



CONSTITUTION AND BY-LAWS

A.D. 1994

AS AMENDED NOVEMBER 10, 2016

THE BURK'S FALLS AND DISTRICT HISTORICAL SOCIETY

CONSTITUTION AND BY-LAWS

ARTICLE 1 - DESIGNATIONS

The name of the Society shall be: "The Burk's Falls and District Historical Society"

ARTICLE 2 - OBJECTIVES

To promote and preserve Historical Data, Information and Artifacts pertaining to the Heritage of Burk's Falls and area for future generations.

ARTICLE 3 - MEMBERSHIP

Shall consist of those individuals who have purchased an annual membership of the Society. Annual membership shall be \$10.00 (ten dollars).

ARTICLE 4 - MEETINGS

The Society will hold a monthly meeting the third Monday of each month at 7:00 p.m. All members are eligible to vote at any meeting. A minimum of five (5) voting members shall constitute a quorum. All members who attend a meeting shall have the right to vote.

ARTICLE 5 - ELECTIONS

Nomination and election meeting shall be held in the month of March of each year.

ARTICLE 6 - NEW EXECUTIVE OFFICERS

The outgoing Officers and Executive will be responsible for the conduct of all affairs of the Society until such time as the incoming Officers and Executive take over their duties which in no case shall be later than one month following their election.

ARTICLE 7 - PRESIDENT

It is the duty of the President to attend and preside over all Executive and General Meetings of the Society. He or she shall preserve order and decorum during such meetings. He or she shall conduct these meetings according to correct parliamentary procedure. It is his/her duty to see that no infraction of the Rules and Regulations of the Society are committed insofar as he/she is able to do so.

ARTICLE 8 - VICE-PRESIDENT

It shall be his/her duty to officiate in the absence of the President and to assist in that office, in the discharge of his/her duties.

ARTICLE 9 - SECRETARY

He/she shall record the minutes and circulate copies to all members.

ARTICLE 10 - TREASURER

He/she shall take charge of all accounts against "THE BURK'S FALLS AND DISTRICT HISTORICAL SOCIETY" and see that the accounts are duly paid when the same have been passed for payment by the Committee. All cheques must be signed by at least any two (2) signatures which can be either the President, Vice-President or Treasurer in any combination thereof. It is his or her responsibility to have proper accounts drawn up in a financial institution in Canada, named by the committee and that all monies, with the exception of petty cash, be deposited therein. All accounts exceeding twenty dollars (\$20.00) must be paid by cheque.

The Treasurer has the authority of the committee to have access to any Accounts, Vouchers, Petty Cash and stock on hand or any records pertaining to the finances of the society at any time.

He or she shall advise the committee of the monthly finances on the operation of the Society.

He or she shall also submit a detailed written financial statement for the fiscal year ended the last day of February. This statement to show revenues, expenditures and current bank balance, and shall be presented at the following meeting in March.

ARTICLE 11 - FINANCES

RAISING OF FUNDS – Funds for all purposes of the Society shall be obtained by subscription from members by way of annual dues, from various forms of entertainment, by draws, municipal contributions, corporate sponsorships, and/or in any other manner which the Society shall determine.

ARTICLE 12 - AUDITORS

Two paid up members in good standing may be elected to the position of Auditors provided they are not officers of the Society. For greater clarification of the term "OFFICERS", these are persons who have been elected at a general meeting of the Society to serve as President, Vice-President, Secretary, Treasurer. Paid up members in good standing, are and shall be deemed to be any two of the regular membership at large. They shall be elected at a duly called meeting of the general membership.

DUTIES – The Auditors shall examine all accounts of the Society and shall verify the financial records and prepare a statement to be presented at the next regular scheduled meeting of the Society.

ARTICLE 13 - ORDER OF BUSINESS

1. Call to Order
2. Introduction/Welcome
3. Delegation
4. Approval/Amendments of the minutes of the last meeting
5. Treasurer's Report
6. Committee Reports
7. Nomination and Election of Officers (Annually)
8. General Business
9. Adjournment

ARTICLE 14 - AMENDMENTS TO CONSTITUTION OR BY-LAWS

Any amendment to the constitution or by-laws may be submitted to the Secretary at any time. It shall be presented to the committee for their approval. Such amendments will then be read at a General Meeting, providing all members have been duly notified of such amendment at least thirty (30) days prior to the date of the General Meeting. A simple majority vote of members in attendance is required before final approval of any amendment.

ADOPTED THIS 10th DAY OF NOVEMBER, 2016

THE BURK'S FALLS AND DISTRICT HISTORICAL SOCIETY

NOTICE OF MOTION

NOVEMBER 10, 2016

I move the monthly meetings be moved from the second Thursday of the month to the third Monday of the month effective January 2017, and the constitution be amended accordingly.

Carried

MOVED BY DIANE BRANDT

SECONDED BY BETTY CALDWELL

DATED NOVEMBER 10, 2016