

CRANBERRY PORTAGE HERITAGE MUSEUM BYLAWS

ARTICLE I – REGULAR MEMBERSHIP

- 1.1 A regular membership shall be granted to a person who is member of the community of Cranberry Portage and pays the dues in accordance with the Constitution of the Museum.
- 1.2 A regular member in good standing is subject to all the rights and privileges of the Museum Association and may:
 - A. Read the Museum association material.
 - B. Cast votes or propose nominations as per the Constitution.
 - C. Propose a motion.
 - D. Vote on any Museum business.
 - E. Hold any office if elected by the membership in the Museum in accordance with Constitutional policy.
- 1.3 The regular membership of the Museum shall be composed of four classes:
 - A. Individual
 - a. Open to any resident of Cranberry Portage who wishes to support the aims of the Museum.
 - b. Dues shall be in the sum of fifteen dollars (\$15.00) per year.
 - c. Shall be entitled to one vote at general membership Museum meetings.
 - B. Family
 - a. Open to any family resident in Cranberry Portage in which more than one member of the immediate family desires to support the aims of the Museum.
 - b. Dues shall be in the sum of fifteen dollars (\$15.00) per year.
 - c. A Family membership shall be entitled to one vote at general membership Museum meetings.
 - C. Student
 - a. Open to any full time student in a recognized educational facility and who is residing in Cranberry Portage and who wishes to support the aims of the Museum.
 - b. Dues shall be in the sum of ten dollars (\$10.00) per year.
 - c. Shall be entitled to one vote at general membership Museum meetings.
 - D. Institute – Educational and Legislative
 - a. Open to any recognized education or legislative organization in Cranberry Portage that wishes to support the aims of the Museum.
 - b. Dues shall be in the sum of twenty dollars (\$20.00) per year.
 - c. The named education or legislative body holding such a membership shall be entitled to two (2) votes at general membership Museum meetings.
 - d. Voting entitlement as an individual student membership shall not be duplicated if the student also holds membership under the Institute, educational or legislative membership category.

ARTICLE II – HONARY LIFE MEMBERSHIP

- 2.01 An honorary life membership may be granted to a person for outstanding or meritorious service to the Museum.
- 2.02 Recommendations for honorary life membership may come from any regular member in good standing.
- A. Recommendation must be submitted to the Executive in writing.
 - a. Name of person recommended for honorary life membership.
 - b. Rationale for consideration.
 - B. Recommendations received by the Executive:
 - a. Shall be brought forth for discussion at the next regular meeting of the Executive.
 - b. Shall be voted on by the Executive in closed ballot.
 - c. Shall be determined by a unanimous vote of the Museum Executive.
- 2.3 A person receiving an honorary life membership shall have all the rights and privileges of a regular member.
- 2.4 A person receiving an honorary life membership shall not be required to annual dues or admission fees to the Museum.

ARTICLE III – ASSOCIATE MEMBERSHIP

- 3.1 An associate membership is open to institutions and individuals who live outside Cranberry Portage.
- 3.2 An associate membership shall carry the entitlement of all privileges of a regular member except for the following;
- A. Holding office in the Museum.
 - B. Voting on Museum affairs.
- 3.3 An associate membership shall pay dues in the sum of twenty dollars (\$20.00) per year.

ARTICLE IV– OFFICERS & THEIR DUTIES

BOARD OF TRUSTEES EXECUTIVE

- 4.1 The Board of Trustees Executive shall comprise of the following officers:
- A. President.
 - B. Vice-President.
 - C. Secretary
 - D. Treasurer
 - E. Public Relations Officer.
 - F. The Curator
 - G. Building Acquisition and Preservation Officer
- 4.2 The duties of the Board of Executive Officers by virtue of their specific office shall be in accordance with the Bylaw articles;
- A. President - Article 4.03
 - B. Vice-President - Article 4.04
 - C. Secretary - Article 4.05
 - D. Treasurer - Article 4.06

E. Public Relations Officer - Article 4.07

F. Curator - Article 4.08

G. Building Acquisition & Preservation Officer – Article 4.10

4.3 The **President**, by virtue of the office:

- A. Shall sign all the official documents and may sign or countersign all cheques and vouchers.
- B. Shall have the power to examine or direct the examination of all the books and records of the Museum.
- C. If deemed necessary, may take possession of any assets, books, and records of the Museum subject to membership knowledge before taking such action.
- D. Shall be “ex-officio” member of all committees.
- E. Shall be chairperson at all meetings of the Museum Executive and the general Museum association membership.
- F. Shall in case of a dispute concerning the interpretation or application of the Constitution or Bylaws, interpret the Constitution and Bylaws and that interpretation will prevail.
- G. Shall be responsible for setting the agenda of a regular meeting and ensuring that each item receives attention in accordance with the ‘Rules of Procedure’ as set out in the Bylaws, Article XIV.
- H. Shall be responsible for the needful preparations of the meeting. Tasks may be delegated and so noted in the minutes.
- I. Shall be responsible for the introduction of guests and/or new members.
- J. Shall decide the manner in which a meeting is to be conducted.
- K. Shall decide the manner in which a vote is to be taken.
- L. May also hold the office of ‘Museum Director’.
- M. Shall prepare, or have prepared, and present (or have presented) a report of the preceding year to the general membership at the Annual General meeting.

4.4 The **Vice-President**, by virtue of the office, shall;

- A. In the absence, or disability of the President be vested with all of the powers and shall perform all the duties of the President.
- B. In the event of the refusal by the President to act on accordance with the lawful deliberations and decisions of the Museum Association Executive the Vice-President may, with the majority approval of the Museum Executive, propose a motion of impeachment to remove the President and call for a meeting of the General Membership to resolve any outstanding issues.
- C. In the event of either A or B as above the Vice-President shall assume all the duties and powers of the President for the duration the chair is temporarily vacant or until such a time as an election for office of president can be held.

4.5 The **Secretary**, by virtue of the office, shall;

- A. Record all the minutes of all regular meetings.
- B. Prepare the minutes in such a manner that they are detailed with sufficient description to include main consideration involved, reference to important points addressed in discussion and decisions reached.
- C. Maintain Membership records in accordance with the Canadian Privacy Act.
- D. Maintain attendance records of all meetings, regular or supplementary.

- E. Maintain a file of all minutes of the meetings.
 - F. Maintain a file of all information pertinent to the organization and management of the Museum.
 - G. Present a written summary of the year's activities at the annual meeting.
 - H. At such meetings whereby the Secretary is unable to perform his/her duties due to absence or disability the duties shall fall to the Secretary's nominee.
 - I. The Secretary or the Secretary's nominee shall be custodian of all the records pertaining to the organization and management of the Museum with the exception of the financial affairs. See Bylaw, Article IV, 4.06.
 - J. In the event of resignation by the Secretary the Executive will have the authority to appoint an interim secretary until such a time as a replacement can be elected at a meeting of the general membership.
- 4.6 The **Treasurer**, by virtue of the office, shall;
- A. Keep and maintain all receipts, bank statements, and all other records in order to show all monies received, all monies spent and its allocations.
 - B. Maintain the appropriate record to above purpose readily available at all meetings.
 - C. Upon request be prepared to present orally a financial accounting at each meeting.
 - D. Ensure that all funds are accounted for properly.
 - E. Provide complete and timely access for any regular member's request for information regarding the Museum's financial affairs.
 - F. Present a written financial statement in summary format at the Annual meeting.
 - G. Sign or countersign all cheques and vouchers.
 - H. Shall deposit in accordance with the Constitution, Article 6.03.
 - I. Submit the financial records as presented by the treasurer at the Cranberry Portage Museum annual meeting for verification review by a qualified independent party. This option shall remain suitable until such a time as either Revenue Canada requests otherwise or the level of Museum finds is of such significant nature that an accredited audit would be appropriate.
 - J. In the event of an untimely resignation or disciplinary dismissal of the Museum Treasurer a verification review of the Museum's financial records maintained under the accountability of the outgoing treasurer will be conducted by a qualified independent person. Any accounting discrepancy arising from the review would trigger an accredited audit of the financial records.
- 4.7 The **Public Relations Officer**, by virtue of the office;
- A. Shall conduct all business as required by the membership or at the direction of the Executive in regards to public relations.
 - B. Shall conduct all public relations business in the best interests of the Museum.
 - C. May be required to speak as spokes person or to draft informal releases on behalf of the Museum to the news media.
 - D. Shall be required to clear any form of public relations with the Executive prior to their release or publication.

E. Shall have all and any form of public relations go through his/her office before being released.

F. Shall act as chairperson for the Publications Committee.

G. May accept a position on any one or all standing committees.

4.8 The **Curator**, by virtue of the office;

A. Shall work directly with the Museum Director in the implication of the 'Collection Policy Statement'.

B. May hold the position of Museum Director.

C. Shall be an active member of the standing committee for collection management.

D. Shall keep the Museum membership informed of any proposed acquisitions or deaccessions regarding collections management in accordance with the Collections Policy Statement.

E. Shall actively seek to further his/her education in collection management.

4.9 The **Museum Director**, appointed or hired by the Executive (Board of Trustees), by virtue of the office;

A. May be a member of the Executive in the capacity of Curator or President.

B. Shall be responsible for:

a. Implementing board policy and financial directives.

b. Reporting to the Executive regarding the operations of the Museum.

c. Managing the institution and its assets on a day-to-day basis in accordance with the Museum Management policies.

d. Working directly with the standing committee responsible for the development of the Museum management policies.

e. Advising the Executive on all Museum policy development.

f. Hiring and training all Museum staff (permanent, part-time, seasonal, volunteer).

g. Developing personnel policy that included job descriptions for the staff/volunteers.

h. Maintaining responsibility for directing the activities of paid and unpaid staff.

i. Demonstrating leadership qualities to staff/volunteers.

j. Maintaining a professional relation with community, employees, and employers.

k. Upholding the community's public trust in all Museum activities.

l. Actively seeking to further his/her education in museum management.

m. Actively seeking knowledge of and involvement with the museum culture.

n. While in the same time safeguarding the value of the Museum's property shall actively seeking to maximize the educational use of and enjoyment of the collection by the public. Emphasis placed on a pro- active role by the Museum in pertinent Cranberry Portage school programs.

4.10 The Building Acquisition and Preservation Officer, by virtue of the office

- A. Shall gather the documentation regarding the feasibility of acquiring a heritage building(s) for addition to the Museum complex.
- B. Shall collaborate with the Museum's Curator as appropriate.
- C. Shall present a written report to the Executive as to the practicability for proposed acquisition. The report shall include but may not be limited to:
 - a. Condition of building including necessary or recommended repairs.
 - b. Estimate for crucial or pending repair costs
 - c. Estimate of relocation costs
- D. The Museum Executive board will discuss the recommendation from the Building Acquisition and Preservation Officer prior to a final vote to accept or decline the acquisition of said building(s).
- E. Shall be responsible for the maintenance of the building(s) within the Museum complex.
 - Maintenance shall be as defined by the '*Standards and Guidelines for the Conservation of Historic Places in Canada*'
 - Routine, cyclical non-destructive actions necessary to slow the deterioration of a historic place. It entails periodic inspection; routine, cyclical, non-destructive cleaning, minor repair and refinishing operations, replacement of damaged or deteriorated materials that impractical to save.
 - Maintenance – three categories:
 - Corrective Maintenance –
 - Work necessary to bring a building to an acceptable level. **Conservation Plan* advisable before commencement.
 - Proposal to be submitted to the Museum Executive for approval.
 - Planned Maintenance –
 - Work to prevent predictable problems that can happen within the life of a building.
 - Report to be submitted to the Executive prior to commencing work.
 - Emergency Maintenance –
 - Work that must be done immediately for health, safety or security reasons.
 - Work that if delayed may result in rapid deterioration of the structure.
 - Shall be carried out at the discretion and under the direction of the Building Acquisition and Preservation Officer.
 - Written report to the Executive at the next scheduled meeting of the Executive.
- F. Maintenance Records
 - All maintenance and repair work will be documented in accordance with procedures set out by the Museum's 'Maintenance Manual'.

- All expenses for repair, labour, and/or maintenance will be receipted and included in the Maintenance Report.
 - All Building Acquisition and Preservation Officer maintenance reports will be presented during table officers' reports as part of the Museum Executive Board minutes and will become part of the permanent Museum records.
 - Maintenance expenses will be reimbursed similar to other Museum expenses i.e. submitted as part of the treasure's report for board approval.
 - All information obtained through any professional report form architects or contractors will be included in the Maintenance Records.
- G. Cranberry Portage Heritage Museum Maintenance Manual
- Shall serve as a resource for the Building Acquisition & Maintenance Officer for the standard operating procedures and worksheet templates regarding repair and maintenance of heritage buildings within the Museum complex.
 - Copies of the Manual are
 - Provided to the Building Acquisition and Preservation Officer
 - Stored in the Museum Office/complex.
 - Component of the off-site office of Museum Director or Collection Manger.
 - Filed by the Museum Secretary as part of the official Cranberry Portage Heritage Museum records.

ARTICLE V – STANDING COMMITTEE

- 5.01 A Standing Committee shall be a committee of the Executive, which will be elected/appointed according to the Constitution for the purpose of accomplishing specific tasks as stipulated in the Bylaws. See Constitution, Article 17.
- 5.2 A Standing Committee shall consist of any of the following Membership categories;
- A. Regular member.
 - B. Associate member.
 - C. Honorary Life member.
 - D. Any person(s) outside the listed membership who wishes to support the aims of the Museum. This person cannot hold the position of chairperson on any Standing Committee nor be responsible for managing any funds that are under the management of the Museum and that are connected with the project.
- 5.3 A Standing Committee Chairperson shall act under the direction of the Executive. That committee's Chairperson shall then in turn guide the activities of his/her Standing Committee according to the directions of the Executive.
- 5.4 A Standing Committee shall present all reports in written format including;
- A. Clear and concise information.
 - B. Pertinent data.
 - C. Dated and signed.
 - D. Copies provided for;
 - a. Secretary.
 - b. President.

c. Museum Director.

5.5 **Fund-Raising Committee** shall be responsible:

A. For the affairs of fund-raising.

5.6 **Finance Committee** shall:

A. Be responsible for the budget and financial reporting.

B. Monitor the revenues and expenditures of the museum.

C. The chairperson for the Finance Committee shall be the Executive Treasurer.

5.7 **Collection Management Committee**:

A. Shall be responsible for the implementation of the Collection Management Policy.

B. Shall have as its chairperson the Curator and follow the guidelines of his/her office as found in the Bylaws, Article 4.08.

C. May be divided into two committees if deemed necessary.

a. **Library Committee** that shall be responsible:

i. For the collection, cataloguing, care, arrangement, and repair of books, manuscripts, newspapers, and other library materials.

b. **Museum Committee** that shall be responsible:

i. For the collection, cataloguing, cleaning, repair, care, and storage of historic objects.

ii. For arranging Museum exhibits.

iii. For the historic interpretation of these exhibits.

5.8 **Publications Committee** shall be responsible:

A. For finding the ways and means for publishing information and research studies to the members.

B. For finding the necessary information for publishing documents and books that have been written by the Museum.

C. Publications Committee shall have as its chairperson the Public Relations Officer.

5.9 **Public Programming and Education Committee** shall be responsible:

A. For acting as liaison between an educational institute and an organization that is requesting the information from the Museum.

a. To organize time for the persons in question to have access to the collection under the supervision of the Curator.

b. To arrange any public display of the collection under the supervision of the Curator.

c. To make the necessary arrangements where the Museum is asked to speak publicly on behalf of the collection in accordance with the Public Relations Officer duties as listed in Constitution, Article VII, 7.14 and the Bylaws, Article IV, 4.07.

d. To promote heritage preservation.

e. To help educate collectors within the community about the importance of keeping heritage objects and written documentation within the community.

f. Chairperson of the Public Programming and Education Committee shall report to the Public Relations Officer.

5.10 **Historic Sites Committee** shall be responsible:

- A. For providing the Museum with a list of historic sites that are significantly relevant to the history of Cranberry Portage.
 - B. For establishing the historic validity of sites proposed for marking.
 - C. For marking historic sites.
 - D. For providing information or direction for gathering information regarding the historic sites that are significantly relevant to the history of Cranberry Portage.
- 5.11 **Research Committee** shall be responsible:
- A. For providing data to the Curator regarding sources of information that are pertinent to the history of Cranberry Portage.
 - B. For directing avenues of research to authenticate historical objects.
 - C. For assisting Curator in the collection of historical information through interviews, questionnaires, and researching existing materials.
- 5.12 **Nominating Committee** shall be responsible:
- A. For making nominations for officers and members of the Board of Directors according to the Constitution, Article 11.04, 11.05, 11.06.
- 5.13 **Membership Committee** shall be responsible:
- A. For drives to obtain new member for the Museum.
 - B. For processing applications for membership.
- 5.14 **Acquisition/Deaccessing Committee** shall be responsible for:
- A. Verifying the authenticity of historical objects as a prelude to acquiring by gift, loan, or purchase.
 - B. Determining if objects meet the criteria of the Collection in accordance with the Constitution, Article III.
 - C. Working with the Curator and the Museum Director for the purpose of acquiring heritage objects for continued growth of the collection. See Collection Policy, Article III.
 - D. Working with the Curator and Museum Director for the purpose of ascertaining those objects that fall into the criteria for deaccession. See Collection Policy, Article VI.
- 5.15 **Long Range Planning Committee** shall be responsible for:
- A. Preparing a corporate plan for the Museum.
 - a. Corporate plan for the Museum shall:
 - i. Set out measurable objective for each function of the Museum for a specific planning period.
 - ii. Guide the Executive and staff in providing the space, facilities and financial means to achieve these objectives.
 - B. Monitoring the progress of the Museum in execution of the said plan.

ARTICLE VI– ELECTIONS / APPOINTMENTS OF OFFICERS

6.01 All elections and appointments of all officers shall be in accordance to Article XI of the Constitution.

ARTICLE VII- QUORUM

7.01 The quorum for meetings of all duly elected or appointed bodies of the Museum shall be the majority of the members elected or appointed to such bodies.

- 7.2 The quorum for all regular Executive meetings shall consist of:
A, The President and three (3) other officers.
B. The Vice-President if the president is absent and three (3) other officers.
- 7.3 It is a member's responsibility to advise in advance the president (or delegate) of the inability to attend a regularly scheduled Executive meeting or any other CPHM meeting.
- 7.4 It is incumbent on the member who will be absent to provide all necessary outstanding reports or information applicable to the responsibilities of the office necessary for the orderly conduct of Museum business.

ARTICLE VIII – MUSEUM MEMBERSHIP DUES

- 8.1 Museum association dues shall be paid as required according to type of membership.
- 8.2 Regular Membership – Individual in the sum of \$15.00 per year.
- 8.3 Regular Membership – Family in the sum of \$15.00 per year.
- 8.4 Regular Membership – Student in the sum of \$10.00 per year.
- 8.5 Regular Membership - Institute in the sum of \$20.00 per year.
- 8.6 Associative Membership in the sum of \$20.00 per year.
- 8.7 Honorary Life Membership shall not be required to pay dues in accordance with the Bylaws, Article II.
- 8.8 Membership fees are due upon acceptance of application for Museum membership by the Membership Committee. Annual membership expires at the end of the month of the following year.
- 8.9 Renewals are due in full upon expiry of any current membership.
- 8.10 Memberships are sold or renewed annually only and will not be pro-rated, divided or otherwise reduced in any way for periods of less than one year.

ARTICLE IX – COURSES AND OUT-OF- TOWN MEETINGS

- 9.1 Course or meeting that is defined as one in which the Museum shall be financially accountable in whole or in part.
- 9.2 Course or meeting that is defined as such for which the participant is an authorized representative of the Museum.
- 9.3 Endorsement of said course/meeting is subject to the approval of the Executive.
- 9.4 All details and proposed costs must be presented to the Executive for approval.
- 9.5 Reimbursement for costs incurred while on an authorized course/meeting will be by expense account submissions (receipts required).
- 9.6 Summary of value received through the course/meeting will be submitted for the review of the Executive.

ARTICLE X – STATUTES OF LIMITATION

- 10.1 No member or officer shall over step or abuse their power and /or privilege to discredit the Museum Association.
- 10.2 No member or officer shall use the Museum for personal gain and/or profit.
- 10.3 If any member or officer is proven to have committed the above, he/ she is subject to discipline or dismissal as per the Executive's decision.

ARTICLE XI – CONFLICT OF INTEREST

11.1 No member or officer of this Museum shall cause or promote any type of conflict of interest, knowingly and willingly contrary to the Constitution and the Bylaws of the Museum.

ARTICLE XII – FUND RAISING

12.1 All fund-raising is subject to the approval of the Museum Executive.

12.2 All fund-raising shall be carried out by an elected standing committee as per Bylaws, Article 5.05.

ARTICLE XIII – SUPPORT OF OTHER ASSOCIATIONS

13.1 Upon the approval of the Museum, other associations shall be supported to the best of the Museum's ability providing;

A. There is no conflict of interest.

B. It is in the best interest of the Museum.

C. It does not interfere with regular order of business of the Museum in regards to the Constitution and the Bylaws.

ARTICLE XIV – ORDER OF BUSINESS

14.1 Where it is found to be consistent with these bylaws and applicable the Executive shall conduct all meetings in accordance to standards of procedure found in Robert's Rules of Order.

14.2 The Executive shall conduct all meetings in accordance to the sequence of items of business as follows:

A. Call to order.

B. Meetings Agenda

C. Minutes – review and adoption.

D. Reports of officers.

a. In the order that the positions occur in the Constitution, Articles 7.10 to 7.15 and Article 8.

E. Reports of committees.

a. Standing Committees - in the order that the committees occur in the Constitution, Article 17.04.

b. Reports of special committees. These are committees that have been formed that are not listed in the Constitution or in the Bylaws.

F. Unfinished business and general orders.

G. New Business.

a. Correspondence.

b. New items of business for discussion or to table for next meeting.

H. Program.

I. Announcement(s).

J. Adjournment

DONE, PASSED AND ENACTED this 19th day of May 2004.

LAST DATE OF REVISION 2012 C.P.H.M.

AT ANNUAL GENERAL MEETING APRIL 23,2012