

CONSTITUTION OF THE MILLBROOK & CAVAN HISTORICAL SOCIETY

ARTICLE 1 – NAME

The name of the organization shall be “Millbrook & Cavan Historical Society”.

ARTICLE 2 – ADDRESS OF THE SOCIETY

The mailing address of the Society shall be P.O. Box 334, Millbrook, ON, L0A 1G0. The physical address shall be within Cavan Monaghan Township, as determined appropriate and necessary by the Board.

ARTICLE 3 - MANDATE

The purpose of the Millbrook & Cavan Historical Society is to bring together individuals interested in the diverse historical aspects of Cavan Monaghan and to research, record, retain, preserve and present historical information pertaining to the area.

The objectives of the Society include:

- (a) Recalling the past and preserving the present.
- (b) Maintaining a community repository for artifacts and written records of historical interest to Cavan Monaghan.
- (c) Encouraging the study and research of the history of Cavan Monaghan and heritage-based learning, and developing volunteer opportunities for individuals.
- (d) Securing and preserving an accurate account of the historical, architectural and archaeological heritage of Millbrook and Cavan.
- (e) Advancing education by improving the public’s understanding and awareness of the history of Cavan Monaghan by hosting events, displays, exhibitions and performances, supporting programs offered by the society, and by producing educational material.
- (f) Preserving objects and structures of historical significance.

ARTICLE 4 – AFFILIATIONS

- (a) The Society is affiliated with the **Ontario Historical Society**.
- (b) The Society may seek affiliation, and accept affiliation, with other organizations that have purposes/interests similar to its own.

ARTICLE 5 – NON-PROFIT STATEMENT

The Society shall be carried on without the purpose of gain for its members, and any profits or other accretions to the Society shall be used in the furtherance of its mandate and objectives.

ARTICLE 6 – MEMBERSHIP

- (a) The Society shall be comprised of fee-paying members and honorary members, all of whom shall be voting members.
- (b) Members in good standing are those members who have paid the annual membership fee. The membership fee will be determined on a yearly basis by the Board, and will cover the period from September 1st to August 31st.
- (c) Honorary members are members upon whom the Society wishes to confer membership because of their contribution to the quality of life in Cavan Monaghan. They shall be so designated by majority vote of members at a regular meeting.

ARTICLE 7 – THE BOARD OF DIRECTORS

The Millbrook and Cavan Historical Society's governing body is its Board of Directors. The role of the Board is to set policy and direction in accord with the mandate of the Historical Society and represent the interests of its members in the community. A minimum of four public meetings or events will be offered by the Board to fulfill the mandate of the Society.

- (a) Committees assist the Board in their duties. These committees report to the Board and bring important matters to the Board for discussion and direction. The Board of Directors may appoint from time to time such committees as are necessary to achieve goals set in accordance with the mandate.
- (b) The Board of Directors shall be made up of no more than 10 members. The Board shall consist of the President, Vice President, Secretary, Treasurer, and members at large. A representative of the municipal Heritage Committee and the Past President may be ex officio members, making up the maximum complement.
- (c) Board members are elected by the membership at the Annual General Meeting held at an accessible location in Cavan Monaghan on an appropriate date in May. To provide for continuity of office, the election of Board members shall be for staggered terms.
- (d) The Board of Directors shall hold a minimum of eight meetings through the year. A simple majority of the Board of Directors shall constitute a quorum. All decisions of the Board shall be decided by a simple majority of those casting a vote on the question.
- (e) A Nominating Committee shall be chaired by the Past President. In the absence of a Past President, a Nominating Chairperson shall be appointed by the Board of Directors.
- (f) The Nominating Committee shall present nominations to the general membership at the Annual General Meeting, and further nominations may be made at the meeting from the Floor.
- (g) The President shall preside at all meetings of the Society and of the Board. In the absence of the President, the Vice-President shall assume this duty.
- (h) The position of any member of the Board who fails to attend three consecutive Board meetings may be declared vacant.
- (i) A vacancy in any one of the elected positions of the Board created during the term of office may be filled by the Board of Directors by a simple majority vote.
- (j) The members of the Board shall serve as such without remuneration and no Board member shall directly or indirectly receive any profit from their position as such, provided that Board members may be paid reasonable expenses incurred by them in the performance of their duties.

ARTICLE 8 – FINANCIAL MATTERS

- (a) The fiscal year of the Society shall run from May 1 of the current year to April 30 of the following year.
- (b) Operating statements shall be prepared by the Treasurer and presented to the Board of Directors for review and approval on a regular basis.
- (c) An annual financial statement shall be prepared by the Treasurer and presented to the general membership at the Annual General Meeting.
- (d) The annual financial statements may be reviewed for reasonableness independent of the Treasurer by a person appointed by the Board of Directors.
- (e) Applications made by the Society for funding of any kind shall be authorized and approved by the Board of Directors and signed by the necessary signing officers on behalf of the Society.

- (f) The Society shall maintain a current account at any Canadian Chartered Bank or Trust Company. The account shall require two of three authorized signing officers to sign cheques. Authorized signing officers shall be the President, the Treasurer and one other Board member approved by the Board.
- (g) Any distribution of income of the Society during its lifetime, or of earned surplus in the event of winding up of the Society, to any members or for the personal benefit of any member of the Society is prohibited. Upon dissolution of the Society and after the payment of all debts and liabilities, any remaining surplus of the Society shall be distributed or disposed of to charitable organizations, the objects of which are beneficial to communities in the Township of Cavan Monaghan and/or in the County of Peterborough.

ARTICLE 9 – ACCEPTANCE AND DISPOSITION OF COLLECTIONS

The Board of Directors of the Society shall be responsible for the preservation and custody of all material of historical value received and accepted by the Society. In the event that its preservation in Cavan Monaghan is not desired, it shall be tendered to regional archives, provincial archives, a regional or provincial museum or a similar substitution approved by the Board of Directors. In the event that no such arrangement can be made, the Board of Directors shall otherwise dispose of such items as it sees fit, provided that it is in the best interest of the Society.

ARTICLE 10 – AMENDMENTS

Proposed amendments and/or revisions to the Millbrook & Cavan Historical Society Constitution shall be submitted in writing to the Secretary at such a date that allows the Board of Directors to discuss the amendments and/or revisions and that allows time for announcement to the membership. The Board of Directors shall announce such amendments and/or revisions to the membership at the regular meeting prior to the Annual General Meeting. At the Annual General Meeting the Board of Directors shall present such amendments and/or revisions with a recommendation for adoption or rejection by the general membership. Adoption of any amendment(s) or revision(s) shall require a two-thirds majority vote at the Annual General Meeting.

Celia Hunter, President

Shelley Lambe, Secretary

Approved by the Board of Directors on the 21st day of April, 2016

Approved by the General Membership on the 10th day of May, 2016