



## **YARMOUTH COUNTY HISTORICAL SOCIETY**

**22 Collins Street  
Yarmouth, NS B5A 3C8  
(902) 742-5539**

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**Revised 2021**

## ARTICLES OF ESTABLISHMENT

The Yarmouth County Historical Society was established in 1935 and incorporated in 1958 under Chapter 120 of Nova Scotia Statutes of 1958 and assented to on the 7<sup>th</sup> day of March A.D., 1958. The Act reads as follows:

“Be it enacted by the Governor and Assembly as follows:

1. Eric H. Spinney, Merchant; Clement W. Crowell, School Inspector; Brigadier W. Douglas King, Dominion Government Official; Georges St. C. Perrin, Civil Engineer; John Robbins, School Principal; Albert E. Williams, Retired Manufacturer; and Robert B. Blauveldt, Consultant; all of the Town of Yarmouth, and their associates and successors and such other persons as are or shall become members of the Society hereby incorporated in accordance with the provisions of the by-laws, are hereby created a body corporate under the name of “Yarmouth County Historical Society” hereinafter referred to as the “Society”.
2. The objects of the Society shall be:
  - a. To collect and preserve historical data, records and objects of all kinds, primarily of Yarmouth County, or relating to the history thereof;
  - b. To erect, or promote and support the erection of markers, monuments, gardens, parks or other memorials commemorating events and personages in the history of Yarmouth County.
  - c. To establish, maintain and operate, or promote an establishment, maintenance, and operation of a public museum in Yarmouth County, for the housing, care, preservation and display of historical objects and records.
  - d. In general to promote and carry on the work, objects, and purposes of an historical society or incidental thereto.
3. (1) The Society shall have power:
  - a. to make such by-laws as are deemed necessary for the efficient carrying out of the objects for which it is incorporated;
  - b. to accept, purchase, lease, or otherwise acquire real and personal property, and to own, possess, occupy, sell, convey mortgage, pledge or otherwise deal with the same;
  - c. to make and enter into any agreement or contract for the purpose of the Society and, but the hands of the President (or of the Vice-President in his place and stead) and Secretary to do all things necessary or incidental to the carryings out of the same, including the giving of any security;

d. in general to do all things necessary or expedient of conducting the affairs or promotion the objects of the Society.

(2) The Society shall have and possess power to make or become party to promissory notes, bills of exchange and negotiable instruments made, drawn and accepted or endorsed or otherwise executed in accordance with any By-laws of the Society made in that behalf; and no such instrument executed as aforesaid shall require the seal of the Society to be affixed and no officer of the Society so making, drawing, accepting or endorsing any such instrument for the Society shall be liable therefore, unless that person makes himself personally liable thereupon.

From An Act to Incorporate Yarmouth County Historical Society

Chapter 120, 1958, Nova Scotia Legislature Local and Private Acts

Assented to the 7<sup>th</sup> Day of March, A.D. 1958

# Yarmouth County Historical Society

## CONSTITUTION

ARTICLE 1. NAME: The name of the Society shall be the YARMOUTH COUNTY HISTORICAL SOCIETY. The Society shall be registered with the proper authorities as a non-profit organization.

ARTICLE 2. OBJECTS: The objects of the Society shall be as set forth and defined in the Articles of Establishment.

ARTICLE 3. MEMBERSHIP: There shall be six classes of membership: Annual, Complimentary, Corporate, Family, Life and Student. Their rights, privileges and obligations shall be as set forth in the By-laws. Membership in the Yarmouth County Historical Society shall be open to any member of the public.

ARTICLE 4. OFFICERS: The Officers of the Society shall be a President, a First Vice President, a Second Vice President, a Secretary, and Assistant Secretary, a Treasurer, and Assistant Treasurer, the Past President and such others as the Society may find necessary. Officers and Committee Chairmen shall serve without remuneration.

ARTICLE 5. STANDING COMMITTEE: The standing committees of the Society shall be: Education, Finance, Gift Shop, Governance, Historigram, Historic Sites , House, Membership, Nominating, Pelton-Fuller House, Personnel, Program, , Publications, Publicity (combined with Promotions 2021), Volunteers, and Ways & Means (combined with Hospitality 2021).

ARTICLE 6. DIRECTORS AT LARGE: There may be a maximum of eight (8) members at large elected by the Society at regular Society meetings, to sit on the Board of Directors.

ARTICLE 7. SPECIAL COMMITTEES: The President shall be empowered to appoint a Chair and members of any committee formed to undertake a special project for the Society. Any committee formed will report to the Board of Directors monthly, as stipulated in section four.

ARTICLE 8. DUES: The Dues shall be determined in October by the Board of Directors from a recommendation of the Finance Committee and shall be payable annually, one year after the previous payment date for dues.

ARTICLE 9. MEETINGS: The Annual Meeting of the Society shall be held each year in the month of February, the Agenda being provided in the By-laws. Regular meetings of the Society shall be held on the first Friday in each month, except when the Board of Directors deem otherwise. Special Meetings may be held as deemed necessary by the Board of Directors.

ARTICLE 10. DUTIES: The duties of the officers and Committee Chairs shall be those customarily pertaining to the respective positions and further set forth in the By-laws.

ARTICLE 11. VOTING: Voting shall be the right of all members whose dues have been paid. Voting may be by voice, show of hands, electronically, or by mail. Voting by secret ballot may be carried out on the request of any member.

ARTICLE 12. QUORUM: Twenty (20) eligible voting members present shall constitute a quorum to conduct business at Society meetings.

ARTICLE 13. BY-LAWS: The Society may adopt such by-laws as are found necessary to facilitate and control operations but such by-laws shall not conflict in any way with the Constitution.

ARTICLE 14. AMENDMENTS: The Constitution may be amended by the Society at any regular, special or annual meeting provided:

1. The proposed amendment does not conflict with the Statute by virtue of which the Society becomes corporate.
2. The proposed amendment having been approved by the Board of Directors is published in the monthly notice which goes to all members.
3. Voting on the amendment will take place at the next convenient meeting held no sooner than 30 days after the publication, and will include all votes received by mail.

ARTICLE 15. COLLECTIONS DISPOSAL: While re-affirming its commitment, as set forth in the Articles of Establishment, to the ongoing maintenance and development of the Yarmouth County Museum, the Yarmouth County Historical Society recognizes its responsibility to provide for the disposal of its collections should the Society at any time in the future decide to cease operation of its Museum. The Society further recognized that these collections constitute a valuable and significant heritage which should be disposed of for the cultural enrichment and benefit of future citizens of Nova Scotia and Canada.

1. Provision for the disposal of artifacts on loan to the Museum: Where it is possible to do so, the Society shall return all items on loan to their lenders. If the lenders cannot be identified, or located, such items shall be disposed of as proposed in Provision 2.

2. Provision for the disposal of artifacts owned by the Yarmouth County Historical Society: Upon passage of a resolution from the Board of Directors recommending to the Society a plan for the disposal of the artifacts, the Society may, at a regular or special meeting, approve that such a resolution shall be given to the Society's membership at least thirty (30) days prior to the meeting.

The museum contents to be disposed of shall be offered first to other museums or historical societies within the Province of Nova Scotia, and second to other museums or historical societies within other provinces of Canada. The Society shall appoint a special committee from its Board of Directors to administer the provisions of its disposal plan. If, at the time of its disposal, the Society is unable to form such a special committee, the Nova Scotia Museum shall be empowered to act as agent for the Society in carrying out the disposal provisions herein adopted. Such contents as are not disposed of in this fashion shall be sold, with proceeds to be distributed among selected charitable organizations within the town and the county of Yarmouth, Nova Scotia.

The archival contents to be disposed of which are the collections of records, documents, books, and photographs of the Museum shall be offered first, to the Public Archives of Nova Scotia, and second to the Public Archives of Canada. The Society shall appoint a special committee from its Board of Directors to administer the provisions of its disposal plan. If, at the time of its disposals, the Society is unable to form such a special committee, the Public Archives of Nova Scotia shall be empowered to act as agent for the Society in carrying out the disposal provisions herein adopted. Such contents as are not disposed of in this fashion shall be sold, with proceeds to be distributed among selected charitable organizations within the Town and County of Yarmouth, Nova Scotia.

## BY-LAWS

SECTION 1. MEMBERSHIP: Any person interested in the objects and purposes of the Society may become a member by appointment or by paying the applicable dues in advance. Membership shall consist of seven classes: Annual, Complimentary, Corporate, Family, Honorary Life, Life and Student.

A complete record of all classes of membership shall be kept current by the Membership Committee and copies be made available for use by the Society and its Board of Directors. Membership mailing lists are not to be distributed or sold.

(A) ANNUAL MEMBERSHIP: Shall consist of persons who pay annual dues in advance, and shall have all the rights and privileges of membership including the right to vote and hold office. Dues shall be set by the Board of Directors and reviewed each October.

(B) COMPLIMENTARY MEMBERSHIP: For the current year may be conferred by unanimous vote upon any person not a member whom the Society feels is entitled to it by virtue of special services rendered.

Recommendations for Complimentary Membership shall be made annually by the Board of Directors. They pay no dues, have no vote, and cannot hold office.

(C) CORPORATE MEMBERSHIP: May be conferred on any Corporation, Partnership or Proprietorship which has paid corporate dues and is entitled to one vote per organization at Society General Meetings. Dues shall be set by the Board of Directors and reviewed each October.

(D) FAMILY MEMBERSHIP: Shall consist of families where an adult member has a Family Membership and children under age 18 are admitted free to Society events that are free to members.

(E) LIFE MEMBERSHIP: Persons who pay a sum in lieu of annual dues become Life Members of the Society and shall have all the rights and privileges of membership including the right to vote and hold office. The sum shall be set by the Board of Directors and reviewed each October.

(F) STUDENT MEMBERSHIP: Shall consist of persons up to the age of 23, still in school with the rights of Annual Membership except the right to vote and hold office. Dues shall be set by the board of Directors and reviewed each October.

## SECTION 2. DUTIES OF OFFICERS:

Additional detail regarding the duties of Officers is in By-Laws Appendix A

- 1) The PRESIDENT as the senior officer of the Society shall preside over all meetings of the Society and Board of Directors. The President shall be ex-officio member of all committees with the exception of the Nominating committee. He or she may assist all committee chairs in the choice of committee members.
- 2) The FIRST VICE PRESIDENT shall act in the place of the President whenever the necessity arises and shall assist the President in supervision the activities of the Committees.
- 3) The SECOND VICE PRESIDENT will assist the First Vice President and in the absence of the president and First Vice President will act as chair of any meeting of the Board of Directors.
- 4) The SECRETARY shall perform all the duties of the office according to common usage; keep the minutes of all meeting of the Society and Board of Directors and present them for approval at the next meeting; have minutes of prior meetings available for reference if required; arrange for Directors to be notified prior to each Board meeting; notify members of their appointments to any committee or duty to be performed.
- 5) The ASSISTANT SECRETARY shall perform all the duties of the Secretary in the absence of the latter and shall assist the secretary in his or her duties.
- 6) The TREASURER shall receive and keep safe all money and securities of the Society and shall keep books of account in accordance with generally accepted accounting practices. All cash and cheques shall be deposited in one of the chartered banks in Yarmouth. All disbursements shall be by cheque signed by the Treasurer or Assistant Treasurer and the President or one of the Vice Presidents. The treasurer shall make a financial report quarterly to the Society and prepare the Annual Financial Statement for audit at the end of the year. The Treasurer shall approve grant applications made by the Director/Curator in consultation with the Finance Committee .
- 7) The ASSISTANT TREASURER shall perform all the duties to the treasurer in the absence of the latter and shall assist the treasurer in all assigned duties.

### SECTION 3. BOARD OF DIRECTORS

The BOARD OF DIRECTORS of the Society shall consist of the Officers and Chairs of all standing committees with the President as its chair. The Board of Directors shall be responsible for the management of the Society and the custody and care of all real property of the Society, and for the supervision and promotion of the activities of all Committees. Between meetings of the Society in any emergency, it may commit the Society to a non-budget expenditure not to exceed two hundred and fifty dollars (\$250).

The Board of Directors should meet monthly preceding the regular meeting of the Society at which time committee chairs should report on their activities. Ten (10) members will constitute a quorum for a Board of Directors meeting. The Director/Curator, and the Librarian/Archivist shall attend all meetings of the Board of Directors.

The Board of Directors has the authority to appoint officers or chairs where vacancies occur through resignations or removal from office for inappropriate performance. Inappropriate performance is carrying out the duties of the office or chair in a manner not prescribed in the by-laws or by the wishes of the Board of Directors. In the case of inappropriate performance, the Board of Directors has the authority to remove such a person from office.

### SECTION 4. STANDING COMMITTEES:

The Standing Committees of the Yarmouth County Historical Society are as follows:

1. Education
2. Finance
3. Gift Shop
4. Governance
5. Historic Sites
6. Historigram
7. House
8. Membership
9. Pelton-Fuller House
10. Personnel
11. Program
12. Publications
13. Publicity & Promotions (combined 2021)
14. Volunteers
15. Ways & Means and Hospitality (combined 2021)
16. Nominating

#### SECTION 4.1 Generic Terms of Reference (TORs) for all Committees



These generic terms of reference apply to all Yarmouth County Historical Society committees. See Bylaws Appendix B for specific Terms of Reference & descriptions of duties for the Chairs & members of the Standing Committees.

- 1) Delegation: The Yarmouth County Historical Society Board is the governing body elected annually by the Society membership to manage the activities of the Society and provide for the custody and care of all real property of the Society. The individual Standing Committee Chairs & Members have been delegated by the Board to carry out specific Society activities, projects and responsibilities.
- 2) Confidentiality: Every member of the Board of Directors shall sign an annual Oath of Confidentiality.
- 3) Expectations: The Society acknowledges Committee Chairs and Members are volunteer positions and appreciates any degree of volunteer effort. However, the Society member accepting the position of Committee Chair or Member must agree to meet the expectations defined in the Bylaws Standing Committees Terms of Reference and Duties to the best of their ability.
- 4) Decision Making: Standing Committee Chairs and members are delegated the decision-making ability to carry out Board approved specific Committee activities, projects and responsibilities while respecting approved budget allocations, Society Policies and Bylaws. Decisions made by Committees related to spending will be made by a vote with the Chair having the authority to break a tie.
- 5) Reporting: All Board members and senior staff should attend a minimum of **six** Board meetings each year and the Board officers and committee chairs should submit written reports about committee activities to the Secretary, at least 3 days in advance. Annual budget requests must be submitted to the Finance Committee by 1 October each year. Each committee (except Finance) shall submit an annual report for the Board by January 15 of each year.
- 6) Committees: Each Chair will maintain a standing committee of enough members to realistically complete the committee's duties in Appendix B. Each Chair shall hold sufficient timely committee meetings to meet the expectations defined in the Bylaws Standing Committees Terms of Reference & Duties, but all committees should meet at least twice each year. At any committee meeting, minutes shall be taken and submitted to the Board Secretary.  
Board and committee members shall be or become members of the Yarmouth County Historical Society.
- 7) Terms of Service: Only the President has a fixed 2-year term of service. YCHS helps ensure new perspectives and ideas are brought to the board by:
  - a) Actively advertising for new Board members
  - b) Recruiting non-Board members to serve on Yarmouth County Historical Society committees
  - c) Appointing at least one new Board member each year.
  - d) Providing training opportunities for Board members.
- 8) Teamwork: Where the Board of Directors works best as a team, all members of the Board should, first and foremost, work together for the benefit and advancement of the Society.

#### SECTION 5 OPERATING COMMITTEES:

SECTION 5 OPERATING COMMITTEES: All Operating committees are chaired by paid staff members with a minimum of two additional members from the membership. The operations of these committees are reported to the Board of Directors by the appropriate staff member who chairs the committee.

1. The COLLECTIONS COMMITTEE shall be chaired by the Director/Curator and shall care and account for all acquisitions by the Society. They may recommend the purchase of significant artifacts to the Board of Directors for approval and acquisition by the Society. They shall provide forms of agreement between the Museum and prospective donors and lenders, defining terms of acceptance of donations and loans.
  - a. Inventory. The Committee shall keep an Inventory of Acquisitions both donated and loaned to the Society with items assessed for estimated insurance values. The Inventory shall be subject to annual revision, with such changes or additions as may be found necessary.
  - b. Disposal. The Committee is empowered to take discretionary action in the disposal of items owned by the Society and deemed surplus or no longer suitable for display or preservation. The Chair shall appoint a Committee of no fewer than three members to exercise discretionary power, with approval by a quorum of the Board of Directors.
2. The DISASTER PLANNING COMMITTEE shall be chaired by the Director/Curator and will include all staff members. It shall draw up a Disaster Plan for the Yarmouth County Museum and review and up-date this plan annually.
3. The EXHIBITS COMMITTEE, the Director/Curator shall act as Chair. They shall be responsible for the internal, external, and traveling exhibits.
4. The LIBRARY POLICY COMMITTEE shall consist of the Librarian/Archivist as Chair, the Director/Curator and other members at the Chair's discretion. They shall meet as required by the Chair and shall make final judgments on questionable or debatable acquisitions to the Library/Archives. This Committee shall also make decisions on the proper disposal of irrelevant material in the Library Archives, with the approval of the Board of Directors.

SECTION 6. ELECTION: The Officers, Committee Chairs and any Directors at Large shall serve until their successors are elected and installed.

SECTION 7 BUDGET: The Finance Committee shall prepare an Operating, and a Capital Budget, for the ensuing year. The various Committee Chairs should submit their requirements at this time (fall). Following approval by the Board of Directors, the annual Budget shall be presented to the Society at the Annual General meeting for consideration and approval. (When requested by the Nova Scotia Museum to submit budget information the Finance Committee may prepare an interim budget).

SECTION 8 ANNUAL REPORT: All Officer and Committee Chairs shall prepare and present annual reports to the Board of Directors by January 15<sup>th</sup> except the Finance Committee.

SECTION 9. AMENDMENTS: The same procedures as used in amending Constitution shall apply for an amendment of the By-laws.

SECTION 10. ORDER OF BUSINESS: The agenda for regular meetings is as follows:

1. Call to Order – “O Canada”
2. Acknowledgement of presence in Mi'kma'ki
2. Reading of the Minutes of the last meeting
3. President's Report
4. Treasurer's Report – AGM - the appointment of auditors for the New Year.

5. Report of other Officers
6. Report of other Committee Chairmen
7. Report of the Director/Curator and the Librarian/Archivist
8. Unfinished business – including at the AGM, the Election & Installation of Officers
9. New Business – including at the AGM, the appointment of the Nominating Committee
10. Announcement of Program
11. Program as arranged.
12. Adjournment – “God Save the Queen”
13. Hospitality

Any part of this Order of Business at a regular monthly meeting of the Society may be altered or omitted at the discretion of the presiding officer.

SECTION 11 RULES OF ORDER: Robert’s Rules of Order (latest edition) shall govern the procedure at all meetings should the occasion to consult them arises.

## BY-LAWS APPENDIX SECTION

### APPENDIX A: Duties of Officers

- 1) The PRESIDENT as the senior officer of the Society shall preside over all meetings of the Society and Board of Directors. The President shall be ex-officio member of all committees with the exception of the Nominating Committee. He or she may assist all committee chair in the choice of committee members.
  - a) The Board President (or delegate) shall preside over all Society meetings and meetings of the Board of Directors. The Board President shall attend a minimum of six Board meetings each year and as many monthly society meetings as possible.
  - b) The Board President shall ensure all Board members are familiar with their Duties Descriptions and have signed the Duties Description agreement. The Board President in coordination with other board members and the director/curator will ensure new board members receive an orientation training session.
  - c) The Board President is a full member of the following committees: Executive, Finance, Personnel, and Governance. The Board President is an ex-officio member of all other committees except for the Nominating Committee. The Board President may recommend persons to be members of any committee except Nominating committee.
  - d) The Board President is empowered to appoint a Chair and members of any committee formed to undertake any special projects for the Society.
  - e) The Board President (or delegate) shall, represent the Yarmouth County Historical Society at public community events (if possible) and preside over all YCHS sponsored functions.
  - f) The Board President should be an active participant in YCHS promotions and should be the official YCHS spokesperson in any media relations.

- g) The Board President shall be available to Society Board Members and staff for guidance regarding and in support of the administration of their duties.
  - h) The Board President shall prepare and submit an annual report by January 15 of each year.
- 2) The FIRST VICE PRESIDENT shall act in the place of the President whenever the necessity arises and shall assist the President in supervision the activities of the Committees.
- a) The First Vice-President should attend a minimum of six Board meetings each year.
  - b) When required, the First Vice-President shall assist the President in the supervision of the activities of the society Committees.
  - c) The First Vice-President is a full-time member of the Society Executive committee.
  - d) The First Vice-President is a full-time member of the Finance Committee and should participate in the activities of other committees as required.
  - e) The First Vice-President shall perform the duties of the President if that individual is not available to perform the duties of their office. Refer to the President's Duties Description.
  - f) The First Vice-President shall assist the President to be available to Society Board Members and S staff for guidance regarding and in support of the administration of their duties.
- 3) The SECOND VICE PRESIDENT will assist the First Vice President and in the absence of the president and First Vice President will act as chair of any meeting of the Board of Directors.
- a) The Second Vice-President shall perform the duties of the First Vice-President if that individual is not available to perform the duties of their office. Refer to the First Vice-President's Duties Description.
  - b) The Second Vice-President shall perform the duties of President if the President and First Vice-President are both unable to perform the duties of the President. Refer to the Presidents Duties Description.
  - c) The Second Vice-President should be a member and active participant of one or two of the YCHS Board committees.
  - d) When required, the Second Vice-President shall assist the President in the supervision of the activities of the society Committees.
- 4) The SECRETARY shall perform all the duties of the office according to common usage; keep the minutes of all meetings of the Society and Board of Directors and present them for approval at the next meeting; have minutes of prior meetings available for reference if required; arrange for Directors to be notified prior to each Board meeting; notify members of their appointments to any committee or duty to be performed.
- a) The Board Secretary (or delegate) shall keep minutes of all meetings (in-person or electronic i.e., ZOOM) of the Society as a whole and the Board of Directors and present them for approval at the next meeting.
  - b) The Board Secretary shall maintain the digital library of all Board meeting minutes, minutes of meetings of the Society as a whole and individual Board Committee reports.

- c) The Board Secretary shall make copies of the minutes of the monthly Board of Directors meetings available for presentation to the Society's financial auditor.
  - d) The Board Secretary (or delegate) shall be responsible for assembling the Yarmouth County Historical Society Annual Report using an already established format and see to its distribution.
  - e) The Board Secretary is a full-time member of the Society Executive committee.
  - f) The Board Secretary shall write notes of thanks/condolence/invitations when needed and respond to correspondence related to Society business.
- 5) The ASSISTANT SECRETARY shall perform all the duties of the Secretary in the absence of the latter and shall assist the secretary in his or her duties.
- 6) The TREASURER shall receive and keep safe all money and securities of the Society and shall keep books of account in accordance with generally accepted accounting practices. All cash and cheques shall be deposited in one of the chartered banks in Yarmouth. All disbursements shall be by cheque signed by the Treasurer or Assistant Treasurer and the President or one of the Vice Presidents. The treasurer shall make a financial report quarterly to the Society and prepare the Annual Financial Statement for audit at the end of the year. The Treasurer shall approve grant applications made by the Director/Curator, in consultation with the Finance Committee .
- 7) The ASSISTANT TREASURER shall perform all the duties to the Treasurer in the absence of the latter and shall assist the Treasurer in all assigned duties.

## APPENDIX B: STANDING COMMITTEES

### Committee & Chair Specific Terms of Reference and Duties

- 1) Education Committee
- a) A principal object of the Education Committee is to educate or support the education of the local community, particularly residents of Yarmouth County, and other clients on all matters pertinent to Yarmouth County history, geography, and culture, as per the capacity of the Society.
  - b) The Education Committee shall coordinate with the Director/Curator, Assistant Director and the Librarian/archivist the scheduling and supervision of pupils who visit the museum. The Committee shall prepare and make available educational material relating to the history of Yarmouth County including questionnaires, slides, tapes, etc. This Committee will be responsible to oversee any awards related activity.
  - c) The Education Committee Chair shall schedule museum visits as requested by public school classes, and outside groups (Boys and Girls Club, After School programs, etc.)

- d) Working with the Director/Curator, the Education Chair will strive to give appropriate activities for visiting groups including where possible classroom kits for elementary classes. Where they are required; records for classroom kits should be maintained by the Education Chair.
- e) The Education Chair and Committee, when possible, will assist the Tri-County Regional Centre of Education to organize the regional heritage fair, (identifying judges, providing awards, providing a venue for students' activities etc.
- f) If appropriate, the Education Chair and Committee shall arrange for awards to students and members of the community to recognize outstanding heritage contributions of an educational nature.

## 2) Finance

- a) The Finance Committee shall consist of the Chair, the President of the Society, the Treasurer, the Assistant Treasurer, the First Vice President and a Financial Advisor appointed by the Committee from the membership, to provide financial advice where appropriate. Membership dues and admission fees will be reviewed annually, and recommendations made to the Board of Directors for approval. The Director/Curator shall attend meeting of the committee where budgets, fees for dues are discussed. His or her input is essential.
- b) The Finance Chair shall schedule Committee meetings (as required) to oversee the Society's financial status and development of the Society's yearly budget as required.
- c) The Finance Chair, Committee, will set museum and archives admission rates, Education Wing rental rates and Society membership fees in consultation with Museum/Archives staff and the Membership Chair. These rates/fees shall be reviewed on a yearly basis. Changes must be Society Board approved.
- d) The Finance Chair, with the Committee shall review all insurance policies on a yearly basis to ensure they are adequate for the protection of Society facilities and collections.
- e) The Finance Chair and Committee will monitor society investments and work with the concerned portfolio manager on an ongoing basis.
- f) The Finance Committee will withdraw according to a formula which assures the sustainability of investments into the future.
- g) The Finance Chair and Committee in consultation with the Personnel Committee recommend wage changes for staff and report on such to the Board.
- h) At year end, the Finance Chair shall submit copies of Finance Committee minutes to the Treasurer for preparation of the annual report to the external accountant.

## 3) Gift Shop

- a) The Gift Shop Committee shall be responsible for the purchase and sale of gift shop items. The Director/Curator shall act in an advisory capacity.
- b) The Gift Shop Chair shall prepare an annual report including an inventory based on the calendar year and submit to the Treasurer and Society's Secretary by the end of January.
- c) The Gift Shop Chair in managing Gift Shop operations will work in consultation with the Director/Curator, Archivist, Volunteer Chair, Publicity Chair and Publications Chair. General operations include: shop organization/presentation, stock management, new product

consideration, social media (in coordination with Archivist), traditional advertising and product pricing.

- d) The Gift Shop Chair should source out new items produced by local artisans and arrange the sale of such on a consignment basis when possible.
- e) When possible, the Gift Shop Chair shall arrange for book signing engagements with local, regional, provincial, and/or national authors. If possible, review supplemental funding sources such as the Writers Federation of Canada and/or the book publishing house.

#### 4) Governance

- a) The Board shall have a Governance Committee with a mandate to develop an effective governance framework and policy and to ensure organizational compliance with that policy following Board approval. The Committee will also annually review and update the governance framework and policies.
- b) The members of the Governance Committee will include but not be restricted to; the Society's President, Past-President and Museum Director.

#### 5) Historic Sites

- a) The Historic Sites Committee shall locate, mark, and maintain marked Historic Sites in the county as well as promote the erection of Memorials approved by the Society. It shall have supervision over all markers and keep a graphic and cost record of these. This committee shall also erect and maintain Museum directional signs.
- b) The Historic Sites Chair and Committee shall develop an annual Maintenance Plan for Society Historic Sites. Current sites include the "Poor Farm" cemetery, Fish Point site, Tusket Settlers Memorial, Sara Corning statue and Zion Church Monument. The Maintenance Plan should include checks for damages, repair plans, regular site/lawn cutting, watering plants, and debris removal. The Tusket Settlers Memorial is maintained by the Argyle Municipality. The Sara Corning statue and Zion Church Monument lawn maintenance is done by a private company.
- c) The Historic Sites Chair and the Committee will maintain Society signs on Society premises, historic sites and along traffic routes into the Town of Yarmouth. Consideration will be given to establishing new signs in coordination with Publicity Chair.
- d) Plans for YCHS signage changes will be developed in consultation with, the Director/Curator, YCHS President, and Historic Sites Committee. When required consultation will include a recognized graphic design company. Any Society signage changes require Board approval.
- e) The Historic Sites Committee will consider adding new Yarmouth County sites with a heritage site designation or historical significance. The Committee may make recommendations to the Board about action for signage, development, and promotion of these sites if possible.

#### 6) Historigram

- a) shall consist of a Chair together with such members as required to prepare a monthly newsletter including the date, time, and program of the next meeting, as well as any other news of interest

to members, to be mailed not later than five (5) days preceding the regular monthly Society meeting.

- b) Budget requests for the upcoming year required for Historigram project work should be prepared and submitted to the Finance Committee by 1 October each year.
- c) The Chair & committee will collect articles, photographs, advertisements, book reviews, event notices, volunteer recognition, etc. to strive to make each Historigram relevant to the Society and interesting to read. Contributions to the Historigram can come from staff, board members, or any source deemed appropriate by the Chair, i.e., other historical organizations.
- d) The Chair will consult with the President and Director regarding any questions or concerns about Historigram content. Once a draft Historigram is produced, it will be distributed to the committee members and YCHS to be proofread.
- e) The Historigram Chair in consultation with the Membership Chair will recommend to the Board any changes in the format, frequency and dates of Historigram issued each year.
- f) The Chair and committee will ensure Historigram copies will be e-mailed to Society members who prefer to receive the newsletter electronically.
- g) The Historigram Chair and Membership Chair shall promote e-mailed Historigram copies to the membership. They will also work together with the staff to ensure the membership list for those receiving Historigram issues is maintained i.e., staff will advise of returned Historigrams by mail.
- h) The Chair and committee working with the Membership Secretary and Museum Director will ensure Historigram copies will be emailed to and/or printed for all members. Historigram copies will then be prepared for mailing and sent out at least five days before the monthly meetings of the Society.

#### 7) House

- a) The House Committee shall be responsible for the maintenance, custody and repair of all real property and grounds; property currently owned or to be acquired by the Society. They shall consult annually with the Director and Finance Committee regarding insurance coverage on all real property and its contents owned by the Society, and recommend any changes to the Finance Committee. They shall recommend such regulations as may be necessary for security and order within the museum.
- b) The House Chair and Committee are responsible for all buildings currently owned by YCHS. The House Chair shall prepare a House Maintenance Plan and budget for the upcoming year and submit it to the Finance Committee by the 1st of October each year. The House Maintenance Plan must be prepared in consultation with the Director/Curator. The plan will include recommendations regarding; necessary repairs, lawn/garden maintenance contracts, insurance coverage and modifications of security measures/system. Coordination with and assistance to the Pelton-Fuller House Committee can be provided as prudent and needed.
- c) The House Chair and Committee are responsible for ensuring the Board approved House Maintenance Plan is followed throughout the year. Any contracted work should have 3 quotes, however providing written justification (Committee reports) the House Chair and Committee shall select the best available option provided it is within the approved budget. The House Chair and committee must provide adequate oversight of all contracted work.



- d) The House Chair will consult with the Finance Committee with regard to any expenses not in the year's budget, and submit relevant quotes to the Finance Committee for consideration and recommendation to the Board.
- e) The House Chair and Committee, shall conduct monthly inspections of fire extinguishers, recording inspection dates and arrange for any required maintenance.
- f) The House Chair and Committee, in consultation with the Director/Curator, the Personnel Chair and Volunteer Chair shall review the Emergency Preparedness Plan including the emergency contact list and evaluate emergency supplies on a yearly basis.

#### 8) Membership

- a) The Membership Committee shall take the lead in securing new members as well as the responsibility of maintaining the present membership list. It must be appreciated that much of our financing depends on the payment of dues. This Committee shall work closely with the Treasurer and Secretary in cases where dues are in arrears, being guided by the Board of Directors as to any action to be taken.
- b) Promote membership to the Yarmouth County Historical Society by off-site promotions, annual membership drives, through social media outlets and through advertising (budget permitting).
- c) Maintain a current digital membership list.
- d) Send out, both electronically and through Canada Post, membership renewal notices.
- e) Work with the Historigram Chair to insure that electronic version of Newsletter is emailed in a timely manner.
- f) Will insure that mailing labels are printed for the Historigram Committee to process the hardcopy of the newsletter.
- g) Collect and keep records of membership payments made, and prepare said revenues for deposit by Director/Curator.
- h) The Membership Chair shall discuss increases to Membership Dues with the Finance Committee and abide by their decision.
- i) The Chair shall insure that welcome letters are mailed and/or emailed to new members. These letters shall contain a Membership Card (either a hardcopy or electronic copy) and such correspondence as deemed necessary by the Membership Chair.
- j) Will contact the printers when new membership cards (hard copies) are needed.

#### 9) Pelton-Fuller House

The Pelton-Fuller House (PFH) has its own endowment, from which all its expenses are paid. It is an exhibit unto itself and as such falls under the Collections Management Policy and Procedures of the Yarmouth County Historical Society. The Goals of the PFH Committee are to maintain the safety and security of the PFH & contents, to present the history of the Pelton & Fuller families, highlighting the life of Alfred Carl Fuller, (Fuller Brush Company), and to work towards adding to the collection of artifacts related to the history of both families.

- a) Members of the Pelton-Fuller House committee shall consist of a Chair, the Director/Curator and at minimum four (4) other members. Members may be from the community at large or from within the Society.
- b) The PFH Committee is responsible for spring start-up & year end preparations, day-to-day management of PFH, arranging cleaning, providing necessary staff, PFH inventory records, petty cash management, processing receipts/donations and timely submission of accounts to the Treasurer. Fundraisers to benefit PFH should be arranged with the Ways and Means Committee.
- c) The Committee will maintain visitor records and record comments for the use of the Board.
- d) The Pelton-Fuller house committee will exercise due diligence by periodically checking the Pelton-Fuller attic for leaks, checking for rodents or pests, checking radiators, oil tank levels, dehumidifiers and maintaining 60 degrees F in the PFH.
- e) The PFH committee, in consultation with the Finance Committee, will arrange for any necessary work or repairs including soliciting quotes for work and hiring the appropriate individual/company. The PFH committee will provide supervision for any work being completed on the PFH.
- f) Coordination with and assistance from the House Committee will be sought when prudent and needed.
- g) Budgetary items above and beyond the approved budget must be submitted to the Finance Committee for consideration and recommendation to the Board.
- h) The PFH Committee should periodically set up new exhibits in the PFH. The PFH Committee, will look for new artifacts for PFH and catalogue them ASAP or during the winter season. The PFH Committee, will make recommendations regarding deaccession of artifacts to the Board of Directors.

#### 10) Personnel

- a) The Personnel Committee shall include the Chair of the Finance Committee, the Chair of the Volunteers Committee, the Treasurer and the President and shall prepare and revise job descriptions and recommend wages as the needs arise, provide contracts, provide for annual staff evaluation and proper working conditions. They shall recommend the hiring or release of a Director/Curator, Librarian/Archivist, Secretary and such staff assistants as, from time to time, may be deemed necessary. Recommendations regarding salaries are to be submitted to the Finance Committee for consideration and ultimate recommendation for approval by the Board.
- b) The Personnel Chair, with the Committee, will conduct yearly staff performance evaluations. The Chair shall provide feedback for all performance evaluations, using email or face-to-face meetings as appropriate to discuss any issues.
- c) The Personnel Chair, and Committee, shall prepare and revise staff job descriptions (when required) and provide employment contracts as required.
- d) The Personnel Chair & Committee will make recommendations as required to the Finance Committee or Society Board regarding: staff compensation changes; vacation days, on-the-job staff safety and staff changes.
- e) Following an event with physical injury, Staff will notify Workers' Compensation Board as soon as possible. The Personnel Chair or Committee representative will follow up with WCB, review their findings and inform the Board of recommendations actions as required for staff/volunteer health & safety.

- f) The Personnel Chair, with the Committee, shall meet with staff members upon request and if concerns exist take appropriate corrective action.
- g) For new staff recruitment the Personnel Chair and Committee will: advertise staffing vacancies, review resumes, conduct interviews, and make recommendations to the Board.

#### 11) Program

- a) The Program Committee shall be responsible for providing programs at each of the monthly meetings. The Chair shall be responsible for notifying the Editor of the Historigram and the Publicity Chair, so the members may know what have been arranged.
- b) The Programs Chair shall arrange for speakers at all Historical Society monthly meetings. This programming may be in the form of special guest speaker/presenters, historical skits or plays, or musical entertainment. The priority is on local, regional and/or provincially related material/speakers.
- c) The Programs Chair shall routinely provide a schedule of speakers to the Publicity, Membership and Historigram Chairs as well as the Society staff to ensure Society membership and residents of Yarmouth County are notified through appropriate publicity about upcoming monthly speakers.
- d) The Programs Chair shall, if possible, within the yearly budget, arrange for special programming which could include presenter costs of accommodations, meals and travel.
- e) The Programs Chair, or a representative, shall be responsible for introducing speakers/presenters at the Society meeting and for thanking them on behalf of the Society.

#### 12) Publications

- a) The Publications Committee shall be responsible for the preparation, publication, and marketing of all non-promotional material produced by the society.
- b) The Publications Chair shall prepare and submit an annual report summarizing the committee's activities for the Board by January 15th of each year including a current publications inventory. The publications inventory should be updated a couple times throughout the year.
- c) The Publications Chair and Committee, shall actively research and/or solicit documents, journals, publications out of print, collections of stories, and/or photos and make recommendations to the Board for any proposed publication(s) by the Society.
- d) The Publications Chair and Committee, will arrange for traditional printing and/or digital copies of Board approved publications. The Archivist sets standards for online publication file format.
- e) All publication promotions (including Gift Shop and Online Store) will be in consultation with the Publicity Chair, Gift Shop Chair and current Society Marketing Plan.

#### 13) Publicity & Promotions (combined 2021)

- a) The Publicity and Promotions Committee shall be responsible for publicity through the Press, Radio, Television, and social media (in coordination with staff) shall write up descriptive articles concerning special displays. The committee will arrange for notices of meetings, special

programs and displays to be circulated locally to radio, newspaper and television agencies, and to the Historigram Editor.

- b) The Committee shall be responsible for the promotion of brochures, direct cost of placement, and the issuance of any material descriptive of the museum and the Society and their functions. They shall recommend hours for public visiting of the Museum.
- c) Budget requests for the upcoming year required for Publicity & Promotions committee work and including annual advertising costs in tourist publications should be prepared in consultation with the Director and submitted to the Finance Committee by 1 October each year.
- d) The Publicity & Promotions Committee will promote all YCHS events/meetings/exhibits at the Museum and Archives and other venues through radio ads, newspaper ads, social media, event posters distributed locally and by articles/notices in the Historigram.
- e) Any publicity or advertising shall be in accordance with the Society Marketing Plan. Social media promotions shall be in coordination with the archivist. All promotions of exhibits shall be in coordination with the Director/Curator.
- f) The Publicity & Promotions Committee is responsible for the development and updating of brochures & other printed material about the Society, Museum & Archives and other properties/facilities, Pelton-Fuller House, and Killam Brothers Shipping Office operated by the Society. Development/updating of brochures shall be in consultation with a qualified design company and the Director/Curator and in accordance with the YCHS Marketing Plan.
- g) The Publicity & Promotions Committee shall make recommendations about the hours of operation for the viewing public based on current tourism trends and/or special tourism events.
- h) The Publicity & Promotions Chair shall prepare and submit an annual report summarizing the committee's activities for the Board by January 15th of each year.

#### 14) Volunteers

- a) The Volunteers Committee shall schedule and coordinate the activities of all members in the conduct of all assignments and projects at the Yarmouth County Museum identified or recommended by the Director/Curator and as authorized, approved and regulated by the Board of Directors.
- b) The Volunteer Chair and Committee, shall review all volunteer applications, determine the volunteer's interests/suitability for duties in the museum/archive, contact those selected and invite them to the annual Volunteer Day or if required, arrange for individual training.
- c) The Volunteer Chair and Committee, will advertise and hold an annual Volunteer Day (orientation/training) session once a year assisted by the Board and staff. Additional training sessions can be given during the year as required.
- d) The Volunteer Chair and Committee, assisted by staff input will monitor and schedule new volunteers as required. Volunteers for the front desk (including Gift Shop duties) are the first priority.
- e) The Volunteer Chair and Committee, will recruit new volunteers by submitting notices to the Yarmouth Volunteer Facebook page, through YCHS social media, and through other means of advertisement when appropriate.
- f) The Volunteer Chair and Committee, will select a Volunteer of the Month (includes Board members) and recognize their contributions in Historigram, Society website and social media.

- g) The Volunteer Chair and Committee will whenever possible, nominate a Society volunteer for local volunteer awards, the annual Nova Scotia Volunteer Awards and when appropriate nominate a volunteer or staff member for the annual Association of Nova Scotia Museums, Award for Excellence in Museum Practices.

15) Ways & Means and Hospitality (combined 2021)

- a) The Ways and Means Committee shall develop and implement fundraising projects for the general benefit of the Society.
- b) The Hospitality Sub-Committee shall assume the responsibility for providing and serving refreshments at the monthly meeting of the society and for any other Society functions on request of the directors or Director/Curator.
- c) The Ways and Means Committee shall develop and implement fundraising projects for the benefit of the Historical Society. Fundraising partnerships with other organizations should be explored. Advertising for fundraising shall be coordinated with the Publicity Chair. Social media promotion of fundraising events is coordinated with the archivist.
- d) The Ways and Means Committee shall solicit local businesses for donations of cash and merchandise to be used as prizes in fundraising projects.
- e) The Hospitality Sub-Committee shall provide for refreshments at monthly Society meetings or other Society events as requested by the Board. A roster of volunteers who regularly contribute to refreshments (sweets, sandwiches, etc.) and/or to serving duties shall be maintained by the committee and new volunteers recruited as required.
- f) The Hospitality Sub-Committee shall arrange and budget for catering/logistics/planning of refreshments at Society functions such as special fundraisers, exhibit openings or private functions that are beyond the normal capability of the Ways and Means committee to achieve.

16) Nominating

- a) The Nominating Committee shall consist of the immediate Past President as its Chair and two further members elected through nominations from the floor at the annual meeting. These three may appoint two additional members if they so wish, bringing the Committee up to five. At the November meeting this committee shall present nominations for the offices of President, First Vice President, Second Vice President, Secretary, Assistants, and also present nominations of the Chairs of the Standing Committees as provided in Article five (5) of the Constitution except for the Nominating Committee, and for any Directors at Large positions. No person shall be placed in nomination for any office without their consent after having been informed of the duties of the position.
- b) The Nominating Committee Chair will track Board Chair and Executive appointment dates and advise the Board. Aspirationally, other Committee Chairs should change every 5 years, executive positions every 2 years.
- c) The Nominating Committee Chair will solicit acceptance (by e-mail) of returning Chairs and newly nominated Chairs before the November Board Meeting.
- d) The Nominating Chair and Committee shall recruit Society members to serve as chairs FIRST from the Board members at large and SECOND from the general Society membership. Board

recruitment should also be extended to the population of Yarmouth County at large by appropriate methods so fresh perspectives and new ideas are continually added to the Society.

- e) The Chair will present the Committee's recommendations to the Board at the November meeting for consideration. At the January Meeting the Board will move to send the matter to the AGM for the vote. New Board members and Chairs will then be presented at the AGM for election by the general membership.
- f) Before acceptance of a Chair's position, the Nominating Chair will provide the nominee with a copy of the Chair's Duties. The nominee and Society President will then sign the Duties Description.