

WILKIE & DISTRICT MUSEUM BOARD – BYLAW NO. 06/18

TOWN OF WILKIE

TO ESTABLISH A BYLAW FOR THE WILKIE & DISTRICT MUSEUM BOARD

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

SHORT TITLE

1. This Bylaw shall be cited as "The Museum Board Bylaw".

DEFINITIONS

- (a) "Board" means the board elected at the Annual General Meeting and the appointment by the municipality pursuant to this bylaw.
- (b) "Council" means the Council of the Town of Wilkie.
- (c) "Municipality" means the Town of Wilkie

COMPOSITION OF BOARD AND TERMS OF OFFICE

2. The board shall consist of a maximum of 15 members, to be elected at the Annual General Meeting of the Wilkie Museum Board.
 - (a) Shall include one (1) appointed delegate from the Town of Wilkie Council;
 - (b) Other members are to be members at large and may include members from the surrounding rural municipalities or members of other organizations that operate within the Town.
3. A member shall hold the same office for (2) years. Members may be elected to office for a subsequent two-year term.
4. The member representing Council shall sit on the Board with full Board privileges and rights and shall adhere to the Code & Conduct of the Board.
5. Any member of the Board who is absent from three consecutive regular meetings of the Board shall forfeit their position on the Board unless such absence is caused through illness or unless they are authorized by resolution of the Board to be absent.
6. Any member of the Board may resign therefor at any time upon sending a written notice to the secretary of the Board to that effect.
7. Employees of the Municipality are prohibited from holding a seat on the Board.

CONDUCT OF MEETINGS

- 8.1 The board shall nominate one board member at their annual general meeting of the Board, as:
 - (1) President
 - (1) Vice – President
 - (1) Secretary
- 8.2 The Board shall elect one board member at the annual general meeting of the board to serve as President, Vice-President and Secretary for a two-year term.
- 8.3 The Board shall appoint a Treasurer at the annual general meeting for a one-year term by a majority of the board.
9. Regular meetings of the Board shall be held once per month or more often at the discretion of the President, the time and place of such meeting to be determined by a resolution of the Board at its first meeting each year. The time and place of meetings may be changed by a majority vote of the Board as the Board may deem advisable.

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10. The President, or any three members of the Board, may call a special meeting of the Board on any shorter notice, either by verbal or written notice, that they consider sufficient, if all members of the Board give their consent in writing to the notice before the commencement of the meeting.
11. A minute book shall be kept and the minutes of all regular and special meetings shall be recorded therein by the Secretary. Copies of all minutes shall be filed with the Town Office prior to the next regular meeting of council.
12. Every member of the Board including the President shall vote on all questions (except for a case of pecuniary interest as per the *Municipalities Act*. In the event of a tie vote, the question is deemed to be lost.
13. The Board may appoint committees to deal with any special phase of matters coming within the scope and jurisdiction of the Board as herein set forth.
14. The Board President shall:
 - (a) preside at all meetings
 - (b) review the proposed agenda with the Secretary
 - (c) call special meetings
 - (d) conduct business in an orderly fashion
 - (e) guarantee everyone's right to speak
 - (f) act as the chief spokesperson of the Board
 - (g) submit grant applications and necessary grant follow up in consultation with the Treasurer and any board member.
15. The Vice- President shall, notwithstanding any other part of this Bylaw, perform the duties of the President in their absence.
16. The Secretary shall prepare the agenda for each meeting in consultation with the President and duly record the minutes of each meeting.
17. The Treasurer shall:
 - (a) prepare a monthly financial statement
 - (b) present at each meeting, a list of accounts to be paid
 - (c) prepare a financial statement for each fundraising activity
 - (d) submit applications for grants and necessary grant follow up in consultation with the President and any board member.
18. A quorum of the Board shall be considered a majority of members of the Board.

CONDUCT OF MEMBERS

19. Members of the Board wishing to speak at a meeting shall ensure they do not interrupt another member.
20. If more than one member wishes to speak at a meeting at the same time, the President shall indicate which member shall speak first.
21. When addressing the Board, a member shall refrain from:
 - (a) speaking disrespectfully of another member, council or any other group or organization and treat all members with respect.
 - (b) refrain from carrying on a private conversation
 - (c) shall ensure that all electronic devices do not interfere with the meeting.

POWERS AND DUTIES

The Board shall act as an advisory body to Town Council and shall advise Council with regard to all matters affecting the Wilkie & District Museum. More specifically, the Board shall have the following rights and responsibilities:

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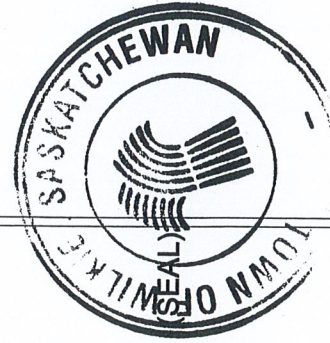
22. The Board shall set policies affecting the development, maintenance and use of Museum facilities. These policies shall be reviewed annually and submitted to council once per year by December 31st of each year.
23. The Board shall be responsible to develop a broad range of programs and services that will provide opportunities for people of all ages.
24. The Board shall actively encourage the use of volunteers for any programs and services.
25. The Board shall consult Council whenever it is proposed to purchase or otherwise acquire land and/or buildings for its purposes.
26. The Board shall hear and consider representations by an individual, organization or delegation of citizens with the respect to the Wilkie Museum and shall make such recommendations arising therefrom as the Board shall deem to be in the general interest of all citizens.

BUDGET AND FINANCES

27. The Board is required to complete an annual budget by March 31st of each year and submit the approved budget to the municipality.
28. The Board shall submit monthly reports to the Town Office and shall provide other reports as may be requested from time to time.
29. Neither the Board, nor any member thereof, shall have the power to pledge the credit of the Town in connection with any matters whatsoever, nor shall the Board or any member thereof have any power to authorize any expenditure to be charged against the Town of Wilkie.
30. The Board shall have the authority to raise its own funds for any purpose related to the Wilkie Museum and its' use, in the Town of Wilkie, by any legal means at its disposal.
31. Any capital project funded by means of the Board's own funds must have Council's approval if the Town will be responsible for the operation or maintenance of the project.
32. A copy of the annual financial statement shall be submitted to the municipality at the Annual General Meeting each year.

EFFECTIVE DATE

33. This Bylaw shall come into effect on the date of final passing.



Mayor

Administrator

(Section 8(1)(i) The Municipalities Act)