DUFFERIN HISTORICAL SOCIETY
BY-LAWS
(1995) (2014) (2023) 2025 REVISION

By-laws and Constitution

Article 1

The name of the Society is The Dufferin Historical Society Incorporated, as provided by the Letters Patent of Incorporation granted under the Seal of the Department of the Provincial Secretary of the Province of Manitoba on the 12th of October 1965.

Incorporation Number 21467.

Article 2

Statement of Purpose:

1. To collect, preserve and display objects of information and historical interest, which may help establish as history of this area, relative particularly to this settlement and those of close proximity.

   The area to include Carman, Homewood, Elm Creek, Sperling, Roland, Graysville, Roseisle, and adjacent districts.

2. To obtain, where possible, local histories, biographies, genealogies, first-hand reports and recollections of pioneers or residents who are still living or from their descendants, so that information may be documented and confirmed.

   The museum to collect selected newspapers, handbills, journals, charts, diaries, letters, field surveys, photographs, paintings, indigenous relics, and objects of archaeological and geological interest.

   The museum to collect artifacts which illustrate the ethnic origin, pioneering events and the way of life of early settlers or residents of the area

   Time: Earliest vintage available up to within 30 years prior to current operating year. An item which is less than 30 years old may be accepted if deemed to have historical significance and which may not be retained for 30 years

3. To display and otherwise preserve all such objects of historical interest and worth, and shall display explanatory annotations with all artifacts.

   The sponsoring Society to co-operate with other historical societies and the Provincial and Federal Archives.

   The museum to conduct school and adult tours, with sufficient knowledgeable supervision appointed by The Dufferin Historical Society. (Sufficient Supervision: 7 – 10 children per guide. 3 – 5 guides to patrol and answer questions for large adult tours.)

This Statement of Purpose is not to be changed without the approval of the Board of Directors.

"Irene Stevenson" — President

"November 22, 2025" — Date

Article 3

The principal office of the Society shall be in the Town of Carman, Manitoba. It shall be in the Museum Building, 20 Kings Park Road, Carman, Manitoba.

Article 4

Section 1

Any person who applies for membership in any classification of membership, and who tenders the necessary dues to the Treasurer, shall thereby become a member.

Section 2

Annual dues for individual members and for families will be such as will be determined by the Board of Directors from time to time, and shall be sustained until the first day of the month following the Annual Meeting next ensuing.

Section 3

All new members shall receive a copy of the By-laws and Constitution. It will also appear on the Dufferin Historical Museum website.

Section 4

Honorary membership may be conferred upon any person who, in the opinion of ¾ of the members at any annual meeting, has contributed in some major way to the objectives provincially, nationally or internationally.

Section 5

Annual dues shall be paid according to Section 2. Paid members shall have voting rights.

Article 5 MEETINGS

Section 1

General meetings of the Society shall be held at regular intervals agreed upon by the membership at a General meeting.

Section 2

Special meetings of the Board of Directors may be called by the President or by three members of the Board, which includes the Executive.

Section 3

One-fifth of the active members of the Society shall constitute a quorum for general meetings. Five members of the Board of Directors must be present at Board of Directors' meetings.

Article 6 OFFICERS

Section 1

The Officers and Directors shall constitute the Board of the Society.

Section 2

The Officers of the Society shall be a President, Vice-President, Treasurer, and Secretary, and there shall also be three elected Directors, and two ex-officio directors, of the Rural Municipality of Dufferin and the Town of Carman, as provided in the Letters of Corporation of this Society.

Article 7 ELECTION OF OFFICERS

Section 1

All Officers and Directors, except ex-officio directors, shall be elected by a plurality of votes cast by secret ballot at the Annual Meeting.

Section 2

All Officers and Directors, other than ex-officio directors, shall be elected for a term of three years or until their successors take office.

Section 3

The Officers of the Society may serve no more than two consecutive terms in any office (unless appointed to fulfill a vacancy caused for any reason). They may again be elected to such office after the lapse of one year.

Section 4

Directors shall be installed at the close of the annual meeting at which they are elected, and shall serve until their successors have been duly elected and installed. In the event of a resignation, or a vacancy for any reason, the vacancy may be filled by a vote of the Board of Directors for the unexpired term of office, or may, at the discretion of the Directors, be referred to the next general meeting of the Society. The members may then decide whether the vacancy should be filled immediately, or postponed until the next annual meeting.

Section 5

Not less than two months before the annual meeting, the Board of Directors shall name a committee of nominations consisting of two members of the Society who shall select one nominee for each office open to election. These names shall be read out at the annual meeting immediately following the Call to Order.

Election of Officers shall be done on a rotating basis.
First year: One Director, President,
Second year: One Director, Vice President, Secretary
Third year: One Director, Treasurer

Section 6

Nominations may also be made by any member of the Society at any time prior to balloting at the annual meeting. Notice to this effect shall be given when nomination of the committee is presented.

Section 7

A time for balloting shall be announced at the opening of the annual meeting.

Article 8 DUTIES OF OFFICERS

Section 1

The President shall have executive supervision over the activities of the Society within the provisions of the By-laws and Constitution. The President shall preside at all meetings. The President shall report annually on the activities of the Society.

Section 2

The Vice-President shall assume the duties of the President when necessary, and such other relevant duties as may be delegated either by the Board of Directors or the members of the Society.

Section 3

The Secretary shall keep all minutes of all meetings of the Society and of the Board of Directors, and shall maintain a list of members and attendance records. A copy of all correspondence, both sent and received shall be kept in an orderly manner and be immediately available to the Board of Directors, and at all meetings of the Society. Minutes of the Executive meetings to be sent to all the Executive following a meeting.

Section 4

The Treasurer shall be responsible for the safe-keeping of all Society funds, and for maintaining adequate financial records. All monies received shall be deposited with a reliable Financial Institute designated by the Board of Directors. All money to be deposited in the name of the Society. All money paid out shall be by numbered cheque or e-transfer signed or approved by any two of the President, Vice-President and/or Treasurer.

The Treasurer shall collect dues and shall render an annual report based on the Society's calendar year ending October 31st. The Treasurer is authorized to produce the financial records for inspection if requested by authorized personnel (such as Federal or Provincial government representatives).

Section 5

The Board of Directors shall have the power to conduct all affairs of the Society. The Board of Directors shall also decide on questions of Policy that for any reason cannot be acted upon at a meeting of the Society. (Refer to Article 5 – Section 2)

Section 6

The Board of Directors shall be bound to undertake policies and decisions of members at the annual meeting, according to Society by-laws.

Article 9

COMMITTEES

Standing Committees: effective for the period of time elected.

Section 1: Building and Historic Sites

This committee is responsible for the supervision of the museum structure, and all other buildings classified as historic sites which may be within the responsibility of the Society.

This committee shall be entrusted to keep such properties under constant scrutiny as to the state of repair, vulnerability to fire, safety from vandalism and other hazards.

They shall recommend to the Society such changes and renovations that may be considered necessary or advisable within the means of the Society.

Section 2: Accession Committee

This committee is responsible to oversee the collection of artifacts. This committee will ensure that all artifacts accepted by the Committee are properly prepared and entered in the records prior to being displayed in the museum, in accordance with the policies of the Society.

This committee is responsible for deciding the acceptability of objects offered to the museum in accordance with the Collection Management, Deaccession, and Conservation Policies. All submitted items must be presented to, and approved by members of this committee, and no other member of the Society may accept either provisionally, conditionally, or in any other manner, any item which may bind the Society to acceptance.

Nothing in the custody of the museum, whether loaned or owned by the Society, shall be removed from the museum or other place of safekeeping without the written consent of the Accession Committee.

This committee should have a minimum of three members.

Section 3

The Finance Committee which includes the Treasurer, Vice-President, Secretary and President. The Finance Committee is to assist the Treasurer with decisions concerning policies, investments, admission prices, fundraising, and the preparation of budgets and grant applications.

Section 4

The Public Relations Committee shall arrange suitable programs such as lectures, addresses, films and such other forms of historical information in keeping with the purpose of this Society. This committee shall also plan field trips and tours for the enjoyment of members. The Public Relations Committee shall be responsible for ensuring the Website, Facebook, Instagram and/or other sources of social media are up to date with current events.

The Public Relations Committee shall be responsible for increasing membership and public interest in the Society and the Museum.

Section 5

The Chairperson of each Standing Committee shall be appointed from the Board of Directors. The Chairperson of each committee shall appoint his own members from the membership at large. The number on a committee may be at the discretion of the Chairperson.

Section 6

A Special Committee is designed to perform a specific function of a temporary nature. When the task is completed, the committee is then dissolved.

DUFFERIN HISTORICAL SOCIETY INCORPORATED
Museum Policies
(1986) (1995) (2014) (2023) (2025) Revision

Collection Management Policy

Objects are collected for the purpose of display, information, research and the preservation of local history.

1. The Accession Committee is responsible for deciding the acceptability of objects offered to the museum, in accordance with the following criteria. The opinion of the majority of three to prevail. If a decision can not be reached then item will be taken to Board for decision.

2. The accepted items must be in line with the Statement of Purpose.

3. The object(s) must be clean, whole, free from vermin, and in good general condition.

4. There shall be suitable accommodation in the museum.

5. Duplications must be limited.

6. No other members may accept items either provisionally, conditionally or in any other manner which would bind the museum to acceptance.

7. If objects are left at the museum or elsewhere to be considered by the Accession Committee, the donor must be given a temporary, duplicated receipt, signed by the donor and a museum representative. The receipt to include the date and all known history of the artifact(s). The donor to be made aware that the Accession Committee will contact (him/her) re the acceptability of the item.

8. A legal acceptance form is provided which states that objects listed have been accepted, and are now the property of the museum, and they may be used in any manner the museum sees fit.

   This acceptance form also contains a waiver pertaining to whether the donor's name is displayed for public viewing.

The document must be signed by the OWNER or credible donor, and a member of the Accession Committee.

9. The PURCHASE of objects must first be approved by the Executive.

10. Loans to the museum are to be discouraged, unless the exhibit is outstanding and in line with the Statement of Purpose. Loans must be insured by the owner.

11. Travelling Exhibits:
    Consideration must be given to the availability of adequate supervision and available space.

12. Hypothetical situation: If a group of items is offered (eg. Five lamps) and the museum may wish to have only one. The donor declines to break the group yet wishes them to remain in this museum. The policy is to reconsider the offer on its merits in special situations before declining.

The Collection Management Policy may not be altered without Executive consent.

Conservation Policy

1. The museum will endeavor to protect and preserve artifacts from environmental damage by maintaining humidity, light, and temperature control standards as recommended by professional conservators.

2. The museum will endeavor to provide protection from vandalism, fire, theft, vermin, and all forms of water damage. The museum will also encourage protection from poor handling practices of staff and volunteers.

3. Safe, clean, and orderly storage will be provided. The storage area to be used exclusively for the preservation of artifacts which are not currently on display.

4. The museum will maintain a complete up-to-date inventory in duplicate of all artifacts. Information will be maintained in the online Musetoba database which is maintained by the Association of Manitoba Museums and a printed copy to remain in the museum. In the event an artifact is loaned to another museum or another organization a duplicate record shall be signed by the recipient and a member of the Accession Committee.

   Pictures of each item will be maintained in the Musetoba database.

5. The museum shall maintain a record of conservation treatments carried out, including the date and conservator information. Conservation treatments shall be done by trained personnel (conservators) or according to their instructions.

6. Good housekeeping must be maintained.

7. Reference guides concerning routine care of artifacts shall be kept in the museum workroom for easy reference by all members and assistants.

8. Opportunities for instruction in conservation by professionals is provided at BASIC LEVEL CERTIFICATE COURSES and seminars.

9. The museum is committed to provide adequate conservation and display protection of artifacts.

10. The Conservation Policy may not be changed without Executive Consent.

Deaccession Policy

1. Nothing in the custody of the museum and owned by the Society shall be removed from the museum or other place of safekeeping, except by the written approval and consent of the majority of the Executive of the Dufferin Historical Society.

   Such removals, and removals by owners of loaned items, must be reported in Accession Committee Reports at General Meetings.

2. A written record of all withdrawals by the donor, including loans, must be noted in the Musetoba database.

3. If a theft occurs, detail must be recorded in the Musetoba database.

4. In the event of duplicates, or for some other reason, the Accession Committee wishes to dispose of an artifact, the following policy prevails:

   a. Be sure the acceptance form is in order, and that there are no prohibitive legal aspects;
   b. Offer it back to the donor or surviving family;
   c. Offer it to another museum;
   d. Sell it;

e. Upon unanimous agreement, the committee may dispose of it as they see fit;
f. If an item is beyond repair, infested with vermin, etc., dispose of it.

5. No member of the Society is eligible to acquire an artifact either by gift, purchase, or by any other means.

The Deaccession Policy is not to be altered without Executive consent.

Finance Policy

Official, numbered receipts for membership dues and/or donations to be issued by members or volunteers of the Society upon request.

If an artifact has been monetarily appraised by a qualified appraiser, an official receipt may be issued for the value.

The financial records must be reviewed at the end of the Society's calendar year ending October 31st.

Reference: By-law article 9, section 3
Duties of the Finance Committee

Cheques or e-transfers to be signed or approved by the two of the three of President, Vice-President and/or Treasurer.

Parliamentary Authority

The rules contained in Robert's Rules of Order shall govern the proceedings of the Dufferin Historical Society, Incorporated, except in such cases as are governed by the by-laws of the Society.

Amendments

This Constitution may be amended at any regular meeting by a two-thirds majority vote of those present.

Notice of the proposed amendment to be given at the previous meeting, or the written amendment shall be mailed to members previous to the date of the meeting for their consideration.