

**Approved: November 21, 2001**  
**Schiele Museum of Natural History and Lynn Planetarium**  
**Affiliated Groups, Societies, and Club Policy**  
**November 2001**

By recognizing affiliated groups and societies, the Museum provides the avocational and non-museum professional naturalists, historians, scholars, archaeologists and environmentalists opportunities to further their knowledge and involvement with the Museum, its collections, and programs.

The Schiele Museum recognizes:

- that well-organized affiliated groups and societies can help further the Museum's Mission by providing increased public awareness, educational and volunteer opportunities, and additional avenues for the dissemination of information,
- that affiliated groups and societies expand the outreach and membership of the Museum, and
- that affiliated groups and societies increase the resource base of information and expertise, broadening the Museum's ability to serve our many different audiences.

The Schiele Museum supports the activities of affiliated groups and societies because the Museum recognizes the mutual benefit.

1. The Museum supports these groups by providing meeting space, a physical and electronic address, promotion of group activities, and staff support for special events.
2. Affiliated groups and societies support the activities of the Museum by providing additional educational opportunities for Museum visitors, expanding Museum outreach, and augmenting staff expertise through programs, speakers and specially trained volunteers.

The Schiele Museum sponsors the activities of affiliated groups, societies, and clubs operating within the requirements set forth in this **Affiliated Groups, Societies, and Clubs Policy**.

**Definition and designation of affiliated groups or societies**

- Affiliated groups or societies are organizations formed to support the Schiele Museum, its purposes and programs or an organization whose mission and programs are consistent with those of the Schiele Museum
- Based on the recommendation of the President, the Board of Trustees designates an organization as an affiliated group or society

**Qualifications of Affiliated Groups and Societies**

**1. Museum Membership**

- Each affiliated group or society shall encourage its members to be members of the Schiele Museum

**2. Museum Mission Statement**

- The Mission or charter of any affiliated groups or societies must clearly support and complement the Mission of the Schiele Museum

**3. Code of Ethics**

- Affiliated societies or groups must adhere to the code of ethics of American Association of Museums, International Congress of Museums, and the Schiele Museum
- Affiliated societies or groups must have a code of ethics specific to the issues and concerns of the group or society area of interest or research

#### **4. Governance and Membership**

- Affiliated societies and groups must have a clearly stated set of by-laws that provide:
  1. Continuous, consistent group leadership,
  2. Definition and duties of officers,
  3. Definition of membership,
  4. Definition of meetings and committees,
  5. Definition of and provision for management of any local, state, or national fees or dues,
  6. Well-defined financial guidelines that meet with generally accepted accounting practices,
  7. Provisions for dissolution of the group or society, and
  8. Well-defined group goals and objectives
- A copy of the by-laws and other guidelines will be on file at the Museum
- A copy of an annual financial statement will be on file at the Museum
- The Schiele Museum is not responsible for the financial support of affiliated societies and groups
- Any solicitations and fundraising activities undertaken by affiliated groups or societies must be approved by the Development Office

#### **5. Meetings and Programs**

- Meetings and programs will be advertised and open to the public
- Meetings will be held during regular museum hours or evenings when the museum is open unless exceptions are approved by the President
- Schedules and fees for special events must be approved by the President

#### **6. Museum Support**

The Museum will provide the following support:

1. Museum staff to act as liaisons or facilitators,
2. Notification and promotion of meetings, programs, and events, and
3. Facilities for meetings and programs in accordance with museum scheduled facility use priorities.

#### **7. Programs and Exhibits Committee Relationship**

- The Presidents or Chairpersons of affiliated groups or societies will meet with the Programs and Exhibits Committee when matters related to these groups are part of the committee's agenda.