



MUSEUM CONSTITUTION

References: Nil

GENERAL

1. The mission of the PWOR Museum is to perpetuate the history of the Regiment, its antecedents, past Kingston military units, and Kingston's citizen soldiers. It is also intended to provide research materials through the museums' archives to interested persons; to collect and conserve and display artifacts pertaining to the above; and make the collection available for public viewing to both the Regiment and the public in order to educate both regarding Kingston's long military history.
2. The purpose of this constitution is to provide rules and guidelines governing the composition and responsibilities of the Board of Directors and Staff, collection policy, fiscal matters, donations and borrowing and loan policy.

BOARD OF DIRECTORS - SENATE MUSEUM COMMITTEE

3. The Board of Directors will be appointed by the Regimental Senate biannually and, if willing, may serve indefinitely. The Board will be composed as follows:
 - a. Chairman of the Board of Directors;
 - b. Director – a member of the Senate;
 - c. curator;
 - d. Secretary; and,
 - e. Treasurer.

DUTIES

4. Chairman of the Board. The Chairman shall be the Deputy Commanding Officer and his duties shall include:
 - a. The Chairman shall preside over all meetings and be responsible to the Regimental Senate for the maintenance of the collection, the operation of the Museum and the fiscal wellbeing of the museum;
 - b. The Chairman, with the assistance of the other members, will decide on fund raising plans, museum policy, and the annual budget; and,
 - c. The Chairman will be responsible for hiring or otherwise providing for, summer staff.
5. The Deputy Commanding Officer, as Chair will ensure that the museum is operated within the guidelines required of a DND museum, that the annual financial statement is audited, and while the Museum is housed within the confines of the Armouries, it is properly maintained and serviced.



He will also provide administrative services as required. It presently is the responsibility of the Deputy Commanding Officer to ensure the fiscal well-being of all NPF Institutes. The museum shall be subject to that fiscal oversight .

6. Secretary. The Secretary can be any member of the Regimental family will be responsible to record the minutes of all meetings, disseminate the minutes to all members of the board, and maintain a minute book. He will also be responsible for correspondence to and from the Museum.

7. Treasurer. While not ideal, the appointment of treasurer may be filled by the secretary in a dual secretary/treasurer role. The duties of the treasurer shall include:

- a. The Treasurer will, in conjunction with the unit Non Public Funds Officer and subject to the oversight of the DCO, maintain the Museum Funds. He will be responsible for providing a financial statement at Board or General Meetings; and,
- b. The Treasurer will also ensure that the tax receipts are issued in a timely fashion to all persons making a donation to the Museum.

MUSEUM STAFF

8. The museum will be staffed with the following positions;
- a. Curator(s), if more than one, there will be a designated lead or head curator;
 - b. Archivist; and,
 - c. Summer Student.

COLLECTION POLICY

9. Bearing in mind the mission statement for the museum, care must be taken when expanding the collection. Donations to the museum of artifacts must be scrutinized so that the Museum does not become a repository of unrelated items which have no relevance to the mission statement. Generally, two types of artifacts will be acquired. The first are items which have a direct relevance to the Mission statement. The second are items considered by the staff to be of considerable trading value. However, before accepting the latter, consideration must be given to re-directing the donor to a more appropriate museum.

FISCAL POLICY

10. It is the responsibility of the Board to both generate and manage sufficient funds to ensure the continual operation of the museum. The Chairman will ensure that applicable grants are applied for and fund raising is conducted.

11. A contingency fund should be established in the event that unforeseen costs are incurred or the opportunity to purchase a particularly significant artifact appears.



12. As mentioned earlier, the Museum funds will be accounted for in the Units Books and supervised by both the Treasurer and the NPAFO.

DONATIONS

13. As an accredited DND museum, the Museum is able to supply donors with receipts for income tax purposes. It shall be the responsibility of the treasurer to ensure that the receipts shall be sent out to donors at the earliest practicable date following the donation. Appraisals of donated articles shall be arranged for by the curators.

BORROWING POLICY

14. The Museum shall adhere to the following:

- a. Borrowing from other museums or individuals will not be done as a general rule. However, if specific items are required for a particular display, they may be borrowed.
- b. Where an item is borrowed, the following must be done:
 - (1) The item must be logged into a file marked "BORROWED ARTIFACTS". It shall give all of the items' particulars, including owner, value (for insurance purposes), description and if possible, a photograph;
 - (2) While on display, the artifact must be labeled, giving credit to the loaning agency;
 - (3) The borrowed file must be reviewed on a regular basis, and borrowed items no longer required for display, returned to the individual of institution they were borrowed from; and,
 - (4) The loaning institute's policy must be reviewed and complied with.

LOAN POLICY

15. The Museum will loan artifacts requested by other agencies or museums after proper consideration, and once the following guidelines are met:

- a. The borrower must guarantee that the artifact will be properly protected while in transit and while on display against both loss and damage,
- b. The Borrower must be properly insured against loss and damage,
- c. The Artifact while on display must be labeled "Courtesy of the PWOR Military Museum" or similar wording; and
- d. The loan will be reviewed annually and resigned for by the borrower.

16. The Curator preparing for the loan of an artifact will ensure that the item is recorded in a "LOANED ARTIFACTS" file and the borrower signs a proper agreement form.