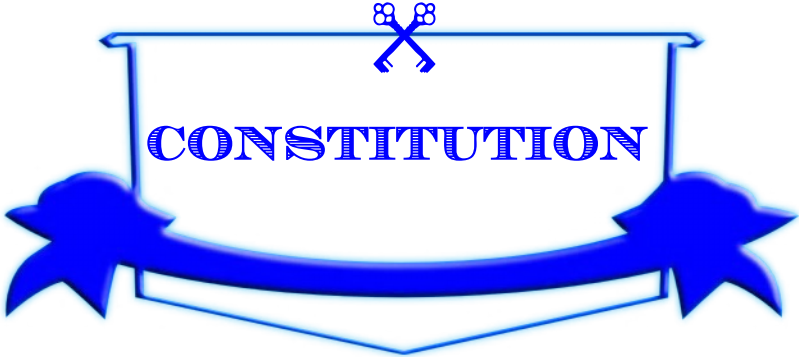




**SELKIRK MENTAL HEALTH CENTRE
ARCHIVAL COLLECTION
INCORPORATED**



Approved June 22nd , 2011
Amended November 27th 2018

ARTICLE I: NAME AND PURPOSE OF THE ORGANIZATION

Section 1 The name of this organization shall be The Selkirk Mental Health Centre Archival Collection Incorporated; referred to as the **Committee**. The SMHC Archival Collection Incorporated is a registered charity within the Province of Manitoba and Canada.

Section 2 The purpose of this Committee is to maintain a unique record of the development of the Mental Health Services and Psychiatric Nursing in the Province of Manitoba.. The organization shall preserve historic records of the Selkirk Mental Health Centre that deal with all aspects of this Centre's history. They range from press clippings to oral histories. The archives maintain a wide variety of collections comprised of letters, publications, photographs, artefacts, oral histories and other records, which document the evolution of the Centre as well as the guiding principles that have inspired generations of physicians, nurses and other professionals to provide the best mental health care services in the Province of Manitoba.

Section 3 This Committee is recognized by the Charities Commission of Canada as a registered Charity.

Section 4 The SMHC Archive Collections Incorporated: -

- maintains the storage and management of the material and artefacts held in the Archives;
- carries out research in response to straightforward enquiries and advises researchers on more complex subjects;
- enquiries relating to any patient , past or present, will be referred to the Centre's Information Services;
- actively encourages additional donations and deposits of archival material relating to Selkirk Mental Health Centre. Also material about individuals with a connection to the hospital from within the hospital and from members of the public;
- has developed an Outreach programme with the aim of encouraging the use of the Archives.

ARTICLE II: REQUIREMENTS FOR MEMBERSHIP AND MEANS OF SELECTION OF MEMBERS

Section 1 (i) Membership in this Committee shall not be denied to any Member on the basis of race, religion, national origin, ethnicity, colour, age, gender, marital status, citizenship, sexual orientation, or disability. Election as a Member to the Committee shall be made by agreement of at least five voting members.

Section 1 (ii) All members must attend a minimum of 3 meetings a year or face suspension from the Committee.

(iii) Members in good standing shall be permitted to vote by proxy.

Section 2 The Committee shall comprise of not more than 12 elected members or less than 5. **A quorum shall comprise 30% plus 1 for meeting agreements.; (ie: 3+1)**

Section 3 There shall be two types of membership in the organization: voting and honorary.

Section 4 Voting membership is limited to elected Members of the Committee. Each elected member must attend a minimum of three meetings per year to maintain eligibility for membership.

Section 5 Honorary Members shall be those individuals invited by the Committee to attend meetings without the right to vote. Any person who has tendered outstanding service to the Selkirk Mental Health Centre may be conferred with honorary membership upon a majority vote of the committee.

Section 6 Any member may be suspended or expelled from the committee for conduct obviously contrary to the Constitution of the Committee or for conduct which grossly impairs the rights of the members to enjoy the benefits of the committee. The alleged offence must be in writing and submitted by a member. After the alleged offence has been submitted to the Committee Chairperson, the accused member shall have a right to a hearing before the committee at a regular meeting and may be suspended or expelled only upon the affirmative vote of three-fourths of the voting members present. The accused member has the right to appeal an adverse decision at a regular meeting, and the accused member shall be reinstated unless the suspension or expulsion is again approved by three-fourths vote.

ARTICLE III: OFFICERS

Section 1 The elected officers of the organization shall be the Chair, Vice-Chair, Treasurer, Secretary, Web Administrator and others as deemed necessary - see provisions for amending.

Section 2 Powers and Duties of Officers: . The Chair shall preside at all meetings of the organization. He/She shall be the official spokesperson of the Committee, representing the policies, views, and opinions of the Committee in its relations with the Selkirk Mental Health Centre and community at large.

Powers and Duties of Officers:

a. The Chair shall preside at all meetings of the committee He/She shall be the official spokesperson of the committee, representing the policies, views, and opinions of the organization in its relations with the Selkirk Mental Health Centre and community at large. He/She shall have such further powers and duties as may be prescribed by the committee.

b. The Vice-Chair shall preside at committee meetings in the absence of the Chair. He/She shall perform all legal duties assigned by the Chair. He/She shall notify all members of the organization meetings.

c. (i) Treasurer shall handle all financial affairs and budgeting of the organization, maintaining all necessary accounting records. Said records shall be maintained in accordance with generally accepted accounting principles. He/She shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and Chair for authorized disbursements. All disbursements in excess of \$100.00 require the majority approval of the committee.

(ii) In absence of either the Chair or Treasurer, the Vice-Chair shall authorize expenditure.

ARTICLE III: OFFICERS Continued

d. The **Secretary** shall take minutes at all meetings of the committee, keep these on file, and submit required copies to all committee members. He/She shall be responsible for all organization correspondence and shall keep copies thereof on file. He/She shall also act with the Chair to maintain all records of the committee.

e. The **Web Administrator** shall maintain the functioning, design, coding, and up-loading of the Committee's web site.

Section 4 Petition by one-third of the total number of members shall be cause for recall election. A recall election shall be held at the next regular business meeting after the presentation of the recall petition and shall be conducted as a special election. Recall will require a favourable outcome.

Section 5 In the event that an elected officer is unable to fulfill his/her term of office, there shall be a special election to fill the vacancy. Any eligible member, including those already holding office, may be nominated for a vacant office. ARTICLE II, Section 2; vote of three fourths of the voting membership in attendance.

ARTICLE IV: MEETINGS

Section 1 Regular meetings shall comprise a minimum of 7 meetings per calendar year.

Section 2 Special meetings may be called by any elected officer (i.e., Chairperson, Treasurer, etc.) or by 5% of the voting members of the organization. All members must be given a minimum of 24 hours notice, weekends and holidays excluded, prior to the meeting time.

Section 3 Business cannot be conducted unless a quorum of the membership is present. The quorum for this committee shall consist of **3 members plus 1 to vote agreements.**

ARTICLE V: ELECTIONS

Section 1 Officers are elected every three calendar years. Elections and an Annual General Meeting are held at the end of each year in June at which a quorum is present.

Section 2 At least one week's notice shall be provided for any meeting at which an election is to be held.

Section 3 Members shall serve a term of three consecutive years and may be re-elected at the Committee's pleasure.

ARTICLE VIII: METHOD TO AMEND THE CONSTITUTION

Section 1 Proposed constitutional amendments or changes shall be presented to the committee, in writing, one meeting before it may be voted on.

Section 2 Approval by 5 of the voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect immediately unless otherwise stipulated in the amendment.

Section 3 A copy of any alteration to this document must be filed within 15 days after any substantive change or amendment to the Committee.

ARTICLE IX: DISBURSAL OF ORGANIZATION ASSETS

Section 1 In the event the Committee should become defunct, the disposal of financial assets will be given to a charity of the members' agreement. The artefacts of the Archival Collection will remain as the property of the Selkirk Mental Health Centre.

ARTICLE X: RULES OF ORDERS

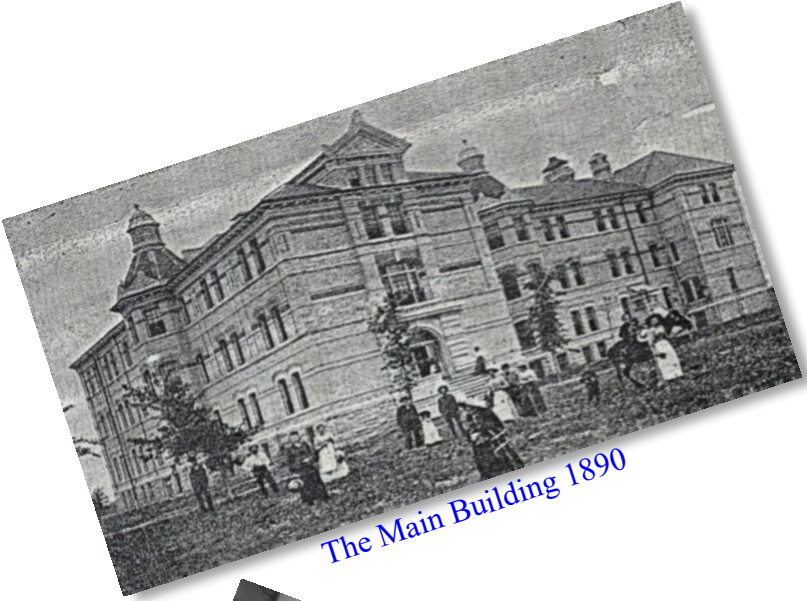
Section 1 The Constitution articulates the purpose of the organization and spells out the procedures to be followed for its orderly functioning.

Section 2 The Constitution must be reviewed it at least once every three years.

Section 3 Every member of the organization must have a copy of the Constitution.

**The Constitution was unanimously approved
on the 22nd June, 2011.**

Amended by Committee November 27th 2018.



The Main Building 1890



The First Graduates 1924