

BY-LAWS of THE FRIENDS OF THE EDUCATIONAL ARCHIVES AND HERITAGE CENTRE OF HAMILTON – WENTWORTH

1. MEMBERSHIP

1.1 Membership in *The Friends of the Educational Archives and Heritage Centre of Hamilton-Wentworth (The Friends of the EAHC)* shall be open to members of the community who are interested and supportive of the vision and objectives of the Association.

1.2 All active volunteers are to be considered members of *The Friends of the Educational Archives and Heritage Centre of Hamilton-Wentworth*.

1.3 There will be two types of memberships: **Volunteer**, i.e. those who are regular volunteers at the EAHC and **Supporter**, i.e. those who wish to otherwise support the objectives and work of the organization.

1.4 Ex-officio and Honourary Membership may be conferred by the Executive on those who have, in its opinion, contributed exceptional service in advancing the interests of the organization.

2. FEES

2.1 Supporters shall pay annually such fees as are set, from time to time, by the Executive, subject to the approval of the membership.

2.2 Ex-officio and Honourary Members shall pay no fee.

2.3 Volunteers shall pay no fees.

2.4 The membership year will run from January 1 to December 31. Membership purchased between the date of the Annual General Meeting and the end of that year shall be valid until December 31 of the following year.

3. MEETINGS

3.1 There will be an annual general meeting held each October for the purpose of receiving reports, electing new officers, approving budgets, and dealing with any outstanding items of concern to the association.

3.2 The membership and the general public shall receive notice of the annual general meeting in advance.

3.3 The Executive Committee will meet at least six (6) times annually to deal with the business matters of the organization.

4. OFFICERS

4.1 The Executive Committee shall consist of the following: Past President; President; Vice President; Treasurer; Secretary and a minimum of four (4) Councillors, all to be elected at the Annual General Meeting. In addition, the Hamilton-Wentworth Council of Home & School Associations shall appoint a member to serve as a member of the Executive Committee.

4.2 Any vacancy occurring on the Executive Committee between elections may be filled by any member appointed by the Executive Committee for the remainder of term.

4.3 All members of *The Friends of the EAHC* are eligible for nomination to the Executive Committee.

4.4 Ex-officio members representing the Hamilton-Wentworth District School Board, and the Manager of the Educational Archives and Heritage Centre will be considered non-voting members of the Executive Committee.

4.5 All members of the Executive Committee are expected to attend all meetings held throughout the year. Failure to attend two successive meetings without notification to the secretary or chair will result in the termination of their position and the creation of a vacancy as addressed in By-law 4.2

5. ADDITIONAL REPRESENTATIVES

5.1 The Director of Education and the Chairman of the Hamilton-Wentworth District School Board will appoint a *Superintendent of Education* of the Hamilton-Wentworth District School Board to serve on the Executive Committee as liaison between the Hamilton-Wentworth District School Board and the *Friends of the Hamilton-Wentworth Educational Archives and Heritage Centre* in a non-voting, ad-hoc role.

6. SUB-COMMITTEES

6.1 Sub-committees (ad-hoc or permanent) may be appointed by the Executive Committee as necessary to carry out the business of the Executive Committee.

6.2 The Executive Committee will provide a liaison person for each sub-committee.

6.3 Sub-committee chairpersons will report to the Executive Committee on a regular basis.

7. DUTIES

7.1 The Executive Committee shall:

7.1.1 Support the appointment, by the Director and Chairman of the Hamilton-Wentworth District School Board, of the Manager for the Educational Archives and Heritage Centre

7.1.2 Provide educational programming to relate the history of public education in the Hamilton-Wentworth area

7.1.3 Publicize the unique history of public education in the Hamilton-Wentworth area

7.1.4 Develop and oversee all policies relating to the operation of the Educational Archives and Heritage Centre

7.1.5 Maintain a liaison and report as required to the Ontario Historical Society, as one of its affiliates

7.1.6 Prepare and submit all required government reports

7.1.7 Prepare and submit all grant applications or other requests

7.1.8 Maintain a working liaison with the Director and Chairman of the Hamilton-Wentworth District School Board or their designate.

7.1.9 Maintain memberships with any other heritage and historical organization appropriate to the aims and objectives of *The Friends of the Educational Archives and Heritage Centre of Hamilton-Wentworth*.

7.1.10 Maintain adequate Directors' and Officers' Liability Insurance for the Executive Committee of the EAHC.

7.2 The President shall:

- 7.2.1 Preside over all general and Executive Committee meetings.
- 7.2.2 Represent *The Friends of the Educational Archives and Heritage Centre of Hamilton-Wentworth* at official functions.

7.3 The Vice-President shall:

- 7.3.1 Preside over meetings of the Executive in the absence of the President
- 7.3.2 Carry out any other presidential functions or officially represent *The Friends of the Educational Archives and Heritage Centre of Hamilton-Wentworth*, at the request of the president.

7.4 The Treasurer shall:

- 7.4.1 Set up and maintain a separate bank account and any necessary investments for the Friends of the EAHC.
- 7.4.2 Keep an accurate and up-to-date record of all the income and expenses of *The Friends of the Educational Archives and Heritage Centre of Hamilton-Wentworth*
- 7.4.3 Provide a current statement of finances at each Executive meeting
- 7.4.4 Prepare and submit all forms such as income tax receipts, grant applications and year-end reports.
- 7.4.5 Prepare payment of all expenses and accounts at the direction of the Executive Committee.
- 7.4.6 Prepare and co-sign all cheques along with one of the two (2) other co-signers designated by the Executive Committee.

7.5 The Secretary shall:

- 7.5.1 Record the minutes of all Executive Committee and general meetings.
- 7.5.2 Prepare and distribute the minutes of the Executive meetings as soon as possible following each meeting.

7.6 The Manager shall:

- 7.6.1 Oversee the operations of the Educational Archives and Heritage Centre including the management of volunteers, acquisitions, liaison with officials/staff of the Hamilton-Wentworth District School Board, budget expenditures, and educational programs.
- 7.6.2 Oversee the operations of the Mohawk Trail School Museum including the management of volunteers, programming, and physical arrangements.

8. QUORUM

- 8.1 Five (5) members of the Executive Committee shall constitute a quorum for the transaction of organization business.
- 8.2 Twelve (12) members of the *Friends of the EAHC* shall constitute a quorum at any general meeting called for the transaction of business.

9. VOTING AT ALL EXECUTIVE OR GENERAL MEETINGS

9.1 Voting shall be either by a show of hands or by secret ballot as shall be determined by the Executive Committee.

9.2 Voting shall be restricted to members of the *Friends of the EAHC*.

9.3 Every matter requiring a vote shall be decided by a simple majority of the votes of the members present, a quorum having been met.

10. BY-LAW AMENDMENTS AND REVISIONS

10.1 Amendments or revisions to these By-Laws may be made at any general or special meeting called for that purpose, providing that notice of the motion has been given at least fourteen (14) days in advance of the meeting.

11. FINANCIAL ACCOUNTABILITY

11.1 A financial examiner shall be appointed annually to examine and report on the financial accounts for consideration at the annual meeting of *The Friends of the Educational Archives and Heritage Centre of Hamilton-Wentworth*

12. BENEFITS OF THE ORGANIZATION TO THE MEMBERS

12.1 Each member shall be entitled to:

- receive newsletters and other communications prepared by the organization
- attend any and all regular meetings of the organization
- receive one free query or research of the archives per membership year
- vote at all general meetings
- receive any other benefits that are approved by the Executive Committee.