Amended January 9, 2014

Friends of the Panama Canal Museum Collection at The University of Florida

Operating Structure and Guidelines

ARTICLE I. Organization

Section 1. Name

The name of the organization shall be FRIENDS OF THE PANAMA CANAL MUSEUM COLLECTION AT THE UNIVERSITY OF FLORIDA (PCMC FRIENDS)

Section 2. Mission

The mission of the organization is to assist the University of Florida (UF) in preserving, enhancing and making available for public access the Panama Canal Museum Collection at UF.

Section 3. Purpose

The purpose of the organization is to:

a. help UF raise funds, grow the collection and recruit members;
b. advise the Smathers Libraries on the allocation of funds from the Friends of the Panama Canal Museum Collection Fund (#017863) to enhance the endowment; process and preserve the collection; develop exhibits; take oral histories; fund research awards; and conduct other activities in support of the mission;
c. help UF document, interpret and preserve the Panama Canal Museum Collection and articulate the leadership role of the United States in the history of Panama, with emphasis on the construction, operation, maintenance and defense of the Panama Canal, the Canal Zone and the people of all nationalities who contributed to their success.

ARTICLE II. Membership of PCMC Friends

Section 1. Definition

Membership shall be open to anyone who supports the goals and mission of the Friends of the Panama Canal Museum Collection at the University of Florida.

Section 2. Membership Levels

a. There shall be the following levels of membership:

Student Friend	**$15+**
Gaillard (Canal Builder)	
Individual	**$26+**
Two Household Members	**$50+**
Gorgas (Professional)	**$125+**
Stevens (Leadership)	**$250+**
Goethals (Executive)	**$500+**
Roosevelt (Presidential)	**$1,000+**

b. All monetary gifts to the PCM Friends count toward the membership level. The year of membership will extend from January 1 to December 31. Donations made during the membership year will be cumulative.

c. Changes to membership categories, dues and benefits may be made from time to time, as determined by the Executive Council.

Article III. Governance and Leadership

Section 1. Executive Council

a. The PCM Friends shall be governed by an Executive Council consisting of up to 18 voting members and at least two Ex-Officio members.

b. The Council should include as voting members at least one representative from the Panama Canal Society Board and one from the Smathers Libraries faculty or staff.

b. Ex-officio members of the Council may include the Dean of University Libraries, the Associate Dean of the George A. Smathers Libraries, the Associate Dean for Advancement and Development, George A. Smathers Libraries, and representatives from the Center for Latin American Studies, and the Samuel Proctor Oral History Program.

c. Future members may be nominated and elected by the Council, as necessary, from among the PCMC Friends general membership.

Section 2. **Terms of Office**

a. There shall be no terms of office for Council members. Each year, at the annual meeting held in conjunction with the Panama Canal Society annual reunion, members may indicate their willingness to continue to serve for one more year. Vacancies shall be filled by the Council as soon as practicable.

b. The terms of office for Ex-Officio members will be commensurate with their official positions at UF.

Section 3. **Selection of Council Members**

Criteria for nominating potential Council members include:

a. Devotion to the mission of the Friends of the Panama Canal Museum Collection at the University of Florida;

b. **Willingness to spend personal time attending meetings of the Executive Council and participating in activities related to the mission of the PCMC Friends;**

Section 4. **Obligations and Responsibilities**

a. **Council members are encouraged to contribute at least $125 in member dues annually on or before December 31st of each calendar year.**
b. **Members are expected to participate actively in enhancing, promoting and supporting the collection.**

Section 5. **Officers**

a. The officers shall consist of a President and a Vice President and such other officers as may be determined by the Council.
b. Officers may serve one year at a time, and may be elected or re-elected by a majority vote of the Council members present at the annual meeting held in conjunction with the annual PCS reunion.

Section 6. **Committees**

The officers may invite or appoint individuals from the Council or the general membership to serve on any committees deemed necessary to further the interests of the PCMC Friends' mission.

ARTICLE IV. **Meetings of the Executive Council**

Section 1. **Number and Location of Meetings**

a. **The Executive Council shall have at least two (2) meetings per year, one of which should be held in conjunction with the annual reunion of the Panama Canal Society, and the other to be held on the campus of the University of Florida.**
b. **Meetings shall be held at such times as may be determined by the President in consultation with the Dean of University Libraries.**

Section 2. **Other Meetings**

The Council may also meet through conference calls or via the use of other technology.

ARTICLE V. **Duties of Officers**

Section 1. **The President shall preside at all meetings and conference calls, appoint committees as necessary, and carry on any other duties connected with the office.**

Section 2. **The Vice President shall assist the President and, in case of absence, shall perform the duties of the President.**

Section 3. **The Smathers Libraries Development Program Assistant will provide secretarial support, but will not be a member of the Council. She/he shall record the minutes at the meeting held at UF and keep a file of the proceedings of all meetings. A volunteer will be asked to take the minutes for the reunion meeting, and forward the minutes to the President for review.**

ARTICLE VI. **Amendments**

Section 1. **This document may be amended by a two-thirds vote of Council members present in-person at a meeting.**