



DRAFT

CONSTITUTION

Canadian Friends Historical Association

SECTION I NAME

The organization shall be called the Canadian Friends Historical Association, hereinafter called the Association.

SECTION II OBJECTIVES

The Canadian Friends Historical Association is dedicated to the preservation and communication of the history and faith of Friends (Quakers) in Canada and their contribution to the Canadian experience. More specifically, the aims and objectives shall be:

1. To undertake and promote the study of any area of historical research related to Quakerism in Canada.
2. To collect, record, preserve, and disseminate Quaker history by publishing or printing material; by sponsoring public meetings, lectures or conferences; and by undertaking a variety of information sharing, publicity or public education programs.
3. To support the Canadian Yearly Meeting Archives.
4. To do all such proper things as are necessary, incidental or conducive to attaining the aims and objectives of the Association.

SECTION III MEMBERSHIP

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

SECTION IV OFFICERS

The officers shall be a Chair, a Past Chair, a Vice-Chair, a Treasurer and a Secretary, who shall be appointed for a term no longer than five years. These officers and others appointed from time to time shall constitute the Executive Committee, and shall be appointed yearly at the Annual General Meeting. The Executive Committee shall have responsibility for the affairs of the Association between the Annual General Meetings

SECTION V DECISION MAKING

The Association believes that any right and satisfactory decision depends on the full understanding and general agreement of the members present. Therefore, it transacts business by a united decision without undue influence by either a majority or a minority.

SECTION VI BY-LAW

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 unless in accordance with the Constitution of the Association. By-Laws may be introduced, revised, altered or amended only upon notice being given at least thirty days prior to the Annual General Meeting or such special meeting as may be called to deal with the matter. A full understanding and general agreement of the membership present shall be required to establish, revise or amend any By-Law.

SECTION VII AMENDMENT

The Constitution of the Association may be revised, altered or amended only upon notice being given at least thirty days prior to the Annual General Meeting or such special meeting as may be called to deal with the matter. A full understanding and general agreement of the membership present shall be required to revise or amend the Constitution. All proposed amendments shall be submitted in writing.

SECTION VIII DISSOLUTION

In the event that the Association is dissolved, all assets, after payment of liabilities, shall be distributed to other organizations with similar historical interests within Canada.

BY-LAWS
Canadian Friends Historical Association

BY-LAW I MEMBERSHIP

- (1) Categories of membership shall include:

Individual/Institutional Membership
Student/Senior Membership
Life Membership
Honorary Membership

- (2) Membership fees shall be due and payable to the Treasurer within 30 days following Annual General Meeting each year.
- (3) All categories of membership are entitled to participate in decision making.
- (4) A member of the Association may resign at any time by submitting a resignation in writing, and no refund of membership fees will be granted.

BY-LAW II DUTIES OF OFFICERS

- (1) *Chair*. The Chair is the chief executive officer of the Association and shall preside at all meetings. The Chair shall report annually on the activities of the Association at the Annual General Meeting and shall appoint members of committees and delegates not otherwise provided for in the By-Laws. The chair is an ex-officio member of all committees.
- (2) *Past Chair*. The Past Chair shall assist the Chair in assuming his or her duties and provide support and advice to the Executive Committee.
- (3) *Vice-Chair*. The Vice-Chair shall assume the duties of the Chair in the event of absence, incapacity or resignation of the Chair.
- (4) *Treasurer*. The Treasurer shall be responsible for the safekeeping of the Association funds and for maintaining adequate financial records.
- (5) *Secretary*. The Secretary shall be responsible for the record keeping and correspondence of the Association, including a membership list.

BY-LAW III MEETINGS

- (1) General meetings of the Association, including Executive Meetings, of which there shall be no fewer than three in a fiscal year, shall be held on dates and in places to be determined by the Executive.
- (2) The Annual General Meeting of the Association shall be held the third weekend in September each year unless otherwise designated by the Executive.
- (3) Notice of the Annual General Meeting shall be circulated to members at least 30 days prior to the meeting.
- (4) Special meetings shall be called by the Executive upon written request from members of the Association.

BY-LAW IV COMMITTEES

- (1) Standing or special committees may be appointed by the Chair as directed by the Executive Committee or the Association at an Annual General Meeting.

BY-LAW V FINANCES

- (1) The Association, as a Registered Charity, shall be carried on without purpose of gain to its members and any profits and other funds accrued by the Association shall be used to promote its objectives.

This Constitution and By-Laws of the Canadian Friends Historical Association supersedes any and all previous constitutions and by-laws enacted.

Approved Saturday September 20, 2009 at Pickering College, Newmarket, Ontario.

Gordon Thompson – Chair

Jane Zavitz Bond – Past Chair

Andrew Cresswell – Vice-Chair

Andrew Cresswell – Treasurer

Ruth Jeffery-MacLean – Secretary