

# **CONSTITUTION OF THE TOWNSHIP OF BRUCE HISTORICAL SOCIETY**

## **1. NAME:**

The Society shall be called "The Township of Bruce Historical Society".

## **2. AFFILIATION:**

The Society shall be enrolled as a member of the Ontario Historical Society, by payment of the Annual Fee, and as such, whenever possible, shall send a delegate to that Society's Annual Meeting and shall receive a report of same from the attending delegate.

## **3. OBJECTIVES:**

- a) To discover, collect, preserve and edit material pertaining to the history of the Township of Bruce people.
- b) To encourage interest in our local history.
- c) To publish or reprint books of significance to the history of The Township of Bruce.
- d) To disseminate historical information and arouse interest in the past by featuring addresses, lectures, papers and discussion at regular meetings, and by marking historic sites, buildings, trails, etc..

## **4. MEMBERSHIP:**

The Society shall be composed of Active and Honorary Members.

Active members shall include Life, Annual, and Corporate members, and they shall have voting privileges at all regular meetings upon payment of the annual fee. Organizations holding Corporate memberships shall be entitled to two (2) voting members. Membership shall be from June 1st to May 31<sup>st</sup>.

Honorary memberships may be conferred by a two-thirds vote of the members present at any regular meeting, or on recommendation of the Board. (Honorary members shall not be required to pay fees, but shall not have the right to vote unless they are also active members)

## **5. OFFICERS AND GOVERNMENT:**

The affairs of the Society shall be administered by a Board of Directors composed of the following officers: Past President, President, Vice-President, Secretary, Treasurer, four District Representatives, and up to six Directors at Large elected at the Annual Meeting.

## **6. VOTING:**

At meetings of the Board of Directors, each officer shall be entitled to vote on matters to be decided at the meeting.

## **7. SPECIAL COMMITTEES:**

Committees shall be appointed as required to take charge of such administrative duties as finances, public relations, entertainment programmes, study courses, historical research, and others.

## **8. MEETINGS:**

There shall be at least two (2) membership meetings each year, one of which shall be the Annual Meeting, at a date and time to be provided for in the By-laws.

The Board shall meet at least four times each year. Additional meetings may be called by the President, or on request by two or more members of the Board to the Secretary.

## **9. FISCAL YEAR:**

The fiscal year of the Society shall be from June 1st to May 31st each year.

## **BY-LAWS OF TOWNSHIP OF BRUCE HISTORICAL SOCIETY**

### **1. ELECTIONS:**

- a) Prior to the Annual Meeting, the Board of Directors shall appoint a Nominations Committee to receive names from the membership and all names received for all offices shall be presented by the Committee for election, but where no name is submitted for an office, the Committee shall propose a name for the vacancy. Additional nominations will be accepted at Annual Meeting.
- b) The nominating committee will consist of three (3) members, these being the Past President, the Vice-President and one (1) district director in this rotation; Northeast, Northwest, Southeast and Southwest.

Any person wishing to make a nomination is required to have the consent of the nominee.

### **2. RIGHT TO VOTE:**

Members whose fees are paid for the coming year may nominate and vote at the Annual meeting.

### **3. TERM OF OFFICE:**

Officers shall be elected at the Annual Meeting for a term of one (1) year, and will be eligible for re-election.

### **4. VACANCY:**

Any vacancy arising during the year on the Board of Directors shall be filled on appointment by the Board.

### **5. DUTIES OF OFFICERS:**

The President shall preside at all meetings of the Society, and of the Board of Directors.

The Vice-President shall:

- a) assist the President in the work of the Society, and,
- b) in the absence of the President, officiate in that office.

The Secretary shall:

- a) keep an accurate account of .the minutes of the regular and Directors' meetings,
- b) keep a roll of membership and collect the dues,
- c) read and attend to the correspondence as required by the Board of Directors,
- d) present a report of the Society at the Annual Meeting, and on adoption of this report by the Society, submit a copy to the Secretary of the Ontario Historical Society,
- e) perform such other duties as are associated with this office, and
- f) upon retiring from office, transfer to the incoming Secretary within thirty days, all monies, books, papers, and other property of the Society.

The Treasurer shall:

- a) with the President or Secretary sign the cheques bearing the name of the Society, in payment of accounts approved by the Board.
- b) keep an accurate record of the receipts and expenditures of the Society and have the books ready for audit by May 31st each year,
- c) present an Audited Report at each Annual Meeting and a financial statement at each Board meeting as required by the Board.
- d) perform such other duties as are associated with this office, and
- e) upon retiring from office, transfer to the incoming Treasurer within thirty days, all monies, books, papers, and other property of the Society.

District Directors shall:

- a) be members of the Board of Directors,
- b) attend all meetings of the Board, and such other meetings as may be requested by the Society or the Board,
- c) promote interest in the Society in their respective Districts and represent a geographical area. Each district to be approximately one-fourth of the Township, as determined by lines following the 15<sup>th</sup> Sideroad and the Roadway between Concessions Six and Seven.

Directors at large shall:

- a) be members of the Board of Directors,
- b) attend all meetings of the Board, and such other meetings as may be requested by the Society or the Board.

## **6. STANDING COMMITTEES**

The following standing committees shall each be chaired by a Director, who shall report on their activities to the Board and to the Annual Meeting:

1. Publications
2. Material Collection
3. Landmarks
4. Community Awareness
5. Other committees as required.

## **7. Annual Meeting:**

An Annual meeting will be held not more than 30 days after May 31 each year.

## **8. AUDITORS:**

Auditors shall be appointed by the Board prior to the Annual Meeting to audit and sign the books of the Treasurer, and to prepare and present a written report for adoption at the Annual Meeting. In the event the auditors appointed are unable to carry out the necessary duties, the President shall appoint a substitute or substitutes.

## **9. FEES:**

The membership fee for Annual members \$2.00, Corporate members shall be \$5.00 per year, and for Life members \$20.00. Members failing to pay their dues will be dropped from the membership list one month after notice has been given.

## **10. QUORUM:**

The Quorum for Board meetings shall be not fewer than five (5) members of the Board of Directors, and for membership meetings not fewer than twelve (12) members in good standing.

## **11. AMENDMENTS:**

Any member may present a Notice of Motion to adopt, amend or repeal the By-laws provided they are in no way inconsistent with the Constitution.

## **12. NOTICE OF MOTION TO ADOPT, AMEND OR REPEAL BY-LAWS:**

Notice of Motion shall be filed with the Secretary who will notify all members, in writing, in the exact terms in which it is to come before the meeting, at least one month prior to the regular meeting at which it is to be considered.

## **13. CUSTODIAN:**

All materials and articles of historic value collected by the Society shall be given into the custody of the Material Collection Committee for its preservation and safekeeping.

## **14. DISBANDING:**

Provision is hereby made, that in case the Society fails to have a quorum at three consecutive Annual Meetings, which shall be interpreted as the cessation of an effective working society, all such material collected and belonging to the Society shall become the property of the Bruce County Museum.

These amendments to the constitution and bylaws were voted on and passed at the annual meeting on June 4, 2010.

Secretary: Marguerite Caldwell  
Marguerite Caldwell

President: Jean Schwandt  
Jean Schwandt