

THE BRITISH COLUMBIA HISTORICAL FEDERATION
Organized October 12, 1922,
as "The British Columbia Historical Association", and registered under the Societies Act, March 2, 1927.
Change of name Registered under the Society Act, July 29, 1983.

THE BRITISH COLUMBIA HISTORICAL FEDERATION
REGULATIONS under BYLAW 38
(amended by Council, 13 May 2009)

1. OFFICERS
The Federation President, First Vice-President, and Second Vice-President should, if possible, be members of different Member Societies.
2. HONORARY PRESIDENT
The position of Honorary President shall be offered to any one person for not more than three consecutive years.
3. MEMBERSHIP
 - (1) The application Form (Bylaw 3(1)) is to be completed in duplicate - one copy to be returned to the applicant society.
 - (2) An Honorary Member of a Member Society is not an Honorary Member of the Federation, and, therefore, the local society is responsible for any dues owing to the Federation.
 - (3) Life Membership may be awarded by the Council with privileges similar to those granted Honorary Members (Bylaw 2(3)).
 - (4) Dues for all classes of members are set by the Federation.
4. MINUTES
The Recording Secretary shall forward to all members of Council, or of the Executive Committee, as appropriate, copies of all Minutes of meetings as soon as possible after the meeting.
5. FINANCIAL RECORDS
The Financial Records of the Federation shall be kept at the address of the Treasurer for the time being.
6. SIGNING AUTHORITY
Any two of the Treasurer, the President, and one other member of Council shall be signing authority for cheques. Should the Treasurer be unable to sign, the other two must keep a separate record of all income and disbursements so that the Treasurer may write up a permanent record later.
7. ANNUAL RETURN
At the end of September the Federation Treasurer must send to the Treasurer of each Member Society an "Annual Return" Form to report information as at October 31st of that year. The Form, together with any monies owed to the Federation, is to be sent to the Federation Treasurer by the next, succeeding, December 31st.
8. THE MAGAZINE
The publication of a quarterly magazine shall be a continuing effort of the Federation.
 - (1) The Editor (and, if necessary, a co-Editor or Assistant Editor) shall be appointed by the Council (Bylaw33), and shall have the responsibility of preparing each issue through to the completion of the printing.
 - (2) A Publishing Committee may be appointed by the Federation to assist the Editor.
 - (3) The Subscription Secretary: (a) shall be appointed by Council; (b) shall be responsible for the maintenance of the list of subscribers; and (c) shall invoice and collect subscription payments from individuals and/or member societies. Close liaison must be maintained between the Subscription Secretary and the Treasurer.
 - (4) Member Societies and members of Council shall make every effort to increase subscriptions and sales at commercial sales outlets.
9. SPECIAL PURPOSE FUNDS
 - (1) Convention Fund: Any Member Society that acts as host for the Convention and Annual General Meeting of the Federation may apply for an advance of up to \$400 to make preliminary arrangements and reservations. Written application for financial assistance from the Member Society, duly counter-signed by the Federation President, shall authorize the Federation Treasurer to make such an advance. The loan, together with 50 per cent of any profit in excess of \$20, is to be repaid to the Federation Treasurer, to be credited to the Convention Fund, within six months of the date of the Conference.
 - (2) Council Travel Fund: Reasonable travel expenses incurred by Officers of the Federation on official Federation business shall be refunded if approved in advance by the Treasurer and either the President or First Vice-President.
 - (3) Seminar Fund: Any Member Society that wishes to organize a Seminar on a topic of historical value may apply for an advance towards the preliminary expenses of such a seminar. The application should give full details of the proposed Seminar and the anticipated expenses, and should be directed to the Executive of the Federation. The repayment of the loan is an early charge on the receipts of the Seminar, and 10 per cent of any profit over \$20 should be donated to the Seminar Fund of the Federation.
10. DOCUMENTS AND PAPERS
 - (1) Current documents and papers of the Federation shall be kept by the respective Officer for three years. The Treasurer shall retain the financial papers for the period required by the Income Tax act. Thereafter, following each Annual General Meeting, the appropriate documents and papers shall be transferred to the British Columbia Archives or its successor with two provisos (Letter from the Provincial Archivist. March 8, 1983);
 - (a) "that the record deposited will be non-current ones, which, in the judgement of our staff, are of permanent archival value;
 - (b) "that the initial sorting of the records will be done by the Federation and that the British Columbia Archives or its successor reserves the right to decide what it will accept. This agreement could be terminated by either party on one year's notice"Documents and papers not accepted by the British Columbia Archives may be disposed of or destroyed by authority of the Federation Council
 - (2) The Recording Secretary shall be responsible for coordinating the transfer of the Society's records to the British Columbia Archives and for maintaining an inventory of transferred materials

11. Committees

- (1) Standing Committees. Council may establish Standing Committees to provide an ongoing or continuing function. Terms of reference will be established by Council
 - (a) All Standing Committees must include at least one Council member.
 - (b) Each Standing Committee should prepare and submit progress reports for each Council meeting
- (2) Special Committees. The President may establish a Special Committee to fulfil a specific task for Council. Once this assignment is completed, the Special Committee will cease to exist and all Special Committees will cease to exist at the time of the Annual General Meeting. Terms of reference, convenor, and membership of special committees may be established by the President and will be reviewed and confirmed by Council.