

## Historical Society of St. Boniface and Maryhill Community

### Constitution and By-Laws

**updated 20 Nov 2017**

#### **Article 1 – Title, Origin, Mission Statement & Objectives**

##### Title and Origin

The name of the organization is: Historical Society of St. Boniface and Maryhill Community. The society is a member of the Ontario Historical Society [ # 2642 ] The society was incorporated on 13 Sep 1980. [00473077].

The society was formed following the 150th anniversary celebrations of the parish in 1977. The resource centre headquarters of the Society shall be in the village of Maryhill, Township of Woolwich. It is called Halter House.

##### Mission Statement

The purpose and mandate of the Society is to collect, preserve, exhibit and publish the history of the area: to diffuse information relative to the history of the community; to encourage and develop within the community the study of history and to maintain a resource centre in the area.

##### Objectives

The objectives of the Historical Society of St. Boniface and Maryhill Community shall be:

- the collection, preservation, exhibition and publication of material pertaining to the parish, the school, Maryhill community in particular and the area in general
- the acquiring documents and manuscripts and obtaining narratives and records of pioneers
- the maintaining a gallery of historical portraits, exhibition and publication of material pertaining to the parish, the school, Maryhill community in particular and the area in general
- the encouraging and developing within this community the study of its history

## **Article 2- Members**

The society shall be composed of the following classes of members

- Honorary Members
- Ex officio Members
- Annual & Life Members
- Annual Members of all classes shall be accepted by the Board of the Society at any of the regular meetings. Honorary members shall be chosen by the unanimous vote of the members of the Board present at any regular meeting.
  - Ex-Officio members shall be the Federal and Provincial members of Parliament in both ridings of the community, the Mayor and the members of the Woolwich Township Board and the Pastor of St. Boniface Church in Maryhill.
  - Annual and life members shall be accepted by a majority vote of the Members of Board present at any regular meeting thereof.
  - Honorary and Ex-Officio Members shall pay no dues
  - A payment of either a lifetime membership fee or an annual membership fee is required. The amount of the membership fee is to be set and adjusted as necessary.
- The President, Vice-President, Secretary and Treasurer shall be ex-officio members of all committees. In addition to the officers, an auditor shall be appointed, when deemed necessary, at the Annual General Meeting to examine the books of the Society before the financial statement is presented to the next Annual General Meeting.
- All members of the Board shall hold office until their successors are duly elected.of the Society before the financial statement is presented to the next Annual General Meeting. Article 4 Officers

**Article 3** -The **affairs of the Society** shall be managed by a Board composed of the Executive and Directors elected at the Annual General Meeting.

## **Article 4 Executive**

The executive consists of the President, Vice-President, Secretary, Treasurer and Past President. In practice the working executive is the President, Secretary and Treasurer.

## **Article 5 Standing Committees**

The Board may appoint those standing committees annually as it deems necessary for managing the affairs of the Society. Practice is to have a director chair a standing committee.

Past subcommittees include: Archives and Genealogy, Birthday Club, Building Maintenance and Wayside Crosses, Church and School, Fundraising and Donations, Halter Houser Resource Centre, Newsletter, Program, Publications, Website.

## **By-Laws**

### **1. Meetings**

The Annual General Meeting of this Society shall be held as soon as practical after October 31st and not later than November 30th. Such meetings shall be for the election of officers, presentation of reports and papers and for the transaction of general business. General meetings may be held during the year as deemed advisable by the Executive.

Quorum : Four members shall constitute a quorum of the Board

The meetings of the Board shall be held on the call of the President or upon request to the President of any three (3) members of the Board. Such meetings shall be deemed regular meetings. The membership must be informed not less than five (5) days prior to the date of the meeting.

The current rules contained in Roberts Rules of Order shall govern the society in all cases to which they are applicable and in which they are not inconsistent with the by laws or special rules of this society.

### **2. Resolutions**

All resolutions must be presented to the Secretary in writing.

### **3. Publications**

All correspondence and paper must be authorized by the Board before being published in any paper, pamphlet or periodical under the name of the Society.

#### 4. Dissolving the Society

In the event that the historical society should cease to function, the following course of action must be followed:

- the existing executive becomes responsible for the disposal of property, money and artifacts. Articles on loan are to be returned to owners.
- all Society assets are to be used for the benefit of the immediate community. No dispersion of assets or loaned articles shall take place prior to twelve [12] months after decision to dissolve the society.

#### 5. Duties of Officers

- The **President** shall preside at all meetings of the Society and conduct them in accordance with the prescribed order of business using Roberts Rules of Order. The office of President is for a two year period. The president may be re-elected to same office only after two years have elapsed from the time of having left office. In absence of the President, the Vice-President or other member of the executive shall preside.

The **Secretary** shall issue all notices of meetings, shall keep correct minutes of meetings held and shall share electronically such minutes or present such minutes at the next regular meeting. The Secretary will also be responsible for all correspondence, all printing and shall present a report at the Annual General Meeting.

The **Treasurer** shall receive, collect, hold and record all fees and other monies received and disperse them as authorized by the Board . All monies received or collected shall be deposited in a chartered bank to the credit of the Historical Society of St. Boniface and Maryhill Community.

All accounts shall be paid by cheque and signed by any two of the following officers: President, Secretary and Treasurer.

The Treasurer shall present an annual report following accepted standard conventions. The Treasurer's Report will be duly examined by one or more qualified individuals and presented to the Board prior to the AGM.

If deemed necessary an auditor may be appointed at the Annual General Meeting. The financial year is 1 November to 31 October.

The **Past President** role is both honorary and advisory. The past president does not have a vote on the executive. The main duty of the past president is to prepare a slate of officers and directors for the following year's Board.

## 6. Elections

The officers of the Society shall be nominated and elected by ballot, if so desired, at the Annual General Meeting. Should any officer be unable to complete his/her term, the Board shall have the power by a two-thirds vote at any lawful meeting to elect a successor. 5

## 7. Amendments

The Constitution or the by-laws may be altered or amended by a two-thirds vote of eight (8) or more members present at any Annual General Meeting. Notice of proposed amendment or will be submitted to the Board in writing not less than one (1) month prior to the Annual General Meeting.

## 8. Annual General Meeting - Order of Business

- The order of business at the Annual General Meeting shall be as follows: • Call to order
- Overview of agenda
- Moment of Remembrance for members who have died since last AGM
- Minutes of previous Annual General Meeting
- Correspondence
- President's Address
- Secretary's Report
- Treasurer's Report
- Standing committee written reports available to membership
- Appointment of auditor (if deemed necessary)
- Amendments to Constitution and or By-laws
- Election of officers and Board
- Adjournment