THE WELLAND HISTORICAL SOCIETY
CONSTITUTION

Article I - Name

Section 1
This non-profit organisation is known as the Welland Historical Society, hereafter in this document referred to as the WHS.

Section 2
The Officers of WHS shall make up the Executive Board of WHS, hereafter referred to as the 'Board'.

Article II - Purpose

Section 1
The objectives of this organisation shall be:
- to support interest in the story of the people, places, and historical material of the City of Welland and historical Welland
- to disseminate information by holding meetings for presentation, sharing historical materials and information with the general public, and publication from time to time
- to actively engage the media in the knowledge of Welland history, WHS meetings, and events
- to establish a foundation for the funding of projects related to the preservation and promotion of Welland history
- to maintain a Membership of good standing with the Ontario Historical Society
- to maintain its registered charitable number as a non-profit organisation
- to work in conjunction with other organisations, having a common interest in local history, towards fulfilling the objectives of the Society

Section 2
The Board shall operate under democratic principles and rules. All Board Officers shall be clear of criminal record and be trustworthy with finances. A conflict of interest cannot occur regarding any Board Officer, whether that conflict of interest be familial or business-oriented. In this document a ‘conflict of interest’ is defined as a situation in which a Board Officer’s decisions could be influenced by the Officer’s personal interests such as outlined above. Family members who are spouses, siblings or children cannot concurrently serve as Board Officers.

Section 3
Standing or Special Committees may be appointed by the President as directed by the Society.
Article III - Membership

Section 1
The WHS shall be composed of Individual, Family, and Honorary/Lifetime Memberships:

- *Individual Memberships* shall be those who are single individuals who pay an annual fee, which may be determined from time to time. The annual fee shall cover the calendar year
- *Family Memberships* shall be those who are individuals living within a single household who pay an annual fee, which may be determined from time to time. The annual fee shall cover the calendar year
- *Honorary/Lifetime Memberships* may be conferred by the WHS, at any annual or regular meeting, on persons considered worthy or have made significant contributions to the objectives of the WHS

Section 2
The privileges and responsibilities of Membership are:

- inclusion in special events or promotions held by the WHS
- participation in any projects or committees of the WHS
- voting ability during any general meeting. Every Member will have one vote on discussions at general meetings

Membership is open to any individual, without discrimination against age, gender, ethnicity, faith, or sexual orientation.

Section 3
Membership may be revoked by the Board due to actions or behaviours deemed counterproductive to the objectives of the WHS. The Board shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the WHS. Any Member of the WHS may resign his/her membership by giving to the Membership Chair, or any Board Officer if the Membership Chair is unavailable, notice to that effect.

Article IV - Meetings and Procedures

Section 1
Meetings of the WHS shall be either a Business, Regular or Annual General meeting:

- Business General Meetings are held half-an-hour prior to the schedule of a Regular General Meeting or Annual General Meeting
- Regular General Meetings are held on the third Monday of each month of the calendar year; the Board has authority to call meetings
- Annual General Meetings are held on the third Monday of January every calendar year
Section 2
WHS policy decisions are made after motions to call a vote and can occur during any WHS meeting. Motions are carried after a vote by majority rule. If the result in any vote during a meeting is declared a tie, the President will be asked to break the tie, or have the option to defer the vote until a later time.

Article IV - Management

Section 1
The affairs of the Society shall be managed by an Executive Board, consisting of a President, Vice-President, Treasurer, Membership Chair, Secretary, Program Coordinator and Correspondent. Each Executive Officer’s term served on the Board shall last one calendar year. The immediate past President shall be automatically appointed ex-officio Board member. Board Officers, excluding the outgoing President, shall be nominated and elected at the Annual General Meeting each January. Board Officers are elected by majority rule.

Section 2
The duties of these Officers shall include:

President: This person will present all meeting agendas, conduct meetings, and represent the WHS at public events, functions, media releases, and correspondence. At the last meeting of the year, the President is to announce the election of Officers that will be held in January. A list of candidates for Office is to be prepared with the assistance of the Secretary.

Vice-President: This person is learning how to be President. They should be prepared to carry out the duties of President if the President is absent, resigns, or is removed.

Treasurer: This person shall keep proper and current records of all monetary transactions of the WHS, present an interim financial report at each Business General Meeting, pay all outstanding bills, and prepare the annual report for the Annual General Meeting. The Treasurer moves for acceptance the interim reports presented during Business General Meetings, and moves for the adoption of the annual report during the Annual General Meeting. This person is one of three signatories for the WHS bank account.

Secretary: This person will record the minutes and attendance of meetings, distribute the minutes of meetings, read the last meeting minutes at present meeting, move for the minutes’ adoption and ask for corrections. The minutes can be adopted as is or corrected if necessary.

Membership Chair: This person will accept membership dues, make membership cards, keep an updated contact list of Members, take attendance at meetings, report on current membership at each meeting, and inform all Members of upcoming meetings
and events. A current list of Members is to be prepared for Board Officers. Before the Annual General Meeting in January, the Membership Chair will contact each candidate for election. If there are positions to be filled, the Membership Chair will call Members to fill the list of candidates. If they are unable to fill the positions, they shall be filled in January by nomination. This person is one of the three signatories of the WHS bank account.

**Program Coordinator:** This person will arrange and coordinate guest speakers and events for Regular General Meetings, and assist in the coordination of any special events as deemed significant by the Board and Society. The Program Coordinator will introduce guest speakers and thank them. Guest speakers should be presented with a token of gratitude for their contribution to the Society.

**Correspondent:** This person shall be responsible for electronic and print mail addressed to the WHS, to inform the Board of correspondence, read the content and purpose of the correspondence to the WHS during Business General Meetings, and coordinate correspondence and promotions for the Society as deemed by the Society and Board from time to time. Announcements for events and meetings are to be delivered to the media 3 weeks ahead of the meeting date.

**Ex-Officio Past President:** This person may offer advice to the President, Board, and Members, if asked.

**Section 3**
There is to be no specified length of term for Board Officers, with the exception of ex-officio Board Members, specifically the immediate past President, whose term is one calendar year. Therefore, a person may be elected for unlimited terms for any office in the Society.

**Section 4**
Only Members in good standing of WHS may hold the positions of Board Officers. No single Member may be BOTH the President and Treasurer simultaneously.

**Section 5**
In the event of a mid-term vacancy of an elected Board Officer, vacancies on the Board during the year may be filled by the Board by either appointment or, if deemed necessary, by Membership election at any meeting.

**Section 6**
The Members of the Board may be impeached and removed by the Membership, due to actions or behaviours deemed unworthy or counterproductive to the objectives of the WHS and its Membership. In the case that a Board Member is to be removed, request for a motion to remove the Board Member in question may be brought up at any meeting; however, the vote to remove the Member must be held within a Special Meeting of the Society, and will be carried by a majority vote.
Article V - Finances

Section 1
The Treasurer of the WHS is responsible for controlling the finances of the WHS. The Treasurer must keep updated and accurate records, and be able to present these records and financial statements to any Member, the general public, or relevant lawful authority as necessary.

Section 2
There must be three signatories to the WHS bank account, including the Treasurer, Membership Officer, and one other Board Member.

Section 3.
The fiscal year of the WHS ends on December 31st of each year.

Article VI - Amendments to the Constitution

(a) Proposals for amendments to this Constitution or dissolution must be delivered to the Board in writing. The Secretary in conjunction with all other officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.

(b) Any changes to this Constitution must be agreed by at least two thirds of those Members present and voting at any general meeting.

Article VII - Dissolution

The WHS may be dissolved at any time if agreed by two thirds of those Members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.
Adoption of the Constitution

This constitution was adopted by the members present at the Welland Historical Society meeting held on this _______ day of ____________________________, in the year ____________.

Signed:

_____________________________________________
(President)

_____________________________________________
(Secretary)

_____________________________________________
(Treasurer)

_____________________________________________
(Member)