

BARBADOS MUSEUM AND HISTORICAL SOCIETY

BY-LAWS

As amended by the Society in General Meeting on 31st July 1962.

ARTICLE I

NAME

The name of the Society shall be Barbados Museum and Historical Society.

ARTICLE II.

THE CORPORATE SEAL

The seal of the Society shall be the device hereunder printed, namely:—



ARTICLE III.

PURPOSE OF THE SOCIETY

The purpose of the Society is to collect, preserve, and publish matter relating to the history and antiquities of Barbados, and to gather and preserve appropriate articles for a collection.

ARTICLE IV.

MEMBERS AND DUES.

Sect. 1—The Society shall be composed of the following classes of members:—

- (1) Founders.
(2) Annual Members.
(3) Associate Members.

- (4) Honorary Members.
(5) Life Members.
(6) Firm & Company Members.

All of whom shall be elected by the Council

(a) Founders are those who shall have paid a sum of not less than £25 into the Society's funds for life membership before 31st December, 1933, and shall on such payment be exempt from the payment of annual dues.

(b) Life Members are those who with the approval of the Council shall at any time after election pay a sum of not less than \$120.00 into the Society's funds for life membership and shall on such payment be exempt from the payment of annual dues.

(c) Annual Members are those who pay annual dues of \$7.50.

(d) Associate Members are those who pay annual dues of \$2.00.

(e) Firm & Company Members are those who pay annual dues of \$25.00.

Sect. 2—Annual dues are payable upon election to membership and thereafter in advance on the first day of January in each year. An Annual Member, Firm & Company Member or an Associate Member elected after the 1st October in any year, who pays the annual dues before the end of the financial year shall be exempt from dues for the following year.

Sect. 3 (a) Founders, Life Members and Annual Members only shall be entitled to vote, or hold office, propose candidates for membership, or take part in the business of the Society.

(b) Firm & Company Members shall be entitled to nominate a representative from the Firm or Company, who shall be entitled to vote or hold office, propose candidates for membership, or take part in the business of the Society.

Sect. 4—Honorary Members shall be exempt from all dues and shall be limited to five in number, chosen from among those who have achieved eminence in literature, art, science, professional or public service, or those who have rendered service to the objects of the Society.

Sect. 5—All members except Associate Members shall be entitled to receive free of charge the Society's regular Report and Journal; but an Annual Member or Firm & Company Member whose dues remain unpaid for six months after they have become due shall not be entitled to receive the Report and Journal until the dues in arrears are paid.

Sect. 6—A Candidate for membership shall be proposed in writing by a Founder, Life, Annual Member, or a Firm & Company Member. Each proposal shall be addressed to the Director who shall enter it in a book kept by him for that purpose. The Director shall post the name of each Candidate, together with the name of his proposer, upon the bulletin board in the Society's Headquarters; and no Candidate, shall be eligible for election until his name has been posted for fifteen days.

Sect. 7 (a) If any person elected a Life Member, shall neglect for 3 months to make the payment of one hundred and twenty dollars, such election shall be void, provided however, that the Council may waive the provisions of this Section for good and sufficient cause.

Sect. 7 (b) If any person elected an Annual Member, Firm & Company or Associate Member shall neglect for three months after election to make the first annual payment, such election shall be void, provided, however, that the Council may waive the provisions of this section for good and sufficient cause.

Sect. 8—If any Annual, Firm & Company Member or Associate Member shall neglect to pay the Annual dues of any year, except the dues for the year during which he was elected, his membership shall cease on the 31st day of December of that year, but such person may be reinstated by the Council upon payment of his arrears.

Sect. 9—Certificates of membership signed by the President and countersigned by the Honorary Secretary shall be issued by the Honorary Secretary to all Founders.

Sect. 10—Any member may withdraw from the Society at any time by paying all dues and sending a written resignation to the Honorary Secretary.

Sect. 11—A member may be suspended or expelled from the Society by the Council for conduct which, in the opinion of the Council is or has been detrimental to the welfare of the Society, provided that the written notice of such proposed action and of the time and place of the meeting of the Council to consider his conduct shall have been mailed to said member at least fourteen days prior to such meeting, and provided further that said member be given an opportunity to appear at such meeting. At such meeting of the Council the quorum shall be nine members, and a member may be suspended or expelled, or action thereon be postponed, only by vote of two-thirds of those present at the meeting. If the above quorum is not present, final action shall be postponed to the next meeting.

The notice required by this section shall be sent by the Honorary Secretary or by some other person appointed by the Council for this purpose, but only by order of the Council.

ARTICLE V.

THE COUNCIL AND OFFICERS.

Sect. 1—The Officers of the Society shall be a President, two Vice-Presidents, an Honorary Treasurer and an Honorary Secretary.

Sect. 2—The Council shall consist of fourteen members of whom the President, the Vice Presidents, Honorary Secretary, and Honorary Treasurer shall be ex officio members.

Sect. 3—Officers shall be elected at the Annual Meeting from those nominated in the manner hereafter provided and shall hold their respective offices for the year until their successors are duly elected. One person may be elected to two or more offices, but shall have only one vote as a member of the Council. The other members of the Council shall be elected at the Annual Meeting from those nominated in manner hereafter provided, who shall likewise be members of Council for one year or until their successors are appointed. All officers are eligible for re-election.

Sect. 4—Only Founders, Life, Annual or the representatives of Firm & Company Members shall be eligible as members of Council to hold

office, and upon the termination of membership in the Society of any officer his office shall thereupon become vacant.

Sect. 5—Any vacancy caused by the death, absence from the Island, or incapacity to act of any officer, or other member of the Council, may be filled by the Council; and the person elected to fill any such vacancy shall hold office until the next Annual Meeting, or for such shorter period as the Council may think fit.

Sect. 6—The Member of the Council other than an Officer who has served for the longest number of years without interruption, shall retire at the Annual Meeting of the Society and shall not be eligible to be re-elected until the Annual Meeting next after that at which he retires.

ARTICLE VI

ELECTION OF THE COUNCIL AND OFFICERS.

Sect. 1—(a) The election of the officers and of the Council shall take place at the Annual Meeting in every year.

(b) The names of Candidates for any office and for membership in the Council to be elected at the next Annual Meeting shall be submitted to the Director at least one month before the next Annual Meeting. Six members may nominate a candidate by signing and delivering a nomination paper to the Honorary Secretary within the period aforesaid.

(c) A complete list of all candidates nominated as aforesaid and the offices (if any) for which they are candidates, shall be posted promptly on the bulletin board at the Society's Headquarters by the Director, and a copy of the list shall be sent by him with the notice of the Annual Meeting to all Members of the Society.

(d) Only candidates nominated as provided by this article shall be eligible for election at the Annual Meeting.

(e) Candidates shall be elected by a show of hands. Should more than one Candidate be nominated for an office or if more than fourteen candidates altogether are nominated for the Council a ballot shall thereupon be taken. The names of the eligible candidates shall be placed on the ballot paper in alphabetical order, and each ballot paper shall contain a blank space opposite the name of each candidate, and a member, in order to vote shall mark a cross (X) in the said space. Only votes so marked shall be counted.

ARTICLE VII.

THE PRESIDENT AND VICE PRESIDENTS

Sect. 1—The President shall be the chief executive officer of the Society, and shall superintend and conduct its affairs with the advice of the Council. He shall preside at all meetings of the Society and of the Council.

Sect. 2—During the absence or disability of the President, or if there be a vacancy in the office of the President, one of the Vice Presidents shall perform the duties of the President.

Sect. 3—In the absence of the President and Vice Presidents at any meeting of the Society or of the Council, the meeting shall be called to order by the Honorary Secretary, and the Members then present shall proceed to the choice of a Chairman.

ARTICLE VIII.

THE HONORARY TREASURER.

Sect. 1—The Honorary Treasurer shall have charge of all the invested property, funds and financial affairs of the Society, and shall have full authority, in the name and behalf of the Society, to collect and receive all moneys due the Society, including unrestricted donations and bequests in cash and to give due acquittance therefor.

Sect. 2—He shall make such payments as may be authorised by the Council, either by standing or special order.

Sect. 3—He shall from time to time inspect the books and accounts kept by the Director of the Society and of the various funds and financial condition of the Society.

Sect. 4—He shall render a report at each Annual Meeting of his activities for the year preceding and of the amount and condition of all property of the Society in his charge, with a detailed statement of all investments. He shall render reports of receipts and expenditure to the Council as often and in such detail as the Council may direct.

ARTICLE IX.

THE HONORARY SECRETARY.

Sect. 1—The Honorary Secretary shall have access to the records of the Proceedings of the Society and to all documents and letters relating to the official business of the Society.

Sect. 2—He shall have custody of the Society's seal.

Sect. 3—He shall send notices to all members of the Society and of the Council, as required by these By-Laws.

ARTICLE X.

THE DIRECTOR.

The Council shall have power to appoint a Director at such salary as it shall determine, whose duties shall be *inter alia*:

Sect. 1—To take charge of all books, manuscripts and other property appropriate to the Library and of all coins, works of art, specimens, antiquities and other articles appropriate to the Museum.

Sect. 2—Subject to the supervision and control of the Council to purchase or receive on behalf of the Society, any property appropriate to the Library or the Museum, to subscribe to periodicals or other publications, and to incur expense for cataloguing, binding, mounting or otherwise preserving the collections of the Society and in making them available for reference or inspection.

Sect. 3—To acknowledge every gift to the Library and Museum and to keep a detailed list of all articles acquired.

Sect. 4—To report at each stated meeting of the Council, all gifts made to the Library and Museum since his last report. At the Annual Meeting he shall report the number of accessions by gift, purchase or exchange during the year, and present a statement of the condition and needs of the Library and Museum.

Sect. 5—To keep the Library and Museum open during such hours as the Council may decide.

Sect. 6—To make and keep correct records of the proceedings of the Society and of the Council, and to have custody of all papers placed on file and of all documents and

letters relating to the official business of the Society which shall be kept at the Society's Headquarters and be available for inspection by the Honorary Secretary.

Sect. 7—To keep a correct record of all proposals for membership and to post the names of the candidates as elsewhere required by these By-Laws.

Sect. 8—To notify each member of his election, and to produce if required by any member a copy of the Society's By-Laws.

Sect. 9—To keep a record of all members of the Society and to report to the Council the deaths or resignations of any member.

Sect. 10—To keep in books belonging to the Society, full and accurate accounts of all receipts and disbursements of the various funds and financial conditions of the Society. Such books and accounts shall be available for inspection by the Honorary Treasurer.

Sect. 11—To receive moneys due to the Society including donations and to give due acquittance therefor on behalf of the Society.

Sect. 12—To supervise the work of the staff of the Museum and to engage or discharge such members of the staff as he shall be given authority by the Council so to do.

Sect. 13—To prepare at the end of each financial year an annual report to be published under the direction of the Council which shall contain such material pertinent to the general purposes of the Society as the Council may deem proper.

Sect. 14—To prepare at the end of each financial year a statement of the receipts and expenditure of the funds of the Society for the past year, including a statement of the Society's investments, a copy of this statement shall be sent to the Honorary Treasurer of the Society and a second copy of this statement shall be forwarded with the Society's books of account to the Society's auditors.

Sect. 15—Written notice of each proposed meeting of the Society shall be posted by the Director to all Members of their respective addresses at least seven days previous to the date of the said meeting together with a copy of the Agenda stating the place, day and hour of the said Meeting.

ARTICLE XI.

POWERS OF THE COUNCIL.

Sect. 1—The Council, except where specifically provided otherwise shall have the general management and control of all the business, property and work of the Society, and shall have and may exercise all the powers of the Society except such as are expressly reserved to the members of the Society or to an officer thereof by law or by these By-Laws. It shall have the power, as it deems advisable, to appoint and remove at pleasure all assistants, employees and agents; to fix the salaries of all assistants, employees and agents; to enter into and bind the Society by such contracts as it thinks proper; to manage, invest, dispose of and extend the property of the Society; to accept and receive all gifts, bequests and devises to the Society and to make rules and regulations for the government of the assistants, employees and agents of the Society; for the conduct of Members and others in the Society's Headquarters and for the management of the affairs of the Society provided however, that any such rule or regulation may be amended or repealed by the Society at

the Annual Meeting or at a special meeting called for the purpose. It shall make rules for the transaction of its business.

Sect. 2—It shall have the sole power to settle disputes between any member or members of the Society or any person claiming through or under a member or under the rules of the Society, and the decision of the Council shall be binding and conclusive on all parties without appeal.

Sect. 3—It shall have the sole power to elect members, and shall consider the names of all Candidates at its first meeting after they have become eligible; provided however, action upon the name of any Candidate may be deferred at the request of any member of the Council until the next following meeting. Two negative votes shall prevent the election of any Candidate.

Sect. 4—It shall annually appoint an auditor to audit the books and accounts of the Society.

Sect. 5—It shall render a report at the Annual Meeting of the activities for the year preceding, with such recommendations as it may deem advisable.

Sect. 6—It may issue or authorise in the name of the Society any regular, occasional or single publication as it may deem advisable.

Sect. 7—Except upon express authority given therefor by the Council in each particular case, no member of the Society shall use the name or seal of the Society upon any publication in such manner as to make it appear that such publication was issued by or in the name of the Society.

ARTICLE XII.

MEETINGS OF THE SOCIETY.

Sect. 1—A Stated Meeting of the Society shall be held in each of the months of February, May, August and November, at such time and place as the President or Council may order.

Sect. 2—The Annual Meeting shall be held not later than the month of August in each year.

Sect. 3—A special meeting of the Society may be called by the President or upon the written request, filed with the Honorary Secretary of three members of the Council at such time and place, as the President may direct.

Sect. 4—Written notice of each meeting of the Society, other than a stated meeting, shall be posted by the Honorary Secretary to all Founder, Annual and Associate Members at their respective addresses at least seven days previous to the date of the said meeting, stating the place, day and hour of the meeting, together with a copy of the Agenda.

Sect. 5—At the Annual Meeting the election of the officers and of the Council shall be held before the consideration of other business.

Sect. 6—Ten members shall constitute a quorum for the transaction of business at any meeting of the Society. If a quorum is not present at such meeting, a majority of members present may vote to adjourn in-

definitely or may vote to adjourn to a definite time, without giving further notice of the adjournment; and any business may be transacted at such adjourned meeting as might have been transacted at the meeting originally called, whether there be a quorum then present or not.

Sect. 7—Only the Members present may vote at any meeting of the Society.

ARTICLE XIII

MEETINGS OF THE COUNCIL.

Sect. 1—Meetings of the Council shall be held at such time and place as the President or the Council shall approve.

Sect. 2—The Honorary Secretary shall post notices of meetings of the Council to all its Members.

Sect. 3—Five Members shall constitute a quorum for transacting any business.

ARTICLE XIV.

THE SOCIETY'S HEADQUARTERS.

Sect. 1—A suitable building, to be known as the Society's Headquarters shall be provided for the reception, care and preservation of the Library, collections and archives of the Society, and the proper accommodation of its members, Officers and Agents.

Sect. 2—A Bulletin Board shall be established and maintained in a prominent place in the Society's Headquarters for posting the notices required by these By-Laws, such other notices as may be ordered posted by the Council or by the Society, and such other notices as may be approved by the President, the Honorary Secretary, or the Librarian.

ARTICLE XV.

AMENDMENTS.

Sect. 1—These By-Laws may be amended by the Society in general meeting, at which a quorum is present by a two-thirds vote of all members of the Society present at such meeting, provided that a statement of the proposed amendments has been circulated with the notice of the meeting.

Sect. 2—A proposal to amend these By-Laws may be made only by the Council or upon a request signed by a member of the Society and delivered to the Honorary Secretary, and any such proposal shall be made at least 14 days prior to the date of the meeting of the Society at which it is to be considered.

ARTICLE XVI.

DEFINITION.

Sect. 1—The use of the masculine pronoun in these By-Laws shall be deemed to include the feminine.

Confirmed in general meeting 21st June, 1933, and amended in general Meeting 31st July, 1962.

(Sgd.) W. A. YEARWOOD,
Vice-President.