
CONSTITUTION

OTTAWA CHAPTER ONTARIO ARCHAEOLOGICAL SOCIETY



Ottawa Chapter
ONTARIO ARCHAEOLOGICAL SOCIETY



Front Cover Photo

OTTAWA CHAPTER RECEIVES OAS CHARTER

Dr. Howard Savage (right), President of the Ontario Archaeological Society presents the Ottawa Chapter Charter to Clyde C. Kennedy (centre), President of the Ottawa Chapter, OAS, in the presence of Dr. James V. Wright (left), Past President, OAS, who initiated the formation of the Ottawa Chapter, OAS, when he was President of the OAS. The presentation took place at the Ottawa Chapter meeting of May 14, 1973.

(Photograph by Gordon D. Watson)

ONTARIO ARCHAEOLOGICAL SOCIETY

OTTAWA CHAPTER CONSTITUTION

Introduction to first edition:

The Ottawa Chapter, OAS Constitution was adopted in October 1987 to set out administrative procedures for the Chapter and to act as a guide in conducting its activities. The Ottawa chapter operates under the authority of a Branch Charter bestowed on it June 30, 1971 by the OAS. The Ottawa Chapter Constitution has the force of a bylaw under the OAS Constitution and is applicable only to the Ottawa Chapter.

This issue of the Constitution acknowledges the granting of the Charter and is provided for each current member and for new members when joining the Chapter. The Constitution is subject to amendments by majority voting of the membership and any notification for proposed amendments is welcomed by the Ottawa Chapter Executive.

Marian Clark, President
May 1988

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Introduction to second edition:

The occasion of the second printing of the Constitution of the Ottawa Chapter of the Ontario Archaeological Society is prompted by an amendment proposed and passed at the Annual General Meeting held December 1992.

The Executive needed to be streamlined and strengthened with the addition of the Chairs of Standing Committees. This enabled the increasing work load to be apportioned over the greater number of volunteers. Assigning the programme duties to the Vice-President has been proven by chapter experience.

These changes will allow the Chapter to continue to fulfil its mandate in a more efficient and effective manner.

Ishtar Luesby
President 1993

Introduction to third edition:

Constitutions are the rules and regulations by which organizations operate. It is 41 years since the Ottawa Chapter OAS received its charter and 20 years since its Constitution was last revised. The third edition of the Constitution contains a number of minor amendments reflecting the Chapter's current practices. References to the OAS Constitution have been updated to conform to their revised version of 2011.

At the 2012 Annual General Meeting of the Ottawa Chapter OAS amendments to the Constitution were proposed by the Executive and passed by the membership. This version should guide Chapter practices for a few more years.

Glenna Roberts,
President 2012

ONTARIO ARCHAEOLOGICAL SOCIETY OTTAWA CHAPTER CONSTITUTION

TABLE OF CONTENTS

1.0	Preamble – Chapter Position in OAS
2.0	Aims of the Ottawa Chapter, OAS
3.0	Scope of the OAS Ottawa Chapter Interests
4.0	Membership
5.0	Executive
6.0	Committees
7.0	General Meetings
8.0	Annual Meetings
9.0	Meeting Procedures
10.0	Nomination and Election of the Chapter Executive
11.0	Amending Formula
12.0	Dissolution

ONTARIO ARCHAEOLOGICAL SOCIETY

OTTAWA CHAPTER CONSTITUTION.

1.0 PREAMBLE.

The Ottawa Chapter Constitution falls within the mandate granted to the Ottawa Chapter by the authority of the Constitution of The Ontario Archaeological Society, and has the force of a Bylaw applicable only to the Ottawa Chapter.

The Chapter and the members thereof operate, subject to the Society's Constitution and Bylaws, under the authority of The Ontario Archaeological Society (Inc.) Branch Chapter Charter dated the 30th day of June, 1971.

2.0 AIMS OF THE OTTAWA CHAPTER, OAS.

The aims of the Chapter are those of The Ontario Archaeological Society. They are stated in Article II of the OAS Constitution and are as follows:

AIMS OF THE SOCIETY

1. To bring together individuals interested in the practice, promotion and advancement of archaeology, particularly in the Province of Ontario.
2. To encourage and assist every effort, both individual and collective, which may tend to foster, elevate and advance archaeology in the fields of learning and culture, and to develop new sources of progress whenever and wherever possible.
3. To seek proper means to discourage illegal investigation and excavation.
4. To facilitate exchange of ideas, cooperation and social intercourse among those interested in archaeology and to foster friendship among members and other similar societies and this one, and to promote a better understanding of its objectives.
5. To publish archaeological literature and site reports in the interests of archaeology.
6. To stimulate the interest of the general public in archaeology.

3.0 SCOPE OF OAS OTTAWA CHAPTER INTERESTS:

The primary interests of the Chapter include:

3.1 Prehistoric archaeology of the aboriginal peoples of Ontario, particularly of eastern Ontario and the Ottawa Valley drainage system, and its relationship to the prehistoric archaeology of related cultures in other regions.

3.2 Historic Period archaeology of eastern Ontario and western Quebec.

3.3 Underwater archaeology of prehistoric and historic sites.

3.4 Methodology of archaeological survey, excavation, artifact stabilization, conservation, recording, and analysis (including scientific and technological procedures) and interpretation of archaeological evidence.

3.5 Communication of the results of archaeological investigation to Chapter members, the public, students and scholars; through museum displays, temporary displays, lectures, magazine or newspaper articles, conferences, symposia; and through papers published in archaeological newsletter and journals.

3.6 The legislation, regulations and organizations that control the protection, excavation and preservation of the archaeological sites and associated artifacts of eastern Ontario.

3.7 The successful fulfilment of the Chapter objectives by ensuring provision of the necessary human and financial resources.

3.8 Other interests as may be defined from time to time by the Executive.

4.0 MEMBERSHIP

4.1 Membership is open to any member of The Ontario Archaeological Society, on payment of the annual dues of the Ottawa Chapter.

- 4.2 Membership categories of the Chapter shall be:
- a) Individual
 - b) Family and
 - c) Full-time Student.

“Individual Membership” and “Family Membership” are as defined in paragraphs 1 and 5, Article 3 of the Corporate Constitution of the Ontario Archaeological Society 2011. “Full-time Student” Membership is available to any student interested in archaeology who is registered in any full-time course of studies.

4.3 All categories of membership shall be for the fiscal year, 1 January to 31 December.

4.4 Dues for the different categories of Chapter membership shall be recommended by the Executive and by the motion of a member and shall be adopted, or a proposed change rejected, by a majority vote of the members present at any annual Meeting at which notice of the intention to recommend a new dues structure and its date of introduction was included in the notice of the meeting. Unless the motion to change the dues structure adopts a different date, any changes in the approved membership dues shall take effect at the beginning of the then current fiscal year.

4.5 Members shall be entitled to submit nominations for all elected positions in the Chapter, to attend and participate in all Annual and General meetings of the Chapter, and to vote thereat, and shall be eligible for election to any post or office in the Chapter. Family membership entitles two members of the family to vote and hold office. Family membership entitles the family to one copy of the Chapter newsletter.

4.6 The Executive shall reserve the right to refuse membership. (Paragraph 6, Article 9, Section 6, of the Corporate Constitution of the Ontario Archaeological Society 2011).

4.7 The Chapter Executive may recommend to The Ontario Archaeological Society Executive Committee the termination of any membership. (Paragraph 2, Article 11, Section 3, of the Corporate Constitution of The Ontario Archaeological Society 2011).

5.0 EXECUTIVE

5.1 The Executive shall consist of: President, Vice President, Secretary, Treasurer, or Secretary/Treasurer, Past-President, and one or more Directors-at-Large with duties as defined by the Executive.

5.2 The Term of Office of the Executive shall be one year from its election at the Annual Meeting, in December. The immediate Past-President sits as a voting member of the Executive Committee for a period of one year from expiration of his/her term of office.

5.3 Executive Meetings:

5.3.1 The Executive will meet before each monthly general meeting, or when deemed necessary by the President.

5.3.2 The quorum for Executive meetings shall be the majority of members of the Executive.

5.3.3 Members of the Executive are expected to attend Executive meetings. Absence from three meetings a year, without advance notice, shall constitute resignation from the Executive.

5.4 Duties of the Executive shall be as follows:

5.4.1 The Past President shall provide advice, in particular, information concerning the past activities of the Chapter.

5.4.2 The President shall ensure fulfilment of the aims of the Chapter by:

- calling Executive meetings;
- presiding over Executive and General meetings;
- planning the agenda for Executive and General meetings;

- being responsible for communication, on behalf of the Chapter, with Executive Committee of The Ontario Archaeological Society, with other organizations and with the public;

- being responsible, with the assistance of the Treasurer and other members of the Executive for maintaining the financial solvency of the Chapter;

- acting as an ex-officio member of all committees.

5.4.3 The Vice President shall:

- perform the duties of the President in the absence of the President;

- perform such duties as requested by the President;

5.4.4 The Secretary shall:

- keep minutes of Executive and General meetings;

- prepare and, with the approval of the President, sign correspondence on behalf of the Chapter;

- maintain files of Chapter records and correspondence and retain the official copy of the Chapter Charter, as the authority to operate the Chapter under the Constitution of The Ontario Archaeological Society.

5.4.5 The Treasurer shall:

- be responsible for maintaining the Chapter's books of account and for administration of its finances;

- collect membership dues and maintain membership records;

- prepare a financial statement for the fiscal year from 1 January to 31 December for presentation at the Annual Meeting, for publication in the Chapter Newsletter and presentation to the Executive of the Ontario Archaeological Society.

5.5 The Collective Duties of the Executive shall be to:

1. plan Chapter activities, including a programme for each General Meeting;
2. carry out, or delegate to other members, decisions made at Executive or General meetings;
3. establish committees and provide their mandates, as required, to organize activities of the Chapter.

6.0 COMMITTEES.

6.1 Ad hoc committee Chairs shall be appointed by the Executive.

6.2 The Chairs of committees shall:

- recruit other members as necessary and advise the executive of the committee membership;
- call and chair committee meetings;
- report to the Executive on the work of the committee;
- when requested by the Executive, present a report at a general meeting;
- at termination of a committee's mandate, the Chair shall forward all relevant documentation to the Executive, including a final report of the committee.

6.3 The Chairs of committees shall ensure that the Executive is kept informed of

all committee decisions, plans and activities. Publication and issues involving policy or financial commitments of the Chapter must be submitted to the Executive for approval before implementation.

7.0 GENERAL MEETINGS.

7.1 A general meeting will normally be held monthly, except in June, July and August.

7.2 Notice of meetings shall normally be communicated to members not later than the week before each meeting.

7.3 The quorum for general meetings shall comprise those members present.

8.0 ANNUAL MEETINGS.

8.1 The Annual Meeting shall normally be held during December of each year.

8.2 The quorum for annual meetings shall comprise those members present.

8.3 The following shall be included in the agenda:

- Under the out-going Executive: a) Regular Business; b) Presentation of annual reports by the Executive and Committee Chairs.

- Under the Chair of the Nominating Committee: a) Presentation of the report of the Nominating Committee; b) Election of Executive for the following year; c) Announcement of the newly elected Executive; d) The Chapter Charter shall be transferred by the outgoing President, to the new President, if one has been elected.

- Under the New Executive: a) Any new business; b) Adjournment.

9.0 MEETING PROCEDURES

9.1 Meetings shall be conducted according to Robert's Manual of Parliamentary Procedure on Rules of Order, when the latter is not in conflict with the Constitution of The Ontario Archaeological Society.

9.2 In the interest of informing all members prior to voting on important issues, matters involving the establishment of Chapter policy or major financial commitments must be presented to the Executive, in writing, at least one month prior to the meeting at which the issue is to be considered, to allow appropriate time for notification of members.

10.0 NOMINATION AND ELECTION OF THE CHAPTER EXECUTIVE

10.1 The Nominating Committee shall be appointed by the Executive on or before the first day of October of each year.

10.2 The Nominating Committee shall consist of the Chair and two members, none of whom shall be incumbents of, or candidates for, office.

10.3 The members of the Nominating Committee report to the Chair, who reports to the Chapter Executive, through the President.

10.4 A notice shall appear in the October newsletter, or in an October notice to all members, announcing the appointment of members of the Nominating Committee with their telephone numbers and/or e-mail addresses, and inviting the members to make nominations known to the committee. The notice shall state that nominations may also be made, with the consent of the person nominated, at the Annual Meeting.

10.5 Nominations shall be accepted only from members in good standing of both the Ontario Archaeological Society and the Ottawa Chapter, OAS.

10.6 After receiving nominations from members, and having the assent of each candidate, the Chair of the Nominating Committee shall draw up a list of nominations for the following year, and report to the Chapter Executive in time for the list to be announced in the November newsletter, or in a November notice to the Chapter membership.

10.7 The Chair shall present the report of the Nominating Committee at the Annual Meeting and invite additional nominations from the floor from members in good standing. The request for additional nominations for each position shall be asked three times for each position.

10.8 If more than one candidate is nominated for any Executive position, the Chair

of the Nominating Committee shall conduct a secret ballot election with the assistance of the other two members of the Committee as counters and scrutineers, or in their absence, with scrutineers appointed by the Executive. The winner of the election for each position shall then be announced by the Chair.

10.9 Following the election, the Chair of the Nominating Committee shall announce the names of the new Executive and return control of the meeting to the President who, in the event of the election of a new President, shall transfer the Chapter charter to the new President.

10.10 If any Executive position becomes vacant during the course of the year, the Executive shall appoint a successor for the balance of the year.

11.0 AMENDING FORMULA

11.1 Any proposed amendment to the Constitution must be presented in writing to the Executive, by any member of the Chapter on, or before, the first day of October of any year.

11.2 Notice of a proposed amendment of the Constitution shall be communicated to each member of the Chapter, and to the Provincial OAS Executive, not less than one month before the Annual Meeting.

11.3 Any motion to amend the Constitution shall be made during the regular business portion of the Annual Meeting.

11.4 To be adopted, an amendment must receive a 2/3 majority vote of the members present at the Annual Meeting.

11.5 The Executive Committee of the Ontario Archaeological Society shall be notified of any amendments to this Chapter Constitution.

12.0 DISSOLUTION

In event of dissolution of the Ottawa Chapter, ownership of the assets of the former Chapter shall revert unconditionally to The Ontario Archaeological Society. The signing officers for the Chapter's bank accounts shall waive signing authority in favour of the President and Treasurer of The Ontario Archaeological Society.



The Ontario Archaeological Society

BRANCH CHAPTER CHARTER

Whereas the Constitution of the Ontario Archaeological Society provides for the establishment of Branch Chapters under certain conditions, and

Whereas the Constitution further provides that Branch Chapter status may be granted upon approval of a proper application by the prescribed number of applicants,

Now therefore in accordance with the provisions of the Constitution I do by these Presents Grant this Charter to the underlisted Charter Members to be known as the

OTTAWA CHAPTER

of the Ontario Archaeological Society

Dated at Toronto, Ontario, this 30th day of June 1971.

Mrs. J. D. Bradford
David J. A. Croft
Clyde C. Kennedy
Barry M. Mitchell
Mrs. Glenna Reid
Dr. Donald S. Robertson

Michael J. Shchepanek
Mr. and Mrs. Iain C. Walker
Mr. and Mrs. Gordon D. Watson
Dr. James V. Wright
Col. and Mrs. Lou H. Wylie