

**West Toronto Junction Historical Society**  
**April 2006**

**Constitution and By-Law**

**I Name**

The name of this organization shall be West Toronto Junction Historical Society, hereinafter called the Society.

**II Objectives**

The purpose of this Society will be to bring together those people interested in the diverse historical heritage of West Toronto, to research, codify, retain, preserve, and present historical data pertaining to the region. More specifically, the aims and objects shall be:

1. To undertake and promote the study of any phase of the historical research within West Toronto.
2. To disseminate historical information; to arouse an interest in the past; to encourage the preservation of the historical, archaeological, and architectural heritage of West Toronto by publishing or printing material, by marking buildings, sites, or other features of the historical landscape, by holding public meetings, lectures, and exhibitions, and by undertaking a variety of information-sharing, publicity, and public education programmes.
3. To discover and collect any material which may help to establish, illustrate, or define the history of West Toronto, and to provide for the preservation of such material and for its accessibility, as far as feasible, to all who may wish to study or examine it.
4. To operate, as may seem necessary for the display of historical materials and for the promotion of knowledge about any aspect of the history of West Toronto, a resource centre, archival repository, and/or museum.
5. To enter into any arrangement or arrangements which may be conducive to the Society's aims and objectives with persons, organizations, corporations or local, provincial, or national governments; and to obtain from any such arrangement(s) the right, authority, privilege or concession which the Society may deem desirable to obtain.
6. To hold, purchase, rent, lease, hire, exchange or in any other manner to acquire any real or personal property, or any rights or privileges pertaining thereto, which the Society may deem necessary.
7. To do all such proper things as are necessary, incidental or conducive to the attainments of the aims and objects of the Society.
8. The organization shall be carried on without purpose of gain for its members and profits or other accretions to the organization shall be used in promoting its objectives.

### **III Membership**

Membership in this Society shall be open to any person interested in the history of the area, and such person may be enrolled as a member upon the receipt of application and fee in accordance with the By-laws of the Society. Categories of membership may be established by the Society, as it may deem necessary, according to the By-Laws.

### **IV Officers**

The officers shall be: a president, vice-president, a treasurer, a corresponding secretary, a recording secretary, and a membership secretary, who shall hold office until they retire or resign or are replaced at the annual general meeting. All officers shall be members in good standing.

No remuneration is payable to directors for their services as such. They may only be reimbursed for reasonable expenses incurred in carrying out their duties as directors.

### **V Executive Committee**

The executive committee shall consist of the officers (with the exception of the auditors) and the chairs of all standing committees and, for one term, the immediate past-president ex-officio without voting rights.

### **VI By-laws**

By-laws shall be established and set forth as may be required, but conditional by-laws are not permitted, nor shall any by-law be established or amended unless it be in accordance with the Constitution of this Society. By-laws may be introduced, revised, altered, or amended only upon thirty (30) days prior notice to the annual general meeting, or such special meeting as may be called to deal with the matter. A vote of two-thirds of the membership present and voting shall be required to establish, revise, or amend any by-law, providing that the number of members present and voting constitutes a quorum. All proposed amendments shall be submitted in writing.

### **VII Fiscal Year**

The fiscal year of the Society shall be the calendar year ending on December 31.

## **VIII Meetings**

The following meetings are required to be held: an annual general meeting; executive meetings; and general meetings.

## **IX Amendment of the Constitution**

The Constitution of the Society may be revised, amended or altered upon due notice being given to the membership not less than ninety (90) days prior to the Annual Meeting or such special meeting as may be called to consider the matter. A vote of three-quarters (3/4) of the membership present and voting shall be required to pass any revision or amendment, providing that the number of members present and voting constitutes a quorum. All proposed amendments shall be submitted in writing.

## **By-Laws**

### **I Membership**

- a) Membership fees and categories shall be set by majority vote, upon 30 days prior notice, at general meetings.
- b) Membership fees shall be due and payable to the Membership Secretary as soon as possible after the beginning of each fiscal year. Fees shall be listed in the *Leader and Recorder*.
- c) All categories of membership are entitled to full voting privileges, with the exception of organizational memberships, for which only one individual designated by the organization is entitled to vote.
- d) A member of the Society may resign at any time by submitting a resignation in writing, but no refund of fees shall be made.

### **II Duties of Officers and Executive Committee**

#### **a) President**

The president is the chief executive officer of the Society, and shall preside at all meetings. The president shall report annually on the activities of the Society at the annual meeting. The president is an ex-officio member of all committees.

**b) Vice-president**

The vice-president shall assume the duties of the president in the event of absence, incapacity or resignation of the president, as well as such other duties as may be assigned by the executive committee from time to time.

**c) Recording Secretary**

The recording secretary shall be responsible for keeping an accurate record of the minutes of all meetings of the Society, and shall send a copy of all minutes to the Society Office.

**d) Corresponding Secretary**

The corresponding secretary shall be responsible for all correspondence of the Society unless otherwise assigned.

**e) Membership Secretary**

The membership secretary shall be responsible for maintaining an up-to-date list of members, admitting new members, collecting membership fees, and turning them over to the treasurer. The membership secretary shall prepare membership cards and receipts for the corresponding secretary and present a report to the annual general meeting.

**f) Treasurer**

The treasurer shall be responsible for the safe-keeping of the Society's funds, and for maintaining adequate financial records. The treasurer shall deposit all monies received by him/her with a reliable financial institution in the name of the West Toronto Junction Historical Society. Monies shall be paid out by numbered cheques signed by any two of the president, vice-president, and treasurer. The treasurer shall obtain executive approval for all extraordinary disbursements not included in the budget and shall report to the next general meeting for approval. The treasurer shall render an annual report to the annual general meeting.

**g) Immediate Past-President**

The immediate past-president shall act as a resource to the executive committee for one term, without the right to vote.

**h) Auditor**

The auditor shall be appointed at the annual general meeting and shall examine the financial records of the Society at the end of each fiscal year, and shall certify in writing that these records are in good order, or in what way they are not. These records shall be presented for the approval of the Society at the annual general meeting.

**i) Executive Committee**

The quorum for an executive committee meeting is four, and in case of a tie vote the president will have the deciding vote. Members of the executive committee shall supervise and administer all the affairs of the Society. Members missing three consecutive committee meetings, without giving notice, shall be deemed to have resigned their executive positions.

### **III Meetings**

- a) General meetings of the Society, of which there shall be no fewer than three in any calendar year, shall be held on dates and in places to be determined by the executive committee.
- b) The annual general meeting of the Society shall be held at such time as designated by the executive committee. Under no circumstance shall there be more than fifteen months between annual general meetings.
- c) The executive committee shall meet from time to time as required.
- d) Notice of general meetings shall be posted on the Society's web site and shall be included in the quarterly newsletter with due notice.
- e) At any special, general, or annual general meeting, ten members in good standing shall constitute quorum.
- f) Special meetings shall be called by the executive committee upon written request to the membership secretary by twenty members in good standing of the Society. The meeting so requested must be held within thirty days of the receipt of such a request. Special meetings may be called by the executive at any time.

### **IV Committees**

The Society shall have such standing committees as deemed necessary by the executive committee, which may delegate to them any of the powers and authority of the executive committee in the management of the affairs of the Society.

A standing committee shall be defined as one which lasts at least the term of the executive (ie. from annual general meeting to annual general meeting).

### **V Elections and Removal of Officers**

- a) A nominating committee shall be formed by the executive at least sixty days in advance of the annual meeting.
- b) The nominating committee shall present to the annual meeting a slate of candidates for election to the offices of the Society. Further nominations for each office can be made from

the floor, providing the nominee has agreed to accept the nomination. All members in good standing shall be allowed to vote. The candidate receiving the largest number of votes shall be declared elected. In the case of a tie vote, the following shall apply: when there are two candidates for an office, the winner shall be decided by lot; when there are more than two candidates for an office, a second election shall be held with the two candidates with the most votes.

- c) The normal term of office is from annual general meeting to annual general meeting, An officer may tender his resignation in writing at any time provided such officer tenders all documents, records, books or similar property of the Society in such officer's possession. Should such a resignation occur, the executive committee shall appoint someone to carry out the duties of the office until a replacement can be elected.
  
- d) To remove an officer, thirty members in good standing shall request, in writing, to the executive committee that the officer be removed.  
The executive committee must call a general meeting within six weeks. At the general meeting, a motion may be made to remove an officer. A vote of 60% of the members in good standing present and voting shall be required to pass the motion. If the motion is passed, a candidate for the office shall be nominated by the nominating committee and an election held at the next meeting of the Society. The executive committee shall carry out the duties of the office in the interim.

## **VI Finances**

- a) The fiscal year of the Society shall terminate on the 31st of December of each year.
  
- b) For all projects not included in the annual budget, but undertaken by the Society, a budget shall be approved at a general meeting.
  
- c) The financial records of the Society shall be audited annually.

## **VI Books and Corporate Records**

The Society shall keep correct and complete books and records of account and also shall keep minutes of the proceedings of its members, executive committee, and committees having any of the authority of the executive committee. All books and records of the Society may be inspected by any member, or his or her agent, or his or her solicitor, for any proper purpose at any reasonable time, by appointment. No officer may unreasonably withhold co-operation in this regard.

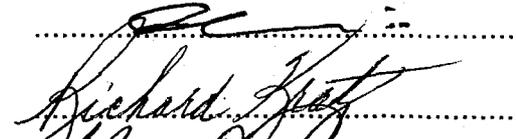
We, the Board of Directors for the West Toronto Junction Historical Society, certify this to be the true and original copy of the Society's twenty-fifth anniversary constitution and by-laws approved at the April 6, 2006 Annual General Meeting. (Total seven pages.)

President: Gib Goodfellow



Vice-President: Doug Hain

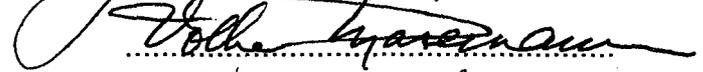
Treasurer: Richard Kratz



Recording Secretary: John Thompson



Corresponding Secretary: Volker Masemann



Membership Secretary: Alexandra Cipriano



Signed at the May 4th General Meeting.