

**RESOLUTION NO. 1339**

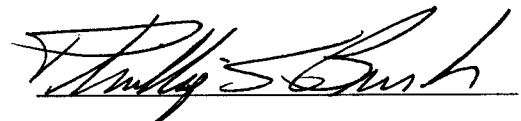
WHEREAS, the Museum Commission Constitution and By-laws of the City of Artesia, New Mexico were originally adopted by Resolution No. 395 on January, 1982; and

WHEREAS, updates and amendments to the constitution, by-laws and policies related to the Museum were adopted by Resolution No. 1116 on May, 2004; and

WHEREAS, there is a need to clarify Article III, Section 1- Qualifications of Members (the "Members") of the Museum Commission;

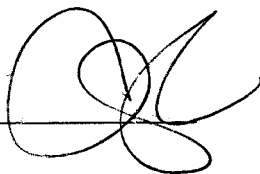
NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ARTESIA, NEW MEXICO that Article III, Section 1 – Qualifications of Members shall state that Members of the Artesia Historical Museum & Art Center Commission shall reside within ten (10) miles of the intersection of 13<sup>th</sup> and Main streets, Artesia New Mexico.

PASSED, ADOPTED AND APPROVED this 14<sup>th</sup> day of April, 2009.



Phillip S. Burch, Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk

**RESOLUTION NO. 1116**

**WHEREAS**, the Museum Commission Constitution and By-Laws were originally adopted by Resolution No. 395 in January, 1982; and

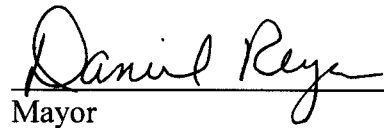
**WHEREAS**, updates and amendments are needed to the constitution, by-laws and policies; and

**WHEREAS**, the Museum Commission has met and prepared updated versions of the constitution, by-laws and polices.

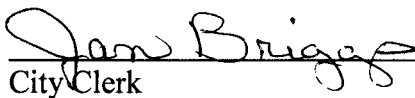
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ARTESIA, EDDY COUNTY** that the updates and amendments to the Constitution, By-Laws and Policies of the Museum Commission be adopted.

**BE IT FURTHER RESOLVED** that copies of the updated Constitution, By-Laws, the Rules and Regulations of the Cemetery Board of the City of Artesia, New Mexico shall be an attachment to this resolution.

PASSED, ADOPTED AND APPROVED this 25<sup>th</sup> day of May, 2004.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk

# **Constitution of the Artesia Historical Museum & Art Center Commission**

## **Article I**

### **Section 1. Name:**

**The name of this organization shall be The Artesia Historical Museum & Art Center.**

## **Article II**

### **Section 1. Mission:**

**To collect, preserve, and display objects and information relating to local and area history, and to make this history as accessible as possible to the visiting public.**

## **Article III**

### **Section 1. Qualifications Of Members:**

**Museum Commission members must be residents of the Artesia area.**

## **Article IV**

### **Section 1. Officers And Their Elections:**

**Officers of the Museum Commission will be a Chairman, a Vice-Chairman, and a Secretary. Terms of office are for two years.**

## **Article V**

### **Section 1. Meetings Of The Artesia Historical Commission:**

**The Artesia Historical Museum & Art Center Commission will meet on the second Thursdays of January, March, May, July, September, and November. Special meetings may be called as needed.**

## **Article VI**

### **Section 1. Method Of Amending The Constitution:**

**Amendments of the Constitution may be presented at any regular meeting of the Museum Commission. Amendments must be approved by 5 out of 9 members.**

## **By-Laws Of The Artesia Historical Museum & Art Center Commission**

### **ARTICLE I.**

**Section 1. Name:** The name of this organization shall be The Artesia Historical Museum & Art Center, hereinafter referred to as the "Museum".

**Section 2. Operations:** The Museum is a department of the City of Artesia.

**Section 3. Mission:** To collect, preserve, and display objects and information relating to local and area history, and to make this history as accessible as possible to the visiting public.

### **ARTICLE II**

**Section 1. Members:** Artesia Historical Museum & Art Center Commission members will be selected by a Commission Nominating Committee, presented to Commission members for approval, and then submitted to the Mayor and Artesia City Council for official appointment. There shall be a total of nine members to serve on the Commission. Terms of service are for four years.

### **ARTICLE III**

**Section 1. Officers:** Commission officers shall consist of a Chairman, Vice-Chairman, and a Secretary. Terms of office shall be for two years.

**Section 2. Duties of the Chairman:** The Chairman presides over all regular and called meetings, and represents the Museum Commission when needed.

**Section 3. Duties of the Vice-Chairman:** The Vice-Chairman presides over all meetings in the absence of the Chairman, and assists with other duties as assigned by the Chairman.

**Section 4. Duties of the Secretary:** The Secretary records all meeting minutes and Commission business, distributes copies to all Commission members and the Museum Director, and assists the Chairman with other duties as assigned.

### **ARTICLE IV**

**Section 1. Meetings:** Regular meetings of the Commission will be held on the second Thursdays of January, March, May, July, September, and November. Special meetings may be called as needed. Agendas will be provided to all Commission members prior to all meetings. Robert's Rules Of Order will be referred to for all parliamentary procedure.

**Section 2. Quorum:** A quorum for all official action shall be 5 out of 9 members.

## **ARTICLE V**

**Section 1. Committees:** Special committees may be appointed by the Chairman as needed.

## **ARTICLE VI**

**Section 1. Proposed Budget:** The Chairman and/or a Budget Committee will work with the Museum Director on preparing the Museum's annual budget.

## **ARTICLE VII**

**Section 1. Amendments:** Amendments of these By-Laws may be presented at any regular meeting of the Commission. All changes must be approved by 5 out of 9 Commission members.

**Section 2. Revisions:** These By-Laws should be reviewed every 5 years and revised if needed.

## **Policies Of The Artesia Historical Museum & Art Center**

**The Artesia Historical Museum & Art Center Commission, as the board appointed by the Mayor of Artesia and the Artesia City Council, does hereby establish the following policies for governing the Artesia Historical Museum & Art Center.**

**These policies should be reviewed every 5 years and revised if needed to fit the changing needs of the Museum. These policies are established to provide a consistent position that can be understood by Museum Commission members, Museum staff members, and the general public—they contribute to the Museum's establishment of trust with the public. The Museum is a department of the City of Artesia, and as such is governed by City policies and procedures—the policies established in this document are intended to supplement the City of Artesia policies and procedures, not to replace them.**

**Mission Statement: To collect, preserve, and display objects and information relating to local and area history, and to make this history as accessible as possible to the visiting public.**

**Ethics: The American Association of Museums' "Code of Ethics for Museums" notes that where conflicts of interest—actual, potential, or perceived—arise, the duty of loyalty to the museum and its mission must always be honored. Thus, a museum's governing board and staff must ensure that no individual benefits at the expense of the museum's mission, reputation, or the community it serves.**

**Use Of Facilities: The Museum has limited facilities for hosting outside groups/meetings. Organizations are welcome to meet in the Art Annex as part of a tour of the Museum's facilities; the Museum Director and Commission will decide other requests on a per-case basis, and final approval may need to be given by the Mayor & Artesia City Council when applicable.**

**Gifts: The Museum accepts donations of objects to the collection that fall within the perimeters outlined in our Mission Statement. Factors such as condition, storage and display space available, and whether or not the Museum already has the object(s) in its collection will be considered. The Museum Director will be responsible for making these decisions. Financial gifts should be made to the Artesia Historical Museum & Art Center Foundation, a 501© 3 organization. Under no circumstances will the Museum return gifts once they have been signed over to the Museum by a donor on a Gift Agreement form. If a donor wishes to take a tax deduction on an object donated to the Museum's collection, the responsibility of assigning a value to this object is strictly that of the donor's, NOT the Museum's. In all such situations, the Museum Director will recommend that the donor consult their own legal and financial advisors on these matters, as well as a licensed/certified appraiser. In such situations the Museum will only acknowledge**

the receipt of the object(s) described and the date the object(s) were received. Under no circumstances will the Museum pay for a donor's appraisal.

**Loans:** Temporary loans to the Museum for a specific purpose/exhibit and a specified time limit will be accepted at the discretion of the Museum Director. Determining criteria will be considerations as to whether the loaned object(s) fit within the scope of our Mission Statement. The Museum will retain full control over the presentation of the loaned object(s). Loans of objects from the Museum's collection to other museums will be decided on a per-case basis by the Director and the Commission. Factors such as transport, insurance, fragility of object(s) requested, the borrowing facility's standards (security, lighting, temperature & humidity) and their staff's training & experience will be considered

**Collection Policies:** The Museum's collection is the essential tool that we use in fulfilling our mission. The majority of our collections have been donated to the Museum because our donors trust in the Museum's ability to properly preserve and care for their donations in a professional manner, and because donors have confidence in the Museum's stability and integrity. The following policies are designed to provide guidelines for the use of our collection and to provide for its care so that we may continue to serve our public.

**Exhibits & Signage:** All exhibits will reflect our Mission Statement's stated scope. Every effort will be made to ensure that our exhibits reflect the diversity of our audience within our stated mission. When possible and appropriate, an object's donor will be acknowledged on exhibit labels and in publicity materials. No invasive or damaging attachments or plaques will be placed on any objects in the collection.

**Human Remains, Funerary Objects, and Sacred Objects:** Sadly, before the passage of the Native American Graves Protection & Repatriation Act (NAGPRA), collecting and displaying Native American remains, associated burial objects, and sacred objects was the norm in many museums. Our Museum is in full compliance with NAGPRA's laws on inventorying such objects in our collection and notifying all Native American tribes as to their existence here; to date we have had no claims. Out of sensitivity to our visitors' feelings, we now no longer display any of the human remains, funerary objects, or sacred objects in our collection. They are stored carefully and respectfully in the Repository.

**Off-Site Use Of Collection:** Temporary exhibits for groups, events, or organizations are available by arrangement with the Museum Director. Time, expense, and availability of resources will be deciding factors. Usually the Museum Director will accompany the object(s) at all times while it is off-site, such as during school programs. These requests are decided on a per-case basis by the Museum Director. Long-term loans of individual objects are not usually made due to the fragility of our collection objects and the damage that can be done to them by being handled by untrained people.

**Research & Public Services:** Access to the Museum's research materials in the collection is normally by advance appointment only; Museum staff will make all reasonable attempts to assist walk-ins, but prior commitments and priorities will be considered as well. (In such cases, follow-up assistance will be rendered) This includes access to archival materials, family heirlooms in the collection, microfilm reader/printer use, and photocopying information. The Museum staff can assist in research with Museum materials only—no off-site research for third parties will be undertaken.

**Image Control:** The Museum commonly provides photographs from its collection for publication in newspapers, books, and other publications, and for use by organizations for display purposes. The Museum has a responsibility to its donors to see that photographs and other images are used in a manner that is in keeping with the Museum's Mission Statement. To prevent unauthorized reproductions (including electronic) of images belonging to the Museum, organizations/entities wishing to make use of any images belonging to the Museum may be required to sign a copy of the Museum's Image Control Policy form, stating that they are aware that permission to use an image from the Museum's collection is for one-time use only and does not give the organization/entities any rights of duplication of the image, and stating what credit is required. In normal cases, a credit line reading "Artesia Historical Museum & Art Center, \_\_\_\_\_ collection" is considered appropriate. In other situations in which private individuals or organizations wish to request copies of photographs held in the Museum's collection, the Museum Director and the Commission will make this decision together on a per-case basis. Photographs in the Museum and Art Annex are allowed—if they are intended for any public use it must be cleared with the Director first.

**Appraisals:** In cases where a value must be assigned to an object(s) in the Museum's collection for insurance purposes, an independent appraiser will be used.

**Preservation & Conservation:** All Museum objects in the collection will be stored in "archivally correct" conditions to the best of our ability. Museum donors have entrusted the Museum with their treasures, and we take the responsibility of caring for these treasures very seriously. We will use acid-free materials for storage, keep the temperature & humidity controlled in the Repository storage building, and use non-damaging display techniques. Budgetary limitations will be considered. Packing objects for storage will be done according to the procedures outlined in the Museum's Standard Operating Procedures manual.

**Accession & Deaccession:** Accessioning of objects into the Museum's collection shall be carried out by the Museum's established cataloging process as outlined in the Museum's Standard Operating Procedures manual. Deaccessioning of objects that have been accessioned into the Museum's collection will take place only if the object in question has lost its physical integrity, proper care cannot be provided for it, the object doesn't fit into the Museum's collecting scope as outlined in our Mission Statement, the object has become redundant (through subsequent donations of a similar object that is in better condition), and has been in the Museum's collection for at least two years. Deaccessioned objects then become eligible for disposal under City of Artesia/State Of New Mexico practices (such as



through sale at public auction or trade/donation to a public museum). The Museum Director & the Museum Commission will determine whether an object is a candidate for deaccession and the manner in which it should be disposed of, and the deaccession process will proceed as outlined in the Museum's Standard Operating Procedures manual.

**Art Annex:** Exhibits in the Art Annex are temporary; they may be traveling exhibits, in-house displays, or temporary displays by an outside organization or person. Exhibits should all fit within the scope of the Museum's Mission Statement. Traveling and outside exhibits will be selected by the Museum Director, who will make the necessary arrangements with the lending person or organization. The Museum carries insurance up to \$10,000 for outside exhibits in the Art Annex; extra coverage through the City of Artesia can be obtained as needed. The Museum Foundation receives a 25% commission on sales of artworks sold during an Art Annex exhibition. The buyer pays the artist directly, and the artist then remits the sale commission directly to the Museum Foundation.

**Future Disposition:** if the Museum should be forced through unforeseen circumstances to cease operations, the Commission and the Museum Director will make arrangements for the future dispersal of the Museum's collections, either through transfer to a public body or through City of Artesia/State of New Mexico practices.