

CONSTITUTION of the CATHOLIC ARCHIVES GROUP

Article I - Name, Definition, Purpose, Function

Section 1. Name

The name of the association shall be the Catholic Archives Group.

Section 2. Definition

The Catholic Archives Group shall be a voluntary association of those persons serving as archivists and those working with archivists in Religious Institutes and Congregations, Diocesan Archives or other Catholic Institutions across Canada.

Section 3. Purpose

The main purpose of the Catholic Archives Group shall be the mutual support of its members and to raise the profile of Catholic archives. The Catholic Archives Group shall offer educational and networking opportunities for members, as well as advice and services to the administration of member organizations, and to the wider public as the need and opportunity arises.

The Catholic Archives Group shall support the preservation of the historical heritage of members' institutions through observance of Canon Law, the Pontifical Commission for the Cultural Heritage of the Catholic Church and pertinent government legislation.

Section 4. Functions

The Catholic Archives Group shall:

1. Provide an annual conference for members;
2. Provide a mechanism for the exchange and distribution of information, including the professional care of archives, among members;
3. Provide a forum where relevant issues impacting on the spiritual, cultural and social affairs of Catholic Archives can be addressed;
4. Provide an opportunity for projects to be initiated, developed and implemented among members.

Article II – Membership

Section 1. Membership

Membership shall be open to Religious Institutes and Congregations, Dioceses and other Catholic institutions, their archivists and associates.

All applications for membership shall be made in writing on the prescribed form. Membership shall be contingent upon the payment of dues.

The membership year is January 1 to December 31. Annual dues are payable by January 31 of each year.

Section 2. Categories

1. **Institutional membership**

Institutional membership shall be open to institutions engaged in and interested in the preservation of Catholic archival records.

Up to three members of the same institution shall be included in this category, each of whom shall enjoy all privileges of membership. All may vote in elections for the Executive and at the Annual General Meeting.

2. **Individual membership**

Individual membership shall be open to all individuals working in Catholic archives and shall enjoy all privileges of membership, including a vote in elections for the Executive and at the Annual General Meeting.

3. **Associate membership**

Associate membership shall be open to all institutions, corporations and individuals, including students and retired members, wishing to receive publications and to support the purpose of the Catholic Archives Group. Associate members shall have neither voting privileges nor eligibility to serve on the Executive.

4. **Honorary Life membership**

Honorary Life membership shall be accorded by a majority vote at the Annual General Meeting to individuals in recognition of their extraordinary service to Catholic archives. Honorary life members shall have neither voting privileges nor eligibility to serve on committees or on the Executive.

Section 3. Benefits and Responsibilities

Benefits of membership shall include:

- An invitation to attend the annual conference
- Communication with members in various formats, including the newsletter, website, and regular mailings
- Notice of all meetings
- Eligibility to participate on committees
- *Eligibility to run for the Executive
- *A vote in elections for the Executive
- *The opportunity to apply for grants.

Note: The benefits of membership marked with an * only apply to Institutional membership and Individual membership.

Responsibilities shall include:

- Timely payment of membership dues.
- Timely notice of resignation. Resignations shall be effective upon receipt of written notification. Any member resigning during the year shall not be entitled to a refund of membership dues.

Section 4. Dues

The dues payable by members shall be fixed by voting members on a motion provided by the Executive.

Article III - Meetings of the Catholic Archives Group

Section 1. Annual Conference

The annual conference of the Catholic Archives Group shall be held at such place and on such dates as recommended by members at the Annual General Meeting. Only members shall be eligible to attend the conference sessions.

In recognition of the time and effort involved in the performance of their duties, annual conference registration fees shall be waived for members of the Executive and members of the Conference Planning Committee.

Section 2. Annual General Meeting

The Annual General Meeting shall be part of the annual Conference.

Section 3. Special Meeting

A special meeting of the Catholic Archives Group shall be held from time to time as determined by the Executive or if requested by 10 or more members.

Section 4. Notice of Meetings

Reasonable notice of each Catholic Archives Group meeting shall be given to all members in writing.

Section 5. Voting

When items of business require a vote during a meeting of the Catholic Archives Group, a simple majority of the members present shall suffice to carry the vote. Votes may be by secret ballot or a show of hands.

Section 6. Working Language

The Catholic Archives Group welcomes members using many languages and recognizes and respects the two official languages of Canada. However, the working language of the Catholic Archives Group shall be English.

Article IV – Executive

Section 1. Executive Members

The Executive shall be composed of three (3) persons, Chair, Secretary and Treasurer, elected from the membership.

Section 2. Function

The Executive shall act on behalf of the Catholic Archives Group by conducting regular business in those matters needing decisions between annual meetings. Any decisions or actions taken by the Executive shall be guided by the principles found in this Constitution and by resolutions passed at the Annual General Meeting.

Section 3. Chair

The Chair shall possess and may exercise such powers and shall perform such duties as assigned by the members of the Catholic Archives Group.

The Chair shall preside at all meetings of the Catholic Archives Group.

The Chair shall be a member, ex officio, of all committees, except the Nomination and Election Committee.

The Chair shall ensure that formal procedures deemed necessary by the Executive or by Committees are presented for approval at the Annual General Meeting.

The Chair shall be the spokesperson for the Catholic Archives Group and shall act as a link between the Catholic Archives Group and other associations that the Executive deems appropriate. The Chair shall sign all official correspondence on behalf of the Catholic Archives Group unless other members of the Executive are designated.

The Chair shall present the annual report at the Annual General Meeting.

Section 4. Secretary

The Secretary shall issue notice of all general and special meetings.

The Secretary shall ensure that proper minutes are recorded for all the meetings of the Catholic Archives Group and shall be responsible for the collection of committee minutes.

The Secretary shall be responsible for membership records.

The Secretary shall ensure preservation of all records of the Catholic Archives Group.

The Secretary shall present a report at the Annual General Meeting.

The Secretary shall serve as Chair of the Nomination and Election Committee. If the Secretary is a candidate, another member of the Executive shall serve in this position.

Section 5. Treasurer

The Treasurer shall be the financial officer of the Catholic Archives Group and shall receive and deposit all monies of the Catholic Archives Group in a bank approved by the Executive.

The Treasurer shall be responsible for the proper keeping of the books of account.

The Treasurer shall present an annual financial statement at the Annual General

Meeting.

Section 6. Elections

Elections shall be overseen by the Nomination & Election Committee.

Elections shall take place by mail/email during the spring of the year.

A simple majority shall suffice for election to any Executive position.

The members shall be informed of the results in a timely fashion.

Section 7. Term of Office

Each member of the Executive shall hold office for a term of two (2) years unless she/he resigns from office. The new Executive assumes responsibilities after the annual conference.

Members of the Executive shall serve no more than two (2) successive full terms, and shall be eligible for re-election to office after an absence of one full term.

Section 8. Resignation

A member of the Executive may resign at any time and shall give written notice to the remaining members of the Executive. Such resignation shall take effect on the date of receipt or on a date specified by the resigning member.

A member of the executive who resigns shall be eligible for re-election after one full term.

Section 9. Vacancies

Vacancies to the Executive due to death or resignation with less than six months of the term remaining shall be filled by the assumption of duties by the remaining members of the Executive.

Vacancies to the Executive due to death or resignation with more than six months of the term remaining may be filled by the assumption of duties by the remaining members of the Executive or by an election by voting CAG members. Any officer so elected shall hold office for the balance of the unexpired term.

Section 10. Meetings of the Executive

The Executive shall determine the time, place and manner of the meetings.

Members of the Executive shall reach decisions by consensus.

Article V – Committees of the Catholic Archives Group

Section 1. Conference Planning Committee

A. Composition: The Committee shall be composed of the Chair of the Executive, ex-officio, and at least three (3) and up to four (4) volunteer members, at least one of whom should be from the locale of the conference, where possible.

B. Term: The Committee shall be formed at the Annual General Meeting and shall serve until the end of the conference the following year. Members may serve for up to two (2) years. They shall be eligible for re-appointment to the committee after an absence of one (1) year.

C. Function: The Conference Planning Committee shall be responsible for the organization of the annual conference.

Section 2. Outreach Committee

A. Composition: The Committee shall be composed of two (2) volunteer members.

B. Term: The Committee shall serve for a two (2) year term and members may be reappointed for additional terms.

C. Function: The Committee shall assist the Executive with internal and external communications and membership services.

The Committee shall be responsible for the production of the newsletter and the maintenance and development of the website.

The Committee shall serve as members of the Nomination & Election Committee.

Section 3. Nomination and Election Committee

A. Composition: The Committee shall be composed of the Catholic Archives Group Secretary and members of the Outreach Committee.

B. Function: The Outreach Committee shall publicize and advertise vacant Executive and committee positions through the newsletter and the website.

The Outreach Committee shall receive the names of all nominees and inform the Secretary so that election ballots can be prepared.

The Secretary shall prepare and make available nomination forms and election ballots to all voting members.

The Outreach Committee shall scrutinize the counting of the ballots and shall report the results to the Secretary.

The Secretary shall inform members by e-mail of the successful candidate(s) and shall record the results in the minutes of the next Executive meeting.

The Outreach Committee shall announce the successful candidate(s) in the Newsletter and on the website.

Section 4. Adjudication Committee

A. Composition: The committee shall be formed at the Annual General Meeting and shall be composed of two (2) volunteer members and the Chair of the Executive, ex-officio.

B. Term: Committee members shall serve for a two (2) year term and may be re-appointed for additional terms.

C. Function: The Committee shall review applications and make recommendations for approval to the Executive.

Section 5. Ad Hoc Committees

Ad Hoc Committees shall be established as required by the Executive or by a vote of the members at the Annual General Meeting.

Section 6. Minutes of Meetings

All Committees shall keep a written record of their meetings and shall submit them to the Secretary.

Article VI – Financial Matters

Section 1. Fiscal Year

The fiscal year shall be from January 1 to December 31.

Section 2. Signing Officers

The Chair, Secretary and Treasurer shall have signing authority on behalf of the Catholic Archives Group. Signatures of two signing officers shall be required on all cheques.

Section 3. Investments

The Executive may invest funds that are not required for the immediate administration of the Catholic Archives Group. The status of all investments shall be included in the annual financial statement.

Section 4. Compensation

Members of the Executive and members serving on committees of the Catholic Archives Group shall do so on a voluntary basis and receive no remuneration for the tasks undertaken except when stipulated.

Section 5. Distribution of Assets upon Dissolution

No individual shall be entitled to share in the distribution of any assets on any future dissolution of the Catholic Archives Group.

Disposition of any proceeds shall be to religious or charitable organizations, recognized as such in Canada and determined by resolution at a meeting of the Catholic Archives Group.

Upon dissolution, the Catholic Archives Group archives shall be transferred to an appropriate repository.

Article VII – Amendments

The constitution of the Catholic Archives Group shall be adopted at the Annual General Meeting.

Resolution(s) to amend or repeal any portion or article shall be initiated by members and/or the Executive.

Resolution(s) from a voting member shall be forwarded to the Executive three months prior to the next Annual General Meeting.

The Executive shall inform members of the final draft of the resolution(s) at least one month prior to the Annual General Meeting. Proxy voting forms for voting in

absentia will be made available to voting members at that time.

At the Annual General Meeting, the Chair shall gather and count all proxy votes on the proposed resolution(s).

The Executive shall then administer a vote by secret ballot for voting members in attendance. A roll call of voting members may be taken to facilitate this process.

The Executive shall oversee the counting of ballots.

The resolution(s) shall pass if two thirds of all votes cast are in favour.