

CONSTITUTION
OF
THE MERRICKVILLE AND DISTRICT HISTORICAL SOCIETY

NAME

1. The name of the Society is “The Merrickville and District Historical Society”. Merrickville and District consists of the Upper and Lower Rideau Settlements, that is to say, the land bordering the Rideau River from Kilmarnock to Burritt’S Rapids, both inclusive.

OBJECTS

2. The objects of the Merrickville and District Historical Society are:
 - (a) to create, foster, and maintain interest in the history of Merrickville and District,
 - (b) to furnish and operate the “Blockhouse Museum” in Merrickville,
 - (c) To assist in the preservation of other historic buildings, monuments, and sites, including the supervision of the maintenance of the McGuigan and Collar Hill Cemeteries by Wolford Township and the Corp of the village of Merrickville respectively, and such other cemeteries as the society decide to restore,
 - (d) to promote the dissemination of information and the discussion of historical topics of interest.

BY—LAWS

1. MEMBERSHIP

The Merrickville and District Historical Society is composed of:

- (a) Active members who pay annual dues including Family membership dues,
- (b) Life members who pay life membership dues, and
- (c) Honorary members as may be so designated by the Society.

BY—LAWS (cont'd)

2. ORGANIZATION OF THE SOCIETY

The Officers of the Society shall be elected at each Annual Meeting as follows:

President
First Vice President
Second Vice President
Secretary
Treasurer
Chairpersons of the Functional Committees

The Executive Committee shall consist of:

The President
First Vice President
Second Vice President
Secretary
Treasurer
Immediate Past President

The Chairpersons of the Functional Committees shall be responsible to their respective Vice Presidents as set out in the Organizational Chart attached as Annex "A". The Chairpersons shall be responsible for the effective functioning of their committees and for recruiting such members as are necessary to carry out these functions.

The committees of the Society shall normally be:

First Vice President

Blockhouse
Volunteers
Archives
Research and Historical Sites
Genealogy

Second Vice President

Membership
Programme
Social
Publicity

The duties and responsibilities of all Executive Officers and Committee Chairpersons are defined in their Terms of Reference as set out in Appendixes 1—16 to Annex B, attached.

BY—LAWS (cont'd)

3. MUSEUM BOARD

The Museum Board is appointed by the Village of Merrickville to administer such funds as are received from government and other sources for museum activity in Merrickville. The President, First Vice President and Immediate Past President of the Society are normally invited to be members of the board.

4. SOCIETY FUNDS

All funds of the society will be controlled by the society Treasurer. All cheques for disbursement of funds shall be signed by any two of the following: the President, the First Vice President, the Secretary, and the Treasurer.

5. BLOCKHOUSE MUSEUM

In its object of furnishing and operating the Blockhouse Museum, the Merrickville and District Historical Society shall have regard to:

- (a) the original purpose of the Blockhouse in relation to the Rideau Canal and the defence of Canada,
- (b) the pioneer history of Merrickville and District,
- (c) hours of opening most conducive to attracting visitors,
- (d) By—Law No. 777 of the Village of Merrickville as amended, and the interests of the Village of Merrickville, and
- (e) the interests of Parks Canada as landlord of the building.

6. MEETINGS

- (a) The Annual Meeting of the Merrickville and District Historical Society shall be held at the last General Meeting in each calendar year, in November, for the consideration of financial and other reports, approval of the actions of the Executive Committee, the election of the Executive Committee, and such other matters as may properly come before it.

BY—LAWS (cont'd)

MEETINGS -cont'd

- (b) Meetings of the Executive Committee shall be held at the call of the President of the Society, but will usually be held during the week prior to the regular meeting.
- (c) General meetings will be held on the last Tuesday of every month, except July, August, and December. The April meeting will be a dinner meeting.
- (d) No less than six weeks following receipt of a request of any five members of the Society the President shall call a meeting for such purpose as is specified by the members requesting the meeting.

7. QUORUM

- (a) Fifteen members shall constitute a quorum for a General Meeting of the Society.
- (b) Four members of the Executive Committee shall constitute a quorum for the transaction of business by that Committee.

8. NOMINATING COMMITTEE

The Immediate Past President of the Society shall be the Chairperson of the Nominating Committee for the annual election of Officers of the Society. The other members of the Committee shall consist of the members of the Society in good standing selected by the Chairperson of the committee and approved by the Executive.

9. AUDITOR

The auditor of the Merrickville and District Historical Society shall be appointed by the annual meeting of the Society for the financial year of the Society next following the meeting.

BY—LAWS (cont'd)

10. AMENDMENTS

Notice of any proposed change in the By—Laws of the Merrickville and District Historical Society shall be given at least six weeks prior to the day of the General Meeting scheduled to consider it and such amendment requires for adoption the support of no less than two—thirds of the members voting thereon.

11. CESSATION OF ACTIVITIES

- (a) The Merrickville and District Historical Society is affiliated with the Ontario Historical Society and incorporated under the Act of Incorporation of that Society. As a result of this, should the Merrickville and District Historical Society for any reason cease to exist, its artifacts, finances, library and other property shall immediately become vested in the Ontario Historical Society which will take possession of the same and retain them in trust until a society with objects similar to those of the Merrickville and District Historical Society shall have been formed in the same area, when these assets shall be handed over to such society upon such conditions and provisions for the security of the same as may be agreed upon.
- (b) The owners of property and artifacts which are on loan to the Merrickville and District Historical Society shall be given at least three months notice to make arrangements for the disposition of such property before the Society for any reason ceases to exist.

(Note : Annex A is page 6, an Organization Chart NOT included in this Computer scanned Copy)

TERMS OF REFERENCE

EXECUTIVE COMMITTEE AND CHAIRPERSONS OF COMMITTEES

THE MERRICKVILLE AND DISTRICT HISTORICAL SOCIETY

It is essential that all members holding a position in the executive of the society clearly understand their responsibilities. To this end the attached Appendixes outline the duties of all elected members.

It is the elected members' responsibility to carry out the duties listed and where considered desirable, make appropriate suggestions to the executive committee for amendment.

EXECUTIVE COMMITTEE

The executive committee shall comprise:

President			
First Vice President	-	Appx	1
Second Vice President	-	"	2
Secretary	-	"	3
Treasurer			4
Immediate Past President			

This group is the decision making body of the society. The President may hold executive meetings at this level or may decide to include all Chairpersons in the regular executive meetings. When Chairpersons are not included it will be the responsibility of the two Vice Presidents to hold separate meetings with the committees for which they are responsible.

FIRST VICE PRESIDENT

The First Vice President has a direct responsibility to the President for the effective operation of the following committees:

Blockhouse	-	Appendix	5
Volunteers		"	6
Archives		"	7
Research & Historical Sites	-	"	8
Genealogy		"	9

ANNEX B (cont'd)

SECOND VICE PRESIDENT

The Second Vice President has a direct responsibility to the President for the effective operation of the following committees:

Programme	–	Appendix	10
Membership			11
Social		"	12
Publicity		"	13

The auditor and the school liaison representatives report directly to the President.

Auditor	–	Appendix	14
School Liaison			15

Liaison with Parks Canada is the responsibility of the President and the First Vice President. The terms of reference for this liaison activity are set out in Appendix 16.

The Secretary and the Treasurer report directly to the President. However, in the absence of the President it is their responsibility to advise one or both of the Vice—Presidents of urgent secretarial or financial matters which require attention.

The Chairpersons grouped under the First or Second Vice—Presidents will normally report through that Vice—President and look to him/her for guidance and assistance in running their committee.

APPENDIX 1

—9—

TERMS OF REFERENCE

FIRST VICE PRESIDENT

RESPONSIBILITIES

- (a) Under the general guidance of the President, the First Vice President is responsible for the activities of the following committees:
1. Blockhouse
 2. Volunteers
 3. Archives
 4. Research and Historical Sites
 5. Genealogy
- (b) To provide guidance and assistance as may be required, or desirable, to the Chairperson of each of the above listed committees in the discharge of their individual responsibilities.
- (c) To review from time to time the operations of these committees and to recommend to the executive committee.
- (d) To attend scheduled and non scheduled meetings of the executive committee. In the absence of the President, to chair meetings of the executive committees and general meetings.

TERMS OF REFERENCE

SECOND VICE PRESIDENT

RESPONSIBILITIES

- (a) Under the general guidance of the President, the Second Vice President is responsible for the activities of the following committees:
1. Programme
 2. Membership
 3. Social
 4. Publicity and Public Relations
- (b) To provide guidance and assistance as may be required, or desirable, to the Chairperson of the foregoing committees in the discharge of their individual responsibilities.
- (c) To review from time to time the operations of the individual committees and to recommend to the Executive Committee any proposed changes.
- (c) To attend scheduled, and non scheduled as may be required, meetings of the Executive Committee. In the absence of the President and Vice President to chair meetings of the executive committee.

APPENDIX 3

TERMS OF REFERENCE

SECRETARY

RESPONSIBILITIES

(a)

Under the general guidance of the President, the secretary is responsible for the operation of the society office in Knox Hall. The secretary will cooperate with the various committees requiring secretarial help and will assist the Chairperson, Archives in the maintenance and filing of all records.

(b) The more specific duties involved are as follows:

1. The secretary shall keep full and accurate minutes...
- 2) The minutes shall be written in ink in a legible hand, or typewritten, or printed.
- 3) If written by hand, in a bound book; if typewritten or printed, they shall be permanently bound at suitable intervals.
- 4) The pages shall be numbered.
- 5) Every page shall be signed or initialed by the secretary.
- 6) The record of each meeting shall be signed by the presiding officer and the secretary.
- 7) The time and place of each meeting shall be fully stated in words, and the date shall be indicated on the margin at the top of each page.
- 8) The minutes shall state by whose authority the meeting is called — at the call of the chairman, according to adjournment, or as the case may be; and that a quorum was present.

APPENDIX 3 (cont'd)

- 9) The name of the presiding officer shall be recorded.
- 10) The items of business shall be briefly indicated by paragraph headings or marginal notes, for ready reference.
- 11) Care should be taken that all numbers are distinctly written.
- 12) Committee reports... shall be embodied in the minutes or added in an appendix with the number of the page on which they will be found given in the minutes. Appendix pages are numbered too.
- 13) The minutes shall record all the proceedings and state what disposal is made of all motions, resolutions, reports, memorials.
- 14) Extraneous and irrelevant matter shall be excluded from minutes.
- 15) All erasures, cancellings, interline actions, or other changes shall be initialed in the margin by the secretary.
- 16) No erasures or alterations may be made after the record has been confirmed, except by resolution of the meeting (General or Executive).
- 17) No unnecessary vacant space. If vacant space be left it shall be ruled in plain lines.
- 18) The use of initials for organizations or other abbreviations should be carefully avoided.
- 19) Record books, when no longer needed, plus correspondence should be deposited in secretary's filing cabinet.

TERMS OF REFERENCE

TREASURER

RESPONSIBILITIES

(a)

Under the guidance of the President, administer the Society's financial affairs, more specifically:

- 1) Maintain an accounts register of income and disbursements.
 - 2) Operate bank accounts.
 - 3) Pay bills as approved by the executive committee.
 - 4) Hold a petty cash fund for minor disbursements.
 - 5) Provide a financial report at all executive and general meetings.
- (b) Provide guidance and assistance on financial matters to the executive committee and the chairpersons of committees.
- (c) Assist the auditor in every way possible to provide an annual, audited financial statement for the annual meeting.
- (d) Liaison with the secretary of the museums Board to ensure maximum use is made of that Board's financial resources.

TERMS OF REFERENCE

BLOCKHOUSE CHAIRPERSON

RESPONSIBILITIES

- (a) Under the general guidance of the First Vice President, the Chairperson of the Blockhouse Committee is responsible for:
- 1) The operation of the Blockhouse museum.
 - 2) The staffing of the Blockhouse with both paid and volunteer staff.
 - 3) The custody of the artifacts in the museum.
 - 4) The layout and displaying of the artifacts.
 - 5) The attachment of descriptive labels to the artifacts.
 - 6) Liaison with Parks Canada staff on all matters concerning the operation of the Blockhouse.
 - 7) The training of the staff employed in the Blockhouse museum.

TERMS OF REFERENCE

VOLUNTEERS CHAIRPERSON

RESPONSIBILITIES

- (a) Under the general guidance of the First Vice President, and in close operation with the Chairperson of the Blockhouse Committee, shall:
- 1) Recruit volunteers as required to assist in the operation of the Blockhouse museum and for such other activities as required.
 - 2) Maintain a roster of volunteers to ensure equitable work distribution.
 - 3) Arrange for the training of volunteers employed in the museum.

TERMS OF REFERENCE

ARCHIVES CHAIRPERSON

RESPONSIBILITIES

- (a) Under the general guidance of the First Vice President and in close operation with the secretary and the chairperson of the Blockhouse museum, shall:
- 1) Set up and maintain the archives file and records.
 - 2) Classify and set up a control for old and new acquisitions.
 - 3) Arrange a display of archival items from time to time at meetings.
 - 4) In conjunction with the secretary, establish a central registry of all society property.

TERMS OF REFERENCE

RESEARCH AND HISTORICAL SITES CHAIRPERSON

RESPONSIBILITIES

- (a) Under the general guidance of the First Vice President, shall:
 - 1) Actively pursue research on, and location of, historical sites in the district.
 - 2) Prepare plans and proposals for the restoration of such sites if considered feasible within the resources of the society.
 - 3) Make application for such grants as from time to time come available for such research and restoration.
 - 4) Prepare regular reports and recommendations to the executive on future plans.

- (b) The McGuigan and Collar Hill Cemeteries are examples of previous and by this committee. Supervision on behalf of the Society of the operation and maintenance of these cemeteries in co-ordination with the Township of Wolford and the corporation of the village of Merrickville.

TERMS OF REFERENCE

GENEALOGY CHAIRPERSON

RESPONSIBILITIES

(a)

Under the general guidance of the First Vice President will examine and record all genealogy information coming to the attention of the society; this will involve:

- 1) Examine and record the succession of families since the earliest settlement in the general area covered by the society.
- 2) Prepare records in such a way (film, tape, or other media) that they may be examined and studied by Society members or others interested in their origins.
- 3) Maintain a depository for this material in the archives in Knox Hall and in co-operation with the Secretary and Chairperson Archives, accurately file all information.

TERMS OF REFERENCE

PROGRAMME CHAIRPERSON

RESPONSIBILITIES

- (a) Under the general guidance of the Second Vice President, the Program Director is responsible for:
- 1) Arranging for an instructional/informational period of at least one hour to follow the business meeting of the Society. If possible, the topic of this period will generally bear on some aspect of the history of Merrickville or district, or the biography of any person with a Merrickville district association; otherwise, it can cover any item of general historical interest. These meetings may take any form such as:

lecture	quiz competitions
show and tell	motion picture
demonstration of crafts	slide show with comments
display of crafts and	Blockhouse Opening
implements	etc.
 - 2) Arranging for one member to introduce the speaker and/or another to express the appreciation of the Society following the presentation.
 - 3) Locating areas of historical interest in the Merrickville or Eastern Ontario area which would merit the visit by the membership at large. After executive approval of the visit, the actual details of the visit at the site will be arranged by the Programme Director. The Executive will charter any buses, determine costs, etc. and circularize the membership through the Membership Director to obtain expressions of interest and arrange the sale of any tickets.

APPENDIX 10 (cont'd)

- 4) Notify the Membership Committee Chairperson of the details of the program at least three weeks in advance of the date so that notices can be printed and distributed in a timely manner.
- 5) Provide the chairperson of the Publicity Committee with finalized details of each programme one month in advance of the event.

NOTE: The Society cannot afford costs for transportation, lodging or meals but, if these are required, the Programme Director should notify the Second Vice President who will endeavor to see that the requirement is met. This should be done before making a final commitment to the lecturer so that he will be acquainted with all arrangements.

TERMS OF REFERENCE

MEMBERSHIP CHAIRPERSON

RESPONSIBILITIES

(a)

Under the general guidance of the Second Vice President, shall maintain accurate records of the Society membership and actively pursue membership renewal; more specifically:

- 1) Maintain a membership list which should be updated no less than twice each year.
- 2) Ensure membership dues are paid and cards issued.
- 3) Assist the Chairperson of the Programme Committee to issue the bi-monthly notices of meetings, and speakers.
- 4) Provide current membership lists to those of the executive that require them. The most important being the Volunteer Chairperson and the Social Chairperson.
- 5) Introduce at each general meeting, all new members to the society.
- 5) Endeavour to increase the membership by encouraging newcomers to join the society.

TERMS OF REFERENCE

SOCIAL CHAIRPERSON

RESPONSIBILITIES

1. Under the general guidance of the Second Vice President, is responsible for the social activities of the Society, more specifically:
 - a) To organize a Refreshments Committee.
 - b) To supervise the provision of refreshments at general meetings, annual opening of the Blockhouse Museum, and other events.
 - c) To purchase such materials as cannot be provided by donation.
 - d) To levy a charge, say 25c per person, for the refreshments served.
 - e) To supervise the serving of refreshments and the tidying up afterwards.

2. To arrange donations from members to support the activities listed above. To assist in this endeavour, the Membership Chairperson will supply an up—to—date list of active members and telephone numbers, and will update the list periodically, or on request. It should be the aim of the social committee to equalize the load on all members.

TERMS OF REFERENCE

PUBLICITY CHAIRPERSON

GENERAL

The Chairperson of the Publicity Committee is the avenue through which the Society disseminates information to the general public concerning its work.

RESPONSIBILITIES

1. Under the general guidance of the Second Vice President, the Chairperson will carry out the following:
 - a) Notify the media of society activities, including notices of meetings and special events.
 - b) Prepare posters, etc. and arrange their distribution.
 - c) Maintain an address list of all media outlets and ensure maximum publicity is given of special activities.

ASSISTANCE

To assist the Publicity Chairperson, the Chairperson of the Programme Committee will provide the finalized details of the programme one month before the event.

APPENDIX 13 (cont'd)

FINANCIAL

Costs of telephone and postage will be directed to the Secretary for payment from Petty Cash. In all other cases, expenditures are subject to Executive approval.

TERMS OF REFERENCE

AUDITOR

RESPONSIBILITIES

- (a) The auditor is elected each year at the annual meeting and reports directly to the President. The auditor will normally be a member of the Society and is an ex-officio member of the executive, but is not normally expected or required to attend executive meetings.

- (b) The auditor will:
 - 1) Annually carry out a complete audit of the Society' s financial activities.

 - 2) Produce a report for presentation at the annual meeting.

 - 3) Make such recommendations as are considered necessary for the maintenance and/or improvements to the financial activities of the society.

TERMS OF REFERENCE

SCHOOL LIAISON COMMITTEE

RESPONSIBILITIES

(a)

Under the general guidance of the President, shall establish and maintain liaison with the school principals of the schools in the areas and with the Leeds and Grenville School Board.

(b) The Liaison should:

- 1) Encourage visits by pupils to the Blockhouse Museum.
- 2) Encourage participation in activities of the society in such areas as the annual Blockhouse opening ceremony, site restoration and general studies.
- 3) Arrange artifact displays at the schools and encourage an active interest in teachers and students in our local historical heritage.

APPENDIX 16 TO ANNEX B TO THE CONSTITUTION

TERMS OF REFERENCE

PARKS CANADA LIAISON

GENERAL

- (a) Parks Canada is our landlord, in that ownership of the Blockhouse and the surrounding area rests with the Federal Government. The society has the responsibility for the efficient operation of the Blockhouse museum and the custody of the building and its contents.

RESPONSIBILITIES

- (b) It is necessary that good relations exist between the society and Parks Canada. To accomplish this, close personal contact must be maintained between the executive and the Parks Canada staff.
- (c) The responsibility of the liaison within the society rests with the President, First Vice President, and the Chairperson of the Blockhouse Committee. They shall:
 - 1) Request repairs, maintenance, etc., as necessary.
 - 2) Suggest improvements, alterations or construction as considered desirable.
 - 3) Request staffing assistance for the museum.