

The Burlington Historical Society

**CONSTITUTION**

**Article I - NAME**

The name of the society shall be "The Burlington Historical Society" ("the Society").

**Article II - OBJECTIVES**

1. To bring together citizens of Burlington and surrounding area interested in the history of Burlington at regular member meetings.
2. To discover, collect, classify and preserve materials for our Archives which will establish or illustrate the history of the area, its First Nation culture, the period of exploration and settlement and its progress to the present.
3. To make such archival material accessible to those who wish to study it, including but not limited to, newsletter publication, our society website, discussion, by the marking century building sites and buildings and by arrangements for its display and book publications.
4. To co-operate with local, provincial and federal governments and other organizations to ensure the preservation of documents and buildings of historical interest or value.
5. To stimulate public interest in and awareness of our local heritage by offering resources and activities including our website, outreach opportunities, archival materials, special projects, newsletters and our member meeting programs.

**Article III - MEMBERSHIP**

Membership shall be of the following categories:

- a) **Adult** - (**A**) Adults interested in the purpose of the Society shall be a member on payment of the Adult membership fee. All members in good standing shall be eligible for office in the Society.
- b) **Family** - (**F**) Family membership shall be available to husband and wife and children over the age of 14 on payment of the Family membership fee.
- c) **Senior** - (**S**) Senior membership shall be available to all persons 65 years of age or older on payment of the Senior membership fee. All Senior members in good standing shall be eligible for office in the Society.
- d) **Life Members** - (**L**) Individuals may become Life members on payment of the Life membership fee set by the Membership. All Life members in good standing shall be eligible for office in the Society and will receive copies of the Society's newsletters.

**Honorary Life Membership** - (**HLM**) Individuals may become Honorary Life Members if they have made a significant contribution to the work of the Society or have been an active

member who can no longer fully participate in the Society's activities by reason of infirmity or relocation to a distant community.

Proposals for an Honorary Life Membership must be considered and approved by a majority of the Executive Council and noted in the minutes of the meeting in which the approval was given. The President, Secretary or Membership Director will notify the person receiving the award in writing.

Honorary Life Members will be permitted to take part in all of the society's activities and will receive copies of the society's newsletters.

#### **Article IV - FEES**

The Executive Council will, each January, set a scale of fees for Adult, Family, Senior memberships which shall become effective by a majority vote at the annual meeting.

#### **Article V - EXECUTIVE COUNCIL and ELECTIONS**

Paid up members in good standing are eligible to vote at the January annual members meeting.

The directors/officers of the Society shall be:

- President
- 1st Vice President
- 2nd Vice President
- Secretary
- Treasurer

- a) The elected directors/officers shall constitute the Executive Council of the Society.
- b) The directors/ officers shall be elected for a one (1) year term at each annual meeting.
- c) Directors/officers will be eligible to serve two (2) consecutive one (1) year terms. Two months prior to the annual meeting, the Executive Council will appoint a Nominating Committee for the purpose of nominating five (5) directors/officers for the next year.
- d) Additional nominations may be submitted to the Nominating Committee by any member in good standing thirty (30) days prior to the day of the annual meeting.
- e) The Chair of the Nominating Committee will present the list of nominees for election to the Executive Council at the annual meeting, and if there are more than five (5) nominees, an election by secret ballot shall be conducted.
- f) The new Executive Committee will take office at the conclusion of the annual meeting.
- g) Vacancy on the Executive Council for any position shall be filled by a member of the Society selected by the Executive Council for the unexpired term.

#### **Article VI - Meetings and Quorums**

- a) The annual meeting of the members will be held during the month of January each year.
- b) Notice of the annual meeting must be given to the members at least thirty (30) days prior to the annual meeting date by regular post, email or through the newsletter.
- c) At least (8) regular member meetings will be held between September and May of each year on days determined by the Executive Council.
- d) Meetings of the Executive Council may be held at the call of the Executive Committee president.
- e) A quorum for an Executive Council meeting shall consist of three(3) members of the Executive Council.
- f) A quorum for an annual, regular or special member meeting of the Society shall consist of (10) members.
- g) Every member shall receive at least seven (7) days notice of all member meetings other than the annual meeting via newsletter, post or email.
- h) If the Executive Council neglect or refuse to call a member meeting, (5) active members in good standing shall be entitled to call a member meeting.
- i) The members shall adopt appropriate rules to govern the conduct of member meetings and Executive Council meetings.

#### **Article VII - Finances**

1. A public accountant shall be appointed by the members at each annual meeting to examine and report on the Society's financial accounts at the annual meeting.
2. The Treasurer shall deposit all receipts, fees, donations and other earnings of the Society into the bank chequing account of the Society. All withdrawals shall be authorized by the President and the Treasurer (2 persons).
3. The Treasurer shall oversee the investments of the Society and report monthly to the Executive Council.

#### **Article VIII - Committees**

The Executive Council may establish Standing Committees or ad hoc committees in order to carry out the purposes of the Society. Standing Committees may include, among others, the following:

- Program
- Membership / Telephone
- Publicity/Promotion
- Archives
- Newsletter
- Webmaster
- Community Outreach
- Nominations
- Facilities Co-ordinator

#### **Article IX - Ontario Historical Society**

The Society shall be a member in good standing of the Ontario Historical Society.

**Article X - Dissolution of the Society**

The Ontario Historical Society will retain the assets and records of the Society in the event of the dissolution of the Society.

**Article XI - Amendments**

Amendments to this Constitution may be made at an annual or regular member meetings by a two thirds majority vote of the members present provided that Notice of such proposed amendment shall have been given to the members at least thirty (30) days prior to such member meeting.

Adopted by the members of the Society at the annual members meeting called on the 12th day of January 2015.

Signed by:

President

The Burlington Historical Society

January 2015

Treasurer

Burlington Historical Society

January 2015

Revised: January 2015