CONSTITUTION OF THE FRIENDS OF THE EDUCATIONAL ARCHIVES AND HERITAGE CENTRE OF HAMILTON -WENTWORTH

TERMINOLOGY

The Archives Organization, Facility and Collection shall be known officially as **The Educational Archives and Heritage Centre of Hamilton-Wentworth**. More informally it may be referred to as ***The Archives*** or ***the EAHC***.

The term **The Friends of the Educational Archives and Heritage Centre of Hamilton-Wentworth** shall refer to the committee of supporters and volunteers which oversees the operation of the EAHC.

VISION of the Friends of the EAHC

The Vision of *The Friends of the Educational Archives and Heritage Centre of the Hamilton-Wentworth District School Board* is to foster an appreciation of the rich educational heritage of the Hamilton-Wentworth Region among local residents and visitors to the area by preserving and promoting the history of the Hamilton-Wentworth District School Board.

OBJECTIVES of the Friends of the EAHC

1. To maintain the Educational Archives and Heritage Centre for the Hamilton-Wentworth District School Board.

To that end, the EAHC will:

- serve as the ultimate repository for the Board's minutes, policies, school registers, account books, correspondence, reports and other pertinent print materials.
- preserve the artifacts and memorabilia of those schools, staff and students which comprise the present Hamilton-Wentworth District School Board and its predecessors in this area.
- serve as a resource centre for all historic educational materials to make them accessible to present, former and future students and staff, as well as to the general public.
- maintain an audio and visual record of the contributions made by the leaders in education of the present Hamilton-Wentworth District School Board and its predecessors.
- develop an inventory process and record retention system which will ensure easy electronic access to the collection of archival and artifact items.
- support the maintenance of documents and artifacts located at individual schools
- display historical records and artifacts at the Education Centre, school reunions and other public locations deemed appropriate.
- interpret the uniqueness of the Collection and the history of the boards of education which led to the formation of the Hamilton-Wentworth District School Board to present day students as well as to the general public.

2. To oversee the operation of the historic 1882 Mohawk Trail School Museum and inventory its collection and to open the facilities to the general public and more specifically to the school children of the region so that they can learn and appreciate earlier forms of education in Ontario.

OPERATIONAL STRUCTURE

The operation of the EAHC shall be carried out by the manager assisted by a core of volunteers and overseen by a committee known as **The Friends of the Educational Archives and Heritage Centre of Hamilton-Wentworth.**

The membership, responsibilities and organizing structure of the Friends of the EAHC, and the responsibilities of the Manager are outlined in the ***By-laws of the Friends of the EAHC***.

OWNERSHIP OF THE ARCHIVES COLLECTION

All Archival documents of the Hamilton-Wentworth District School Board and its predecessor boards which are included under the *Freedom of Information and Protection of Privacy Act (Ontario 1988)* will remain the property of the Hamilton-Wentworth District School Board to be managed by the Educational Archives and Heritage Centre of Hamilton-Wentworth.

All other archival documents as well as all artifacts in the collection are the property of the Educational Archives and Heritage Centre of Hamilton-Wentworth.

Should the Educational Archives and Heritage Centre of Hamilton-Wentworth be discontinued for any reason all archival documents, as well as artifacts and any other assets will be placed with the Hamilton-Wentworth District School Board.

NON-PROFIT

The Friends of the Educational Archives and Heritage Centre of Hamilton-Wentworth shall be a non-profit, fully incorporated organization with charitable status, affiliated with the Ontario Historical Society.

FACILITIES OF THE EAHC

The Friends of the Educational Archives and Heritage Centre of Hamilton-Wentworth working through the Manager, will maintain the contents of the archives and artifact collection in good order adhering to appropriate conservation and preservation techniques.

The Hamilton-Wentworth District School Board will maintain the structures associated with the Educational Archives and Heritage Centre, namely the historic 1882 Mohawk Trail School Museum and the site at which the Archives collection is located.

REVISIONS

The **Constitution of the Friends of the Educational Archives and Heritage Centre of Hamilton-Wentworth** may be revised only at the Annual General Meeting with such revisions based upon a report circulated to all members no later than 14 days prior to the Annual General Meeting.