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**CATHOLIC ARCHIVIST GROUP**  
(Formerly Canadian Religious Conference - Ontario)

**Article 1 - Name, Definition, Purpose, Function**

**Section 1. Name**

The name of the association shall be the Catholic Archivist Group (CAG).

It is a voluntary association of Catholic Archivists in Canada.

**Section 2. Definition**

The Catholic Archivist Group refers to those persons serving as archivists and those working with archivists in Religious Institutes, Diocesan Archives or other Catholic Institutions across Canada.

**Section 3. Purpose**

The main thrust of the CAG is that of mutual encouragement and support and to keep before all relevant authorities and groups the importance, significance and relevance of our archives.

This voluntary group is committed to maintaining and promoting the archives of Religious Institutes, Diocesan and Catholic Institutions in order to preserve the social heritage of all its members.

**Section 4. Functions**

The Functions of the Group:

1. Provide education programs and workshops for those involved in archival work in areas defined as needed by the members without duplicating opportunities offered in national, provincial or local areas;
2. Provide a mechanism for the exchange and distribution of information among archivists;
3. Provide a forum where relevant issues impacting on the spiritual, cultural and social affairs of the members can be addressed.
4. Gather and disseminate information regarding the professional care of archives;

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5. Provide an opportunity for possible projects to be initiated, developed and implemented among the members;
6. Act in an advisory capacity to those in administration in the organizations in which the members work.
7. Offer our services to the wider public as they explore the religious dimension of our Canadian cultural and historic heritage.

The Catholic Archivist Group follows the terms of reference of professional guidelines in Canada and the Pontifical Commission for Cultural Heritage of the Church, as well as pertinent government legislation.

## **Article II - Conference Relationships**

### **Section 1. Archival Relationships**

The relationship between the Catholic Archivist Group and the Canadian Religious Conference and other institutional organizations is one of collaboration. They relate to each other as independent, separate, national organizations serving and responding to the needs of their respective constituencies.

### **Section 2. Other Organizations**

Relationships with other organizations will take place, as the CAG deems appropriate.

## **Article III - Membership**

### **Section 1. Membership**

Membership is open to the archivists and their associates of Religious Institutes, Dioceses and other Catholic Institutions.

### **Section 2. Application for Membership**

All applications for membership shall be made in writing on the prescribed form. Membership is contingent upon an archivist having applied for and been accepted to membership by the Executive and upon payment of dues.

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At the discretion of the Executive other persons may be accepted for membership.

Membership includes:

- > Invitation to the Annual Conference and Annual General Meeting as well as ongoing education and formation opportunities
- > Periodic mailings, newsletters, and/or emails about matters concerning Catholic Archival Institutions
- > Opportunities to network with individuals associated in similar work with similar goals
- > Participation in and initiation of projects that enhance and circulate information about our archives among our parent organizations and other professional groups.
- > To access information regarding other professional archival organizations.

### **Section 3. Dues**

Annual Membership dues shall be the amount agreed to by the members at the Annual General Meeting which is part of the Annual Conference.

## **Article IV - Meetings of the Group**

### **Section 1. Annual**

The annual meeting of the CAG shall be held at such place and on such dates as determined by the Executive in conjunction with the planning committee. The Annual General Meeting (AGM) for business purposes will be part of the annual Conference.

### **Section 2. Special**

A special meeting of the CAG may be held for such purposes and at such places and on such dates as may from time to time be determined by the Executive.

### **Section 3. Notice of Meetings**

Reasonable notice of each CAG meeting shall be given to all members in writing.

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#### **Section 4. Voting**

At the meetings of the CAG when items of business require a vote of acceptance or rejection by members, a simple majority of the members present will suffice to carry the vote.

#### **Section 5. Working Language**

While welcoming members using many languages and recognizing and respecting the two official languages of Canada and recognizing the difficulty of our small group being competently bilingual and recognizing that *Regroupement des Archivistes Religieux* represents Quebec and French-speaking Canada, the ordinary working language of the CAG will be English.

### **Article V - Executive**

#### **Section 1. Number on Executive**

The Executive Committee shall be composed of the three (3) persons - Chair, Secretary and Treasurer - elected from among the membership. To change this authorized number from three (3) requires a resolution of the members at the AGM.

#### **Section 2. Term**

The Chair, Secretary and Treasurer shall serve on the Executive Committee for a period of three years.

#### **Section 3. Functions**

The Executive Committee shall act on behalf of the Group by carrying on the regular business in those matters needing decisions between annual meetings. Such actions shall be within the framework of the policies established by the members at the AGM.

#### **Section 4. Chair**

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

The Chair shall preside at all meetings of the CAG.

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Be a member, ex officio, of all committees, except the Nominating Committee.

Act as a link between the CAG and the CRC and other associations that the Executive deems appropriate.

Present the annual report at the AGM.

### **Section 5. Secretary**

Shall ensure that proper minutes are recorded for all the meetings of the CAG and all its committees

Shall be responsible for membership records and coordinates general mailings

Sign official documents and ensure preservation of the permanent books and records of the CAG.

Perform such other duties as may be required.

### **Section 6. Treasurer**

Shall be the financial officer of the CAG and causes to be received and deposited in any bank approved by the Executive, all monies of the CAG and to keep an accurate account.

Ensures the preparation of an annual financial statement of the affairs of the CAG and its distribution to the members.

### **Section 7. Elections**

The election of the Executive shall take place by mail/email during the spring of the year.

The Secretary will send the nominations and the voting ballots.

A simple majority will suffice for election to any office.

Scrutineers, appointed by the Executive, will receive and count the voting ballots and then inform the Executive of the results of the election. The Secretary will keep the results.

Membership shall be informed of the results in the next mailing.

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The new Executive assumes office after the annual conference.

### **Section 8. Term of Office**

Each member of the Executive shall hold office for a term of (3) years unless she/he resigns or is removed from office. The new Executive assumes responsibilities after the AGM.

Executive officers shall serve no more than (2) two successive full terms, but may be eligible for re-election after having been off the Executive for at least one full year.

### **Section 9. Resignation**

Any officer may resign at any time by giving written notice to the Chair of CAG. Such resignation shall take effect on the date of the receipt or at any later time specified.

### **Section 10. Vacancies**

Vacancies to the Executive due to death or resignation may be filled by the remaining officers. Any officer so appointed shall hold office for the balance of the unexpired term.

Any vacancies created by an increase in the authorized number of officers shall be filled at the next election.

### **Section 11. Duties of the Executive**

Except as otherwise provided by law, the Executive shall exercise the powers of the CAG, conduct its business, control its property and appoint its auditors.

The scope of the Executive's responsibilities includes planning, leading, organizing and monitoring all functions that are the mandate of CAG.

### **Section 12. Meetings of the Executive**

Meetings of the Executive will be held at a time and place determined by the Executive. Meetings may take place by telephone conference calls.

### **Section 13. Notice of Meetings**

Reasonable notice of every meeting of the Executive shall be given in mailed

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writing or email to the officers.

#### **Section 14. Officer=s Attendance**

Absence of any officer from (2) two consecutive meetings of the Executive without notification to the Chair prior to the meeting shall be deemed equivalent to resignation.

#### **Section 15. Quorum**

Three officers of the Executive shall constitute a quorum for the transaction of business.

#### **Section 16. Voting**

At every meeting of the Executive, each officer, including the Chair shall be entitled to one vote.

Questions arising at any meeting of the Executive shall be decided by a majority of votes cast.

### **Article VI Committees of CAG**

#### **Section 1. Planning Committee**

A. Composition The Planning Committee shall be composed of at least three (3) members chosen at the AGM by the members plus, ex officio, the current chair of the Executive.

B. Term The Committee shall be chosen for a term of (2) two years at the AGM.

C. Function The Planning Committee shall:

be responsible for the organization of the annual conference

#### **Section 2. Outreach Committee**

A. Composition The Outreach Committee shall be composed of two (2) members accepted by the Executive.

B. Term The Committee term shall be for three years and may be reappointed.

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C. Function The Committee shall be of assistance to the CAG Executive for internal and external communications and development.

**Section 3. Minutes of Meetings.**

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

**Section 4. Executive Director**

The Executive Director shall be selected by the Executive as needed. A contract shall be drawn up stating salary, benefits and terms of employment.

**Article VII - General Provisions**

**Section 1. Compensations**

No director shall receive remuneration from the Group for such services, but a director shall be reimbursed for reasonable expenses incurred in the performance of CAG duties.

**Section 2. Distribution on Dissolution**

No director or any other individual shall be entitled to share in the distribution of any of the Group=s assets on dissolution of CAG.

Disposition of any proceeds shall be to some religious or charitable work, recognized as such in Canada and determined by resolution at the meeting of CAG.

Upon dissolution of this group the Archives will be transferred to an appropriate repository.

**Section 3. Fiscal Year**

^Fiscal Year@ shall be determined by the Executive.

**Section 4. Signing Officers**

The Chair, Secretary and Treasurer shall have signing authority on behalf of the Group. Two of the three signatures are required on all cheques.

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**Article VIII - Amendments**

The constitution<sup>1</sup> of the Group shall be adopted and may be amended or repealed by a resolution of the Board and a two-thirds majority of the votes of members present at the AGM.