



By-Laws of Richmond County Historical Society

MISSION

The Mission of the Richmond County Historical Society is to enrich both the local and wider community by researching, conserving, and sharing the history of the Richmond County area.

I - Members and Fees

The Society shall consist of its members. The members shall be divided into two categories:

Category 1 – Ordinary Members

Any person interested in the history of Richmond County and adjacent areas, and who evinces such interest by the payment of annual fee determined by the Membership at each Annual General Meeting, shall be a Member in good standing for a period of one year.

Category 2 – Honorary Members

Any person may become an Honorary Member upon the invitation of the Society, following the recommendation of the Board of Directors.

The RCHS shall procure personal liability insurance for the Board of Directors and the Executive Committee Officers in their capacity as volunteer workers for the Society.

II – General Meetings and Notice

1) Annual General Meeting

The Annual General Meeting of the Society shall be held in the month of May or June at such time and place as the President may determine. Seven days' notice thereof shall be given in the Press, RCHS newsletter and/or through appropriate online media platforms.

2) Special General Meetings

A Special General Meeting may be called by the President, or by the Secretary upon the written request of any ten Members. Seven days' notice thereof, stating the time, place and purpose of the meeting shall be given in the Press, RCHS newsletter and/or through appropriate online media platforms.

III - Board of Directors

Three Directors elected at the Annual General Meeting shall constitute a Board of Directors. The Board has the authority to manage the property and affairs of the Society subject to the By-Laws. The Board of Directors is accountable to the members of the Society and reports to them at the Annual Meeting of the Members and at other meetings of the Members. The Board of Directors may delegate responsibilities to the Executive Committee as it sees fit.

Executive Committee Officers

The Executive Committee shall consist of the following Officers of the Society:

President

Vice President

Secretary

Treasurer

Curator

Archivist

IV- Election of Officers

The Board of Directors and the Executive Committee Officers must be Members in good standing. They shall be elected by the Members at the Annual General Meeting of the Society for a period of one year, or until the next Annual General Meeting.

In the event of the death, resignation, or inability to act for a period of six months, of any Board or Executive Committee Officer, such Officer may be replaced by the Board or Executive Committee respectively and such person shall hold office until the next Annual General Meeting.

V - Meetings of the Executive Committee and Notice

Meetings of the Executive Committee may be called by the President on his/her own motion; or by the Secretary at the request in writing of any three members of the Executive Committee.

Three days' notice shall be given to each member of the Executive Committee stating the time, place or manner (including virtual meetings) and purpose of the meeting.

All Members of the Society may attend Executive Committee Meetings and participate in the decision making. Only Executive Committee Officers shall vote.

VI - Quorum at Meetings

- 1) Six Members shall constitute a quorum at any Annual or Special General Meeting.
- 2) Four Members of the Executive Committee shall constitute a quorum at any meeting of the Executive Committee.

If there is no quorum at the time for which any Meeting of the Society or of the Executive Committee shall have been called, the meeting may, after the lapse of fifteen minutes from the appointed time, be adjourned by the Members present in the case of a General Meeting, or by the Officers present in the case of an Executive Committee Meeting, for a period not exceeding one month at any one time, without any notice other than the announcement at the meeting, until a quorum attends. Any business may then be transacted which might have been transacted if the meeting had been held when originally called. Immediate issues can be resolved by the Board or the Executive Committee via a vote by e-mail or other appropriate means of communication and the record should be registered with the Secretary.

- 3) Two Members of the Board of Directors shall constitute a quorum at meetings of the Board of Directors for the fulfillment of the Board's responsibilities.

VII - Duties

1) Board of Directors

The Board of Directors shall elect a Chairperson and a Secretary from its membership at a meeting convened by the active Chairperson (or their delegate) following each Annual General Meeting.

Thereafter, Meeting of the Board of Directors shall be held upon the call of the Chairperson.

The Board of Directors shall:

- a) oversee the functions and general direction of the Society and its Executive Committee, and alert the Executive Committee to any actions taken or proposed that may not be, in the opinion of the Board, in the best interests of the Society.
- b) advise the Executive Committee at the request of the Chairperson.
- c) meet at least once each year prior to the Annual General Meeting to review and report on the year's activities.
- d) recommend to the Society any members deemed worthy to be named Honorary Members.
- e) be represented at Executive Committee Meetings, but because of its advisory roll, shall not be permitted to vote.
- f) constitute the Nominating Committee and present to the Annual General Meeting nominees for Executive President and Treasurer. All other Officer positions of the Executive Committee may be filled at the discretion of the Executive Committee.

2) Executive Committee Officers

The President and Vice-President

The President and Vice-President shall promote the interests of the Society by all proper means.

- a) The President shall be responsible for the administration of the Society, and the co-ordination of the work of the Executive Committee.
- b) The President, Vice-President and Treasurer shall constitute a Finance Committee to evaluate and decide upon major expenditures and projects for fund raising.
- c) The President, or in their absence the Vice-President, shall preside at all meetings of the Executive Committee, and shall exercise a general oversight of the Society's ongoing activities.

In the event of the absence, inability or unwillingness to act, of the President, or Vice-President, the Members present at any meeting may choose as Chairperson, any one of their members who is an Officer of the Executive Committee.

- d) The President, Vice-President, or three members of the Executive Committee may require that any resolution of the Executive Committee be referred to the Board of Directors. In such cases, the action contemplated by the said resolution shall be held in abeyance pending the recommendation of the Board of Directors. Should such recommendation oppose the intent of the resolution, such resolution shall be null and void unless approved by the Members of the Society at a Regular or Special General Meeting.

The Secretary

The Secretary shall:

- a) Keep the Minutes of the Meetings of the Society and of the Executive Committee in the manner in use or agreed to by the Society.
- b) Support the President of the Executive Committee by executing the delegated tasks received from the President. The Secretary should also play a proactive role of assistance to the President to help relieve him/her of routine administrative tasks.

The Treasurer

The Treasurer shall discharge their duties faithfully and shall:

- a) Have charge and custody of and be responsible for all funds, securities, books, vouchers and papers of the Society except such as are under the control of the Secretary, the Archivist and the Curator, and deposit all such funds and securities in the name of the Society in such bank, trust company or other depositories as may be selected by the Executive.
- b) Submit to each meeting of the Executive Committee a cash statement showing receipts and disbursements and such information relative to the financial position of the Society, as the Executive Committee may from time to time require.
- c) Render to the Annual General Meeting or any Special General Meeting of the Society, or Meeting of the Executive Committee, a detailed report of the financial position of the Society; prepared, audited or otherwise, as the Executive Committee may from time to time require.
- d) Receive and give receipts for money due and payable to the Society, from any source whatsoever.
- e) Perform all the duties incident to the office of Treasurer, and such other duties as may be assigned to them from time to time by the Executive Committee.
- f) Be responsible for the records associated with membership and the issuing of receipts for donations.
- g) Produce an annual report to the Government.
- h) Be responsible for all payroll tasks for employees.
- i) Be responsible for all Government remittances regarding employees.

The Curator

The Curator shall take care of the properties of the Society other than those entrusted to the Secretary, the Treasurer or the Archivist, and render a report thereon to each Annual General Meeting, or whenever called upon to do so by the Executive Committee.

The Curator shall also accept, organize, index and exhibit museum properties in accordance with the mission statement.

The Archivist

The Archivist shall accept, organize, index and exhibit records, newspapers, documents, photographs and other materials pertinent to the history of the area in the care of the Society in accordance with the mission statement. They shall provide access for public viewing in the manner most appropriate to the circumstances in use by the Society. The Archivist shall employ current technologies such as digitization of documents to efficiently carry out the mandate. The Archivist shall render a report thereon to each Annual General Meeting, or whenever called upon to do so by the Executive Committee.

Supporting Positions to the Executive Committee:

The Chronicler

The Chronicler shall prepare a written report of the significant events of interest to the Society, occurring between one Annual General Meeting and the next, and submit such report to the Annual General Meeting or other Meetings as determined by the Executive Committee.

The Publicity Coordinator

The Publicity Coordinator shall promote the Society's activities and events through press releases, newsletters, and social media. This role includes working with local media and community organizations to ensure coverage, maintaining the Society's website, and managing its online presence.

The Activity Coordinator

The Activity Coordinator shall plan and oversee events sponsored by the Society, such as lectures, events, or tours. This role includes coordinating logistics, liaising with speakers, vendors, or visitors. The Activity Coordinator shall prepare a written report of the significant events of interest to the Society, occurring between one Annual General Meeting and the next, and submit such report to the Annual General Meeting or other Meetings as determined by the Executive Committee.

VIII- Signing Documents

The President, or failing them, the Vice-President, and the Treasurer, shall sign all deeds, documents and other instruments requiring execution by the Society, unless otherwise provided for by a resolution of the Executive Committee.

The President, the Secretary, or the Treasurer shall ensure that all forms and reports required by Government bodies be duly completed, signed and returned as required.

IX - Management

The Management of the Society and the regulation of its business shall be vested in the Executive Committee.

X Powers of the Executive Committee

The Executive Committee shall have power to name a Corresponding Secretary and such other assistants as it may require for the good administration of the Society.

XI- Banking

The Treasurer of the Society shall, for and on behalf of the Society, make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer all or any cheques, promissory notes, drafts, acceptances, bills of exchange, Orders of payment of money, contracts for letters of credit and forward exchange, whether or not an overdraft is thereby created in any account of the Society; also execute any authority to any officer of the Bank to accept and/or pay all or any drafts, bills of exchange or promissory notes on behalf of the Society; also execute any receipts for and orders relating to any property of the Society held by or on behalf of the Bank; also execute any mortgage, hypothecation, charge, pledge assignment and/or transfer of all or any real or personal immovable or movable property of the Society to the Bank or its nominees as security for all or any existing and/or future liability of the Society to the Bank or for any other purpose of the Society; also do any act of thing and execute any document requisite to give to the Bank any security authorized by the Bank Act and promises to give any such security, including warehouse receipts, bills of lading and security under Section 88 of the Bank Act; and also execute any agreement relating to any transaction between the Society and the Bank and defining the rights and powers of the Bank in respect of any property of the Society.

The Treasurer shall negotiate or deposit with or transfer to the Bank for the credit of the Society's account only, all or any cheques, promissory notes, drafts, acceptances, bills of exchange and orders, and transactions such as e-transfer for the payment of money and for such purposes draw, sign or endorse the same, or any of them, or deliver the same, or any of them, to the Bank endorsed with the name of the Society; also receive all paid cheques and other debit vouchers charged to any account of the Society and execute from time to time the Bank's form of receipt therefore and agreement as to the settlement, balance and verification of all books and accounts between the Society and the Bank.

The use of technologically appropriate and legally accepted strategies regarding banking and communications will be considered applicable means in carrying out the Society's decisions and financial transactions now and in the foreseeable future.

All acts and things done and documents executed on behalf of the Society as hereinbefore authorized shall be valid and binding upon the Society with or without the Corporate Seal.

XII-

Amendments to the By-Laws

The Members of the Society may, from time to time, by an affirmative vote of the majority of Members present, at any Annual or Special General Meeting repeal, amend or re-enact the By-Laws, provided notice of motion to that effect be given in the notice of the meeting.

<p>These By-Laws, adopted at the General Meeting of the Richmond County Historical Society, June 22, 2024, are based on, and amended from, the By-Laws of the Society when it was founded in 1962 and more recently amended in 1983.</p>
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Annex

Introduction to the By Law revision of 1983

I am honoured to have been asked to write a preface to this Revision of the (1983) By-Laws of the Richmond County Historical Society, but, at the same time, embarrassed at my inadequacy to do justice to the work that has been accomplished by the Society since its foundation more than twenty years ago.

While Richmond County may have been relatively late in the establishment of its Historical Society, it was not because of any lack of historical awareness among its citizens or any want of significant and interesting historical events in its past.

The St-Francis River had been a highway for the aboriginal peoples of the district long before the arrival of settlers of European origin. Prior to the building of roads, the river had carried the travellers and the commerce of the district to population centers and markets.

Richmond county had long had individuals and groups interested in the past and active in the preservation of its history. Community organizations, the schools, churches and fraternal associations had, at various times, published aspects of the history and development of the regions. It was this tradition that coalesced, in the 1960's, in the Richmond County Historical Society.

In retrospect, what particular circumstances may have led to the creation of the Society? Any attempt to answer that question is necessarily subjective. Certainly, the existence and work of other County Historical Societies received greater publicity in the post-war years and stimulated the desire to emulate. Historical competitions promoted by Dr. W.P. Percival, Director of Protestant Education and the active concern of McGill University's Department of History in aspects of the district's history aroused interest. But of greatest significance was the initiative and enthusiasm of a group of citizens of the district: Alice Dresser, Joyce Husk, Dr. Boast, to mention but a few – in the preliminary study and work that preceded the establishment of the Society. Once evidence of such work is to be found in the By-Laws that are now revised.

I believe it eminently fair to state that the achievements of the Society over the past two decades have surpassed the hopes and aspirations of its founding members. In the 1960's, few could have foreseen the scope, magnitude and pace of change that would be experienced over the next two decades. Rapid change can be unsettling in many ways and it is therefore of great importance that citizens recall and reflect on the past and honour the qualities of courage, resourcefulness and tolerance that distinguished their ancestors in the district.

It is most encouraging to note, in conclusion, that the work of the Society has the interest and support of the generation that has succeeded its founders. May such interest and support continue.

K.H. Annett, a Charter Member.

The Executive Committee pays tribute to those responsible for the foundation of this Society by quoting the excerpt from the charter, which so well expresses aims which remain valid: *“To discover and rescue the unsparing hand of time the records which yet remain of the earliest history of Canada. To preserve while in our power, such documents as may be found amid the dust of yet unexplored depositories, and which may prove important to general history and the particular history of this Province, “County of Richmond and adjacent areas”.*