Museum's Collections Management Policies and Procedures document. The Collections Committee shall perform its responsibilities within the guidelines for development activities established by SUU's Institutional Advancement Office. Meetings of the Collections Committee shall be called by the Chair and shall be held as necessary. Meetings shall be open to the Museum Director and Curator.

- d. **Program Committee** shall be a standing committee consisting of a Chair and at least two (2) other Board members appointed by the Board Chair and subject to the approval of the Board at the Board's July meeting. The Program Committee may enlist additional subcommittees, as needed, from within and/or outside Board membership. The Program Committee shall have as its responsibilities assisting in the development of a long-range and strategic plans, reviewing and revising those plans annually, working with faculty and Museum constituencies in developing exhibits, outreach and educational activities, promoting the Museum and soliciting feedback from Museum customers and patrons to improve the Museum's programs. Meetings shall be open to the Museum Director.
 - e. **Ad Hoc Committees**
The Board shall appoint additional ad hoc committees as necessary and appropriate and meetings of these committees shall be open to the Director of the Museum.
9. **Amendments**
Amendments to the bylaws may be moved at any meeting of the Advisory Board provided the amendment has been submitted in writing to the Secretary and the Secretary has supplied copies of the proposed amendment to the members with an announcement before the next scheduled meeting. A simple majority vote of a quorum of the members shall be sufficient to amend the bylaws.