

ROCKY FORD HISTORICAL MUSEUM: Bylaws

Rocky Ford Historical Museum

Rocky Ford, Colorado

Mission Statement:

To preserve and share the rich history of Rocky Ford and its surrounding areas, inspiring connections between our past and the lives of people today.

6/28/2025

Approved by City Council 4/28/2026

BYLAWS

- I. The Board of Trustees shall hold a regular meeting as established by the Board of Trustees.
- II. A minimum of five members shall be appointed for four-year terms by the mayor and approved by the City Council.
- III. At the January meeting of each year, the following officers will be elected from within the Board of Trustees: Chairman, Secretary, and Treasurer. Officers may not succeed themselves except through unanimous consent of the Museum Board.
- IV. Each trustee is to attend every meeting. If unable to attend a meeting, the Trustee must notify the Chairman prior to the meeting. Two consecutive unexcused absences shall be referred to the City Council for dismissal and replacement.
- V. Order of Business at Regular Meetings:
 1. Call to order
 2. Roll Call
 3. Reading of the mission statement
 4. Public comment
 5. Consent agenda
 6. Approve agenda
 7. Staff reports
 8. Board reports
 9. Old business
 10. New business
 11. Adjournment
- VI. Provision of Special Meetings: The Chairman may call a special meeting at any time, or a special meeting may be called by a quorum of Trustees
- VII. A quorum will be deemed present at any meeting where three or more Trustees are present.
- VIII. These by-laws may be amended at any regular meeting where a quorum is present, providing the proposed change has been submitted in writing and read at a previous meeting. A copy of the changed by-laws shall be filed with the City of Rocky Ford.

Signature of the Chairman of the Board of Trustees Date

Trustee Responsibilities

The general functions of the board of trustees shall include:

1. Assist the curator as necessary
2. Promote the Museum through contact with various organizations and instigate special events of interest to the general public
3. Recommend to the City Manager the needed building maintenance and repair
4. Beautification of grounds
5. Recommend to the City Manager any remodeling and renovation of the Museum or other buildings under the supervision of the Museum
6. Acquisition of equipment for the Museum: office equipment, display cabinets
7. Develop plans for building expansion to the Museum in other locations
8. Acquire janitorial services as needed
9. Provide road signs and other outside advertising
10. Maintenance and preservation of displays inside and outside the Museum
11. Acquisition of artifacts and collections for inclusion in the Museum
12. Evaluation of materials
13. Construction of new exhibits
14. Arrangement of displays and general floor plan
15. Supervision of work done in museum activities

POLICY AND STANDING RULES

DUTIES OF THE CHAIRMAN:

1. Call regular and special board meetings
2. Organize and present the agenda at regular meetings
3. Review policy, standing rules, and the curator's job description yearly
4. Prepare a budget, approved by the board, to be presented to the City Manager by September first of each year.
5. Direct budget matters, implement recommendations made by the Board of Trustees, and coordinate all committee activities as needed.
6. Maintain liaison with City Manager
7. File an annual report with the city council no later than December 20th.

DUTIES OF THE SECRETARY:

1. Shall keep an accurate account of proceedings and make an official record.
2. Send necessary correspondence.
3. Assist the curator in maintaining museum records and correspondence as needed.

DUTIES OF THE TREASURER:

1. Review all financial transactions recorded by the curator.
2. Review the annual budget for the museum.
3. Provide financial recommendations to the board and the city council.