*CONSTITUTION OF THE MUNICIPAL ARCHIVISTS’ INTEREST GROUP OF THE ARCHIVES ASSOCIATION OF ONTARIO*

This constitution shall be read in conjunction with and be interpreted consistently with the bylaws and constitution of the Archives Association of Ontario.

**1. NAME AND MANDATE**

1.1 The name of this group shall be called the Municipal Archivists’ Interest Group of the Archives Association of Ontario (AAO), hereinafter referred to as MAIG.

1.2 MAIG’s mandate shall be to dedicate itself to the preservation, promotion and use of Ontario’s rich municipal documentary heritage.

**2. AIMS OF THE SPECIAL INTEREST GROUP**

2.1 To serve as a forum in which people who are interested in the field of municipal archives can meet and discuss mutual concerns.

2.2 To encourage public knowledge and appreciation of archives and their functions.

2.3 To encourage acquisition and retention of archival material.

2.4 To promote municipal archival holdings in Ontario.

2.5 To participate actively in the promotion of professional archival development.

**3. MEMBERSHIP**

3.1 Any AAO member in good standing may belong to MAIG.

**4. EXECUTIVE POSITIONS**

4.1 The special interest group executive shall consist of at least four members: ChairVice-Chair,Secretary-Treasurer, and Past Chair

4.2 Duties of Chair –The Chair shall preside at all meetings of MAIG and will advance the interests of MAIG. Other duties include a submission on MAIG’s activities to the AAO Annual General Meeting Annual Report and a report to MAIG on the group’s activities at MAIG’s Annual General Meeting. The Chair shall also be responsible for ensuring that regular updates on MAIG’s activities are submitted to the AAO publication, Off the Record, and is expected to attend the AAO’s Annual Leadership Meeting.

4.3 Duties of Vice-Chair – TheVice-Chair shall attend all general and executive meetings of MAIG and chair meetings if the Chair is unable to do so. They shall develop and publish the annual MAIG newsletter the “*MAIG*azine” in co-operation with the Chair and Secretary-Treasurer. The Vice-Chair will work to advance the interests of MAIG.

4.4 Duties of Secretary-Treasurer –The Secretary-Treasurer shall attend all general and executive meetings. They, in co-operation with the Chair, shall prepare an agenda for each meeting and is responsible for the distribution of all correspondence including the minutes and agenda. The Secretary-Treasurer is the official record-keeper for MAIG. They shall submit an annual financial statement to the AGM and in co-operation with the rest of the MAIG Executive, prepare an annual budget. This financial report,proposed budget, and request for core funding shall be submitted to the AAO Treasurer, no later than 30 days after the AAO AGM.

4.5 Duties of the Past Chair – For a term of one year, the Past Chair provides guidance to the current Chair and shall attend all general and executive meetings of MAIG. They shall coordinate succession planning following the election of the current Chair, including notifying the AAO Board of Directors when the Chair is elected. The Past Chair may also serve as Chair in the absence of the Chair and Vice-Chair.

**5. EXECUTIVE ELECTION PROCEDURES AND VACANCIES**

5.1 Any member in good standing as defined by the Bylaws of the AAO shall be eligible to serve on the MAIG Executive.

5.2 Nominations shall be published and distributed with the notice of the Annual General Meeting at which elections will take place.

5.3 Any vacancies on the Executive shall be filled on the discretion of the remaining Executive members.

5.4 Executive terms shall be for two years, with a maximum of two consecutive terms in the positions of Chair and Vice-Chair.

To achieve continuity on the Executive, where possible, terms should be staggered to overlap, through a rotation of officers. Diverse geographic representation within the Executive positions is preferred though not mandatory.

5.5 In keeping with the AAO constitution, an Executive Officer may be removed by a resolution passed by three-quarters of the members present at a Special General Meeting of Members (see Article 3.6 b of the AAO Constitution).

**6. COMMITTEES**

6.1 The Executive is free to form any standing or ad hoc committees drawn from the MAIG membership.

**7. MEETINGS**

7.1 Meetings of the Executive will be called as required, with a quorum of three members.

7.2 Meetings of the full MAIG membership may be called as required, except for the Annual General Meeting, which shall be scheduled.

7.3 There shall be one Annual General Meeting per year, at which elections will be held. Notice of this meeting shall be given at least 30 days in advance. An Annual General Meeting package containing the agenda and all annual reports will be provided at the Annual General Meeting.

**8. FINANCES**

8.1 The fiscal year of MAIG shall be aligned with that of the AAO, running from April 1 to March 31 of each year.

8.2 A financial statement shall be prepared annually for submission to the AAO Executive for its approval at the end of the fiscal year, and approved at the MAIG Annual General Meeting.

8.3 Upon prior approval of the AAO Board, MAIG may engage in fundraising activities or cost-recovery to support MAIG programs, activities or initiatives.

**9. FUNDING**

9.1 MAIG shall receive funds from the AAO annually upon provision by MAIG of a financial statement from the previous year. The financial statements and request for core funding shall be submitted to the AAO Treasurer no later than 30 days after the AAO AGM (see Article 9.5 of the AAO Constitution).

**10. AMENDMENTS TO THE CONSTITUTION**

10.1 The Amendments to the MAIG Constitution shall be voted on at the Annual General Meeting and require a vote of at least two-thirds to be ratified. Notice of suggested amendments should be given thirty days prior to the MAIG Annual General Meeting. Once ratified, the amendments shall be forwarded to the AAO Executive for approval.

**11. DISSOLUTION**

11.1 MAIG may be dissolved by a majority vote of its members at an annual meeting, and with the approval of this decision by the AAO Board.