

TOWN OF GRAVELBOURG

BYLAW NO. 1076/98

A BYLAW TO ESTABLISH THE GRAVELBOURG MUSEUM BOARD

The Council of the Town of Gravelbourg, in the Province of Saskatchewan, enacts as follows:

1. This Bylaw may be cited as the “Museum Board Bylaw”.

DEFINITION

2. In this Bylaw, including this section:
 - a) “Board” means the Gravelbourg Museum Board appointed pursuant to this Bylaw;
 - b) “Council” means the Council of the Town of Gravelbourg;
 - c) “Museum” means the Gravelbourg Museum;
 - d) “Town” means the Town of Gravelbourg.

FUNCTION

3. The function of the Board shall be to:
 - a) manage and operate the Museum facilities; and
 - b) advise Council on projects to improve or extend any of the Museum facilities.

OBJECTIVE

4. The objective of the Board shall be to:
 - a) collect, preserve, study, interpret, and exhibit to the public for its instruction and enjoyment, objects and specimen of educational and cultural value, including artistic, scientific, historical, and technological material for the pioneers and founders of the Town of Gravelbourg and district. To “collect” is understood to mean to acquire historically significant artifacts that contribute to an understanding of past human behaviour, customs, activities, episodes, institutions, and personalities;
 - b) encourage the donation of worthwhile material to the Museum from individuals and organizations; and
 - c) promote the Museum within the community, the surrounding districts, and to the travelling public;

GENERAL

5. The acceptability of the artifacts for the Museum’s collection will be:
 - a) determined by a director appointed by the Board for this purpose; or
 - b) voted on by the Board.
6. Every object collected should be well documented and should be capable of verification as to:
 - a) circumstances surrounding the object’s discovery and acquisition;
 - b) the original owner and manufacturer;
 - c) the object’s original use;
 - d) a chronological history of the object; and
 - e) any other pertinent information.

GENERAL (continued)

7. Artifacts which have incomplete documentation may be collected as long as they contribute to a clearer understanding of significant former customs, activities, people, or episodes.
8. Objects may be borrowed for temporary exhibition with specified time lengths according to the loan conditions established by the Board.
9. The Museum will not collect duplicates unless they serve a useful purpose.
10. Donations are deemed to be unconditional gifts.
11. Artifacts will be disposed of by being:
 - a) returned to the donor or donor's family;
 - b) offered to another museum or educational or cultural institution; or
 - c) sold or destroyed (as a last resort).
12. No Board members or employees of the Board shall be permitted to purchase any artifacts being disposed of.

COMPOSITION OF BOARD

13. The Board shall be composed of:
 - a) Chairperson
 - b) Vice-Chairperson
 - c) Secretary or Treasurer or Secretary-Treasurer
 - d) Appointed members at large (maximum of three)
 - e) Representative of the Town
 - f) Representative of the Rural Municipality of Gravelbourg
14. The Chairperson must be an active member of the Museum and be at least eighteen years of age.
15. Board members must have paid their annual fee or lifetime membership.
16. Any member may withdraw at any time by notice to the Board, but upon withdrawal, the member shall not be entitled to a refund of any portion of the fees that he/she may have paid.
17. To be entitled to vote at annual general meetings, a person must be a paid-up member and must have been a paid-up member at least thirty days prior to the date of the meeting.
18. Voting members are entitled to vote at meetings and be elected as directors of the Board.
19. The membership may, by a majority vote, remove any director or directors from office.
20. Election of officers will be at the Annual General Meeting of the Board by a single majority vote.
21. The term of service for the Chairperson, Vice-Chairperson, Secretary, and Treasurer shall be two years.
22. The term for appointed Board members shall be two years.
23. Any member may be reappointed for a further two-year term.

COMPOSITION OF BOARD (continued)

24. All resignations must be in writing, provided, however, that any officer or Board member who absents himself/herself from three consecutive meetings, without good and sufficient reason, shall be deemed to have resigned.
25. A vacancy in the office of Chairperson shall be filled by the Vice-Chairperson who shall complete the unexpired term.
26. A vacancy in the office of Vice-Chairperson shall be filled by election or by appointing a successor as the first order of business at the next regular Board meeting.
27. If simultaneous vacancies occur in the offices of Chairperson and Vice-Chairperson, the immediate Past Chairperson shall become Acting Chairperson until a Vice-Chairperson is elected according to Section 26 above.
28. Vacancies occurring on the Board shall be filled according to bylaws established by the Board.

MEETINGS

29. If, in the event that at any meeting of the Board, a quorum is not present and a special transaction must be undertaken, the members present may undertake this transaction and ratify same at the next meeting of the Board.
30. Members of the Board, upon receipt of notice of meeting of the Board, shall inform the Chairperson or Vice-Chairperson if they cannot attend the meeting.
31. No director shall be a salaried employee of the Board.
32. Any director, whose immediate family member is competing for a position within the organization, will not be allowed to participate in the hiring process whatsoever.
33. Any director, who has a conflict of interest in Board business, is obliged to withdraw from discussion of that business. The Chairperson is obliged to ask the director to withdraw from that discussion if he/she does not do so.
34. Voting shall be by:
 - a) a show of hands; or
 - b) by secret ballot if requested by at least three Board members.
35. The Board will hold a minimum of three regular meetings each year. Special meetings may be called by the Chairperson.
36. The fiscal year-end of the Board shall be December 31 of each year.

DUTIES OF DIRECTORS

37. The Board may engage salaried staff as deemed necessary to carry out the objectives of the Board.
38. The Board shall take such measures as are necessary to achieve the purposes of the Museum.
39. The Board may not spend more money than that which is in reserve and allocated by the

Town in any fiscal year.

ARTICLES AND BYLAWS

- 40. All bylaws shall be made, amended, or repealed by the members of the Board at the annual general meetings.

EXECUTIVE COMMITTEE

- 41. The Executive Committee of the Museum shall be composed of the appointed officers.
The
Chairperson of the Board shall be the Chairperson of the Executive Committee.
- 42. The Executive Committee of the Museum shall deal with all necessary business of the Museum in accordance with the policies set by the Board.

SIGNING OFFICERS

- 43. The Administrator of the Town shall have the power to issue cheques as required by the Board.

DISSOLUTION OF THE BOARD

- 44. On dissolution of the Board, all articles in the Museum owned by the Board shall become the property of the Town. All articles on loan shall be returned to their respective owners.

SEAL

Mayor

Administrator