

**OPERATIONAL BY-LAWS FOR THE BOARD OF THE  
A.W. PERRY HOMESTEAD MUSEUM**

*Museum Board revised and approved January 28, 2015*

*Sent to Council for Approval: \_\_\_\_\_*

**ARTICLE I**

**Organization and Location**

Section 1.0

The City of Carrollton, Dallas County, Texas, by Ordinance No. 641, as amended by Ordinance No. 2769, has established the Pearl Perry Gravley Park with the building thereon being known as the A.W. Perry Homestead Museum, and by the same ordinance created the A.W. Perry Homestead Museum Board.

Section 1.1

The Museum Board is charged with responsibility for the formulation of policies and guidelines concerning operations of the A. W. Perry Homestead Museum and to advise on the maintenance of the building and grounds immediately adjacent thereto, and with the right of review of plans involving additions to or changes within the park area.

**ARTICLE II**

**Purpose**

Section 2.0

The A. W. Perry Homestead Museum preserves significant artifacts and memorabilia representative of pioneer homelife and community development in the Carrollton area. This goal will be achieved through the preservation of the home built on A.W. Perry land, completed in 1909, and the collection, preservation and exhibition of furnishings, personal belongings, pictures, and related artifacts which shall be determined to be best representative of pioneer life during the period from 1890 to 1910.

Section 2.1

The mission of the A. W. Perry Homestead Museum, a designated historic site, is to educate diverse audiences through the collection, preservation, and interpretation of the late 19<sup>th</sup> and early 20<sup>th</sup> century history of Carrollton and the state of Texas, while making appropriate use of the authentically restored Perry home and outbuildings. (Mission Statement, adopted 2012)

## **ARTICLE III**

### **Management**

#### Section 3.0

The management of the A. W. Perry Homestead Museum (hereinafter referred to as the “Museum”) shall be vested in the A.W. Perry Homestead Museum Board (hereinafter referred to as the “Board”) consisting of nine (9) members to be appointed as prescribed in Section 3.2.

#### Section 3.1

The regular full term of a member of the Board shall be for two (2) years. The terms of four (4) members of the original Board shall expire after one year, and the terms of their successors shall expire on October 31<sup>st</sup> of even numbered years. The terms of the remaining five (5) members of the Board shall expire on October 31<sup>st</sup> of odd numbered years.

#### Section 3.2

The appointment of members of the Board shall be made by the City Council of Carrollton. The appointments shall be made from qualified candidates of their choosing who have exhibited an active interest and participation in the history and operation of the Museum.

To the extent possible, one of the seats will be maintained by a representative of the heirs of Pearl Perry Gravley. Such a representative must be an eligible resident of Carrollton and be appointed in accordance with the charter provisions.

#### Section 3.3

Upon appointment to the Board, all new members must attend an orientation session. At the orientation session, a copy of any material applicable to the roles and responsibilities of the Board will be given to the new member. Additionally, the new member will receive at minimum, an explanation of the procedures of the Board, duties of the Board, conflict of interest information, a copy of the Board’s last two year’s minutes, and attendance requirements for Board members. The new member will receive a tour of the site and an overview of its history in context with Carrollton and north Texas.

#### Section 3.4

Prior to serving on the Board, newly appointed and re-appointed members must be sworn in and sign an Oath of Office. The Oath of Office shall be notarized and kept on file at the Museum.

### Section 3.5

It is imperative that members maintain regular attendance. Any member who will not be in attendance at a meeting must notify the Chair or staff liaison of his or her absence prior to the meeting. At the beginning of the public meeting, the Chair must announce, for the record, the names of members absent.

Any member of the Board who shall be absent from two (2) successive regular meetings in any twelve (12) month period will cause a review of his or her attendance record and a recommendation for continued appointment or removal of that member or appointment of a new member may be made at the discretion of City Council.

### Section 3.6

The regular meetings of the Board shall be once quarterly on a date to be established by the Board. Five (5) members of the Board shall constitute a quorum to transact business. Special meetings shall be called from time to time as deemed necessary by the Chairperson; however, such called meetings will not necessarily count as official meetings with regard to absences as discussed in Section 3.5.

Accurate minutes of all proceedings of the Board shall be prepared by the secretary and approved by the Board at the following regular meeting. The approved minutes and the tapes of the proceedings must be made available to the public in the Parks and Recreation Department.

### Section 3.7

The number of votes necessary to determine a question shall be a majority of those present. Voting shall be by a show of hands unless a roll call vote is requested by a member of the Board. For all votes the Chair shall state the names of those voting in the affirmative and against a specific motion. Each member present shall be required to vote unless he or she has a conflict of interest, either as defined by state law or as expressed to the Board by the Board member.

All members must abide by the City Charter, the Carrollton City Code, and the laws of the State of Texas in determining whether the person has a conflict of interest that disqualifies him or her from voting or rendering a decision. If a person determines that they have a disqualifying conflict of interest, they must complete an affidavit prior to the public meeting on the issue.

A Board member may also declare an ethical conflict of interest. This would include involvement with an item, which, while not meeting the requirements for a statutory conflict of interest, would create an ethical conflict of interest. The member shall inform the Chair prior to the meeting, and shall declare for the public record such conflict at the introduction of the item at the meeting.

Any member of the Board having a conflict of interest in an item shall refrain from discussing the item or voting on it during the public meeting on said item. Any member who has a conflict

of interest may appoint an individual to represent his or her interests at the public meeting or in dealings with city staff. If a member has a conflict of interest on a specific issue as defined by state law, he or she must also complete and sign a disclosure statement prior to the opening of the public meeting.

A Board member is not required to remove himself or herself from the public meeting room if he or she has a conflict of interest on a particular item. If a Board member remains in the public meeting room, such member shall conduct himself or herself in an impartial way and shall not act in any manner that is distracting to the Board or its deliberations on the case.

#### Section 3.8

The Board shall establish the guidelines and procedures whereby artifacts and other materials shall be officially accepted for use and exhibition in the Museum. The Board will have the authority to reject by vote of its members any items which it feels are not suitable for use in the Museum.

#### Section 3.9

The Board shall establish such committees as shall be necessary and helpful to the operation of the Museum. The committees shall be appointed by the Chairperson and shall operate in the manner as prescribed by the Board. Committees shall submit full reports to the Board at regular meetings to obtain official approval.

### **ARTICLE IV**

#### **Officers**

#### Section 4.0

The officers of the Board shall be elected, during the first meeting following annual appointments, by a majority of the members of the Board for a term of one (1) year. The officers shall consist of a Chair, Vice-Chair, Secretary, and any other officers that the Board deems necessary

#### Section 4.1

The duties of the officers shall be as follows:

The Chair will preside over all meetings of the Board and have the duties normally conferred by parliamentary procedure to such office. He or she shall have the privilege of discussing all matters before the Board and voting thereon. He or she shall sign such papers and documents as may be deemed necessary. He or she shall appoint all sub-committee members and may call special meetings of the Board. He or she shall be responsible for the efficient and orderly transaction of the Board's business.

The Chair may submit to the City Council an annual report, in October of each year, containing a summary of the accomplishments and activities for the calendar year and stating the Board's goals and work plan for the next year.

The Vice-Chair shall perform the duties of the Chair in his or her absence, or inability to act.

The Secretary shall keep the minutes and records of the Board, prepare the agenda of regular and special meetings, provide notice of meetings and copies of minutes to Board members, arrange proper and legal notice of all hearings, and attend to the correspondence of the Board and such other duties as are normally carried out by a secretary. It shall be the duty of the Secretary to submit to the Board the minutes of the previous meeting so that the same may be corrected, if necessary, to reflect fairly and accurately the proceedings heard at the last meeting. Said minutes shall not be official until they are approved by a majority vote of the Board.

The Museum Curator or his or her designee shall be the Secretary of the Board.

#### Section 4.2

If a vacancy of any elected office occurs due to any cause whatsoever, it shall be filled for the remainder of the current term at the next regular board meeting.

### **ARTICLE V**

#### **Finance**

#### Section 5.0

There shall be no fees charged for admission to the Museum. Fees may be charged for other activities. Grants, gifts, bequests, and memorials will be accepted for acquisitions and activities and deposited with the City of Carrollton. Fund raising events may be held for specific purposes.

#### Section 5.1

A receptacle may be placed for monetary donations to be used for the benefit of the A. W. Perry Homestead Museum.

### **ARTICLE VI**

#### **Affiliated Group**

#### Section 60

There shall be allowed to be formed an A.W. Perry Homestead Museum Society (hereinafter referred to as "Society") for financial and moral support of the Museum. The Society may seek tax exempt status from the Federal Internal Revenue Service. The dues for membership in the Society may be established by that organization with approval of the Museum Board.

Section 6.1

The Society will elect its own officers, however, no Board member may be allowed to hold office in the Society. The Museum Board Chair will serve as a liaison from the Museum Board and the Society. The Museum Board Chair shall attend all Officer Meetings and Membership Meetings of the Society.

Section 6.2

The Society will be allowed to sponsor exhibits, demonstrations, fund raising events, handle publicity, put out a newsletter, or other activities in accordance with policy and purpose to strengthen community interest in the Museum.

Section 6.3

All funds obtained by the Society will be deemed to be for the benefit of the Museum.

Section 6.4

The Board shall request an annual report from the Society due by January 1<sup>st</sup> of each year. The Secretary shall notify the Society of this request every November.

**ARTICLE VII**

**Amendment and Approval of By-Laws**

Section 7.0

Amendments or repeal of these By-Laws may be made by a majority of the members of the Board, subject to final approval by the City Council of Carrollton. The Board should undertake a review of the By-Laws at least every 5 years, and make amendments if necessary.

Section 7.1

Full approval of these By-Laws and any amendments are subject to final approval by the City Council