

# CONSTITUTION OF ARCHIVES SECTION

## CANADIAN HISTORICAL ASSOCIATION

### 1. TITLE AND AIMS

(a) The name of the organization shall be the "Archives Section, "Canadian Historical Association", hereinafter referred to as the "Section".

(b) The aims of the Section shall be: to encourage and foster professional standards, procedures and practices among Canadian Archivists; to disseminate and distribute information relating to the Archives profession; to provide a common meeting ground for all types and classes of Archivists in Canada; and to provide leadership and guidance wherever needed in the fields of Archives administration, education and practice; to promote the preservation of historical documents and to encourage their scholarly use; and to encourage the publication of historical studies and documents as circumstances may permit.

### 2. MEMBERSHIP

(a) There shall be two types of memberships - Active and Affiliate.

(b) Active Membership shall be accorded to any person who is engaged in archives work in Canada, who is a member in good standing of the Canadian Historical Association, and who has paid the annual subscription fee for the **Canadian Archivist**.

(c) Affiliated Membership shall be accorded to any person or institution which is a member in good standing of the Canadian Historical Association and which has paid the annual subscription fee for the **Canadian Archivist**. Affiliated membership shall not carry the right to vote during meetings of the group or the right to be elected to the Executive Committee.

### 3. GOVERNMENT

(a) The government of the Section shall be vested in an Executive Committee consisting of the following:

Chairman  
Vice-Chairman  
Secretary  
Treasurer  
Immediate Past Chairman  
Two Active Members

(b) The terms of office of the members of the Executive Committee shall be from the date of election until the next Annual Meeting or until their successors are elected.

(c) Should vacancies occur on the Executive Committee by reason of resignations or from other causes, such vacancies may be filled by the Executive Committee.

(d) Executive meetings shall be called by the Executive Committee as often as required for the government of the Section. In view of the distances involved, business may also be conducted by mail or telephone, including the approval of business within the framework of this Constitution.

(e) The Executive Committee shall conduct any business arising from the Annual Meeting or other meetings, as well as planning programs, raising or soliciting funds, and generally fulfilling the aims of the Section.

(f) Quorum for conducting the business of the Executive Committee shall consist of a majority of the members of the Executive Committee.

(g) The Executive Committee shall be responsible for appointing the Editor of the **Canadian Archivist**.

#### 4. ELECTION OF OFFICERS

(a) Any Active Member who qualifies under Sec. 2(b) shall be eligible to serve as an officer of the Section.

(b) Nominations for members of the Executive Committee may be made from the floor at the Annual Meeting by any Active Member present, provided the consent of the nominee is available.

(c) Nominations may also be made by mail by any three Active Members, provided such nominations are sent to the secretary at least twenty (20) days before the date of the Annual Meeting and are accompanied by the written consent of the nominee.

(d) Nominations may also be presented by a Nominating Committee organized under terms as may be set out in the By-Laws of the Section.

#### 5. DUTIES OF OFFICERS

(a) The Chairman shall be responsible for presiding at all meetings, representing the Section on the Council of the Canadian Historical Association, arranging the program for the Annual Meeting, and furthering the business of the Section. In the absence or incapacity of the Chairman, the Vice-Chairman shall assume the duties of the Chairman. In the absence of both of these officers, another member of the Executive Committee, as chosen by the Active Members present, may assume these duties.

(b) The Secretary shall keep minutes of all meetings and maintain a register of current membership and carry on the correspondence of the Section.

(c) The Treasurer shall receive and have custody of all monies of the Section, and shall attend to the disbursement thereof, and shall keep records and accounts of all monies received. An audited financial report shall be presented to the Annual Meeting.

## 6. MEETINGS

(a) An Annual Meeting shall be held every year at approximately the same time as the Annual Meeting of the Canadian Historical Association. During this time a business meeting, including an election of officers, shall take place and discussions of professional significance shall be held.

(b) The Annual Meeting shall be open to all members of the Section, to members of the Canadian Historical Association, and to others as invited by a majority of the Executive Committee. Those entitled to vote on any resolution or during the election of officers at the Annual Meeting, or to serve on the Executive Committee, must be Active Members.

(c) Reports shall be submitted to the Annual Meeting by the Chairman, Treasurer, and other officers or members as required. A written Annual Report approved by a majority of the Executive Committee present at the Annual Meeting shall also be submitted to the Council of the Canadian Historical Association and to the Annual Meeting.

(d) Meetings other than the Annual Meeting may be called by the Executive Committee as it shall see fit.

## 7. AMENDMENTS

(a) This Constitution may be amended by a majority of Active Members at any Annual Meeting, provided that Active Members are notified of such proposed amendments at least twenty (20) days prior to the Annual Meeting.

(b) Any amendments approved at the Annual Meeting shall be presented to the Council of the Canadian Historical Association for ratification.

## 8. GENERAL BY-LAWS

(a) The Section may enact by-laws through a simple majority vote of Active Members at an Annual Meeting, but such by-laws to be valid must be consistent with the policies and procedures of the Canadian Historical Association and of this Section.