



Friends of the Ashton Armoury Museum Society

CONSTITUTION

- 1. The name of the Society: Friends of the Ashton Armoury Museum.**
- 2. The purposes of the Society are:**
 - a. To promote and stimulate interest in, and give support to the Lieutenant General E.C. Ashton Armoury Museum.**
 - b. To encourage and support research into and study of Canadian Military History.**
 - c. To promote and assist in fund raising for specific purposes and initiatives which may be agreed to by the Society and the Museum.**
 - d. To recruit Society Members to perform a variety of tasks, under the supervision of the Museum Director, required to manage, operate and maintain the Museum's displays, artifacts and equipment.**

3. Dissolution of the Society

Upon dissolution of the Society, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the closing of the charity will be distributed to such charitable organization(s) in British Columbia registered under the provision of the Income Tax Act (Canada), as may be determined by the members of the Society at the time of winding up or dissolution, This provision is unalterable.

- 4. The Friends of The Ashton Armoury Museum is a non-profit society registered as a charitable society with the Canadian Revenue Agency. This clause is unalterable.**

5. Artifacts, Displays and Equipment

(a) The society may purchase, sell or trade material or artifacts owned by the Society in order to maintain displays or artifacts consistent with the purposes of the Society.

(b) Ownership of the displays, artifacts or equipment donated to or purchased by the Society will remain with the Society. Disposition or disposal will be at the discretion of the Society Executive. This provision is unalterable.

By-Laws

1. Membership

- a. Membership is open to any person who supports the objectives of the Society and who pays annual membership dues set by the Society. Once a member has paid their annual dues they are considered to be in good standing.**
- b. Annual membership dues will be waived on completion of 24 hours service per calendar year as a museum volunteer. Members with dues waived are considered in good standing.**
- c. Membership will allow the member: to assist in the maintenance, operation and display of equipment, artifacts and archival material; and to personal liability and injury insurance while so engaged**
- d. Museum volunteers will be normally drawn from the membership and will be offered duties commensurate with their personal skills, knowledge, availability and willingness to participate.**
- e. Active volunteers will be issued uniforms for use when operating or displaying equipment in public or at special functions. Uniforms will be maintained by the members at their own expense.**
- f. Members of the Society are reminded that the LGen E.C. Ashton Armoury Museum is a lodger unit and operates within an active military establishment. Members are thus required to adhere to Armoury policies and respect the customs and traditions of the resident military units. Failure to do so may, following a review by the Executive Committee, result in dismissal from the Society.**

2. Liability of Members

A member of the Society is not, in the member's individual capacity, liable for a debt or liability of the Society.

3. Management of the Society

- a. The affairs of the Society will be managed for the members by an Executive Committee which will be composed of; a President, Vice President, Secretary, Treasurer, and at least three other Directors.**
- b. The offices of Secretary and Treasurer may be held by one person who shall be known as the Secretary-Treasurer. When a Secretary-Treasurer holds office the total number of directors shall remain at a minimum seven and an additional director at large shall be elected or appointed.**
- c. Members of the Executive Committee will not receive remuneration for the execution of their duties.**
- d. The election of Executive Committee members for a one-year term will be held at the Annual General Meeting (AGM) of the Society.**

- e. All members in good standing who are active volunteers are eligible for election.
- f. The Executive Committee may convene special sub-committees as needed and appoint the chairman and members of such committees.
- g. In the event of a vacancy on the Executive Committee for any reason, the Committee may fill such vacancy or vacancies and members so appointed will hold office until the next AGM.
- h. The Director of the LGen. E.C. Ashton Armoury Museum and the Immediate Past President will be ex-officio members the Executive Committee.
- i. The members of the Society may by special resolution remove a member of the Executive Committee before the expiration of his term of office and may elect a successor to complete their term of office.
- j. Only active volunteers are eligible for appointment by the Director of the LGen E.C. Ashton Armoury Museum to serve as Curators.
- k. The Director of the LGen E.C. Ashton Armoury Museum or their representative may be invited to the Executive meetings to discuss issues relative to the Society..

4. Duties of Executive Committee Members

- a. The President shall preside at all meetings of the society and of the directors.
- b. The President is the chief executive officer of the Society and shall supervise the other officers in the execution of their duties.
- c. The Vice-President shall carry out the duties of the President during his/her absence.
- d. The Secretary shall:
 - i. conduct the correspondence of the Society;
 - ii. issue notices of all meetings of the Society and directors;
 - iii. keep minutes of all meetings of the Society and directors;
 - iv. have custody of all records and documents of the Society except those required to be kept by the treasurer; and
 - v. maintain the register of members.
- e. In the absence of the Secretary from a meeting, the directors may appoint another person to act as secretary at the meeting.
- f. The Treasurer shall:
 - i. keep the financial records, including books of account, necessary to comply with the Society Act, and
 - ii. render financial statements to the directors, members and others when required.

g. The Directors shall assume duties assigned by the President as required.

5. Meetings of the Society

a. The Annual General Meeting of the Society will be held annually in the first quarter of the year.

b. A Special General Meeting of the Society may be called by the President at any time.

c. Members of the Society whose membership is in good standing will be eligible to vote at any annual or special general meeting of the Society.

d. Any member in good standing wanting to exercise their proxy may do so by completing and submitting a Proxy Request Form prior to the commencement of an annual or special general meeting.

e. A simple majority vote at a general meeting will prevail. Special resolutions require a 2/3 majority of the votes cast. The voting procedure will be at the discretion of the Executive Committee and may include electronic means.

f. A Quorum will consist of nine voting members. A voting member of the society has only one vote.

6. Meetings of the Executive

a. Meetings of the Executive Committee may be regularly scheduled or called by the President in order to provide continuity of information and project progress.

b. Three members of the Executive Committee will constitute a quorum and a majority vote of those members present will prevail.

7. Society Funds

a. The funds and property of the Society will be used and dealt with only for the achievement of the stated Purposes of the society.

b. The funds of the Society will be deposited in a financial organization (Chartered Bank, Trust Company, Credit Union) which is a member of the Canadian Insurance Corporation to be selected by the Directors.

c. Funds will be dispersed by cheque or Petty Cash using the authorized Expense Claim Form authorized by appropriate Director responsible for the budget. Cheques will normally be signed

by the Treasurer and one other Director. Cheques written to the Treasurer will be signed by two other Directors

May 1, 2022