

Lexington County Museum Commission  
By-Laws  
October, 1999

1. Officially, this project shall be known as the Lexington County Museum.
2. The Lexington County Museum shall be under the operational control of the Lexington County Council which body shall appoint the Lexington County Museum Commission according to Lexington County Code, Section 2-291 through 2-297 and Section 2-131 through 2-136. The Lexington County Museum Commission shall adhere to all rules, regulations, and procedures of Lexington County Government.
3. The Lexington County Museum shall have as its objective the collection of artifacts, information, or any other material pertaining to the history of Lexington County.
4. The Lexington County Museum Commission, hereafter termed the commission, shall hold quarterly meetings unless called more often by the chairperson or by the petition of any two members to the secretary
5. Five or more members present and voting at any commission meeting shall constitute a quorum for the transaction of business except as specified in item number 20.
6. If any member of the commission misses 25 percent of the meetings within a one-year period, he shall automatically lose his membership, and his seat shall be declared vacant. The chairperson of the commission shall notify the chairperson of the County Council in writing upon any member accumulating such absences as per Lexington County Code Section 2-133. The chairperson of the commission shall provide the County Council with attendance records of its members on a quarterly basis.
7. The commission shall elect a chairperson at the first meeting of each calendar year or at the first meeting following a vacancy during the interim. A chairperson may succeed himself, serving a maximum of two terms without an interim.
8. The chairperson shall act only as the representative of the commission and, toward that end, shall keep himself apprised of the commission's interest and desires on current and controversial matters. All authority not delegated shall remain the authority of the commission.
9. The vice-chairperson shall be elected in the same manner as a chairperson, may also succeed himself, and assists the chairperson, and acts in the chairperson's absence. The chairperson shall serve three terms without an interim.
10. A secretary shall be elected in the same manner as a chairperson, may also succeed himself, and shall keep a permanent record of the actions of the commission, send out notices, and perform whatever other duties as may be assigned by the commission. The secretary shall serve a maximum of three terms without an interim.

11. The commission shall review all records of all gifts, grants, or other monies held by the museum and keep an account of all expenditures of such. These records shall be submitted annually to a review committee of no fewer than three commission members appointed by the chairperson.
12. The museum director shall communicate with the commission and implement programs as directed. The director shall submit monthly reports of museum activities as requested by the commission. The director shall also report monthly all donations of objects, monies, admissions, and any expenditures to the commission.
13. Matters of acquisition, admission, maintenance, alteration, construction, destruction, and security shall be decisions of the commission. The director may make recommendations to the commission. Approved policies may be delegated. All authority not delegated shall remain the authority of the commission.
14. The commission is empowered to buy, solicit, and accept donated articles and articles loaned.
15. Articles proposed for inclusion to the museum collections shall be examined and evaluated by the commission or by an individual or group of individuals selected by the commission.
16. Offers shall be received with the understanding that acceptance is not assured.
17. Donors shall relinquish unto Lexington County any and all claims whatsoever, to items given and accepted into the museum collection.
18. Any memorial designation within the museum is to be done by the authority of the commission.
19. There shall be a reasonable charge for admission to the museum, subject to annual review by the commission.
20. A ten-day notice and affirmative vote by seven members of the commission shall be necessary to change the by-laws of the Lexington County Museum.