

Constitution and By-laws of the Classical Association of Canada

Constitution

- 1** The Association shall be called the Classical Association of Canada / La Société canadienne des Études classiques. It is hereinafter referred to as the Association.
- 2** The objectives of the Association shall be:
 - A** to promote the study of the languages, literatures, history, archaeology, philosophy and, in general, civilizations of the ancient Greek and Roman world, their later influence, and their creative presence in contemporary culture;
 - B** to publish journals and monographs to communicate the findings of scholars in Classics;
 - C** to advance the academic welfare of Classics in Canada.
- 3**
 - A** Membership in the Association shall be open to anyone interested in the objects of the Association.
 - B** English and French are the official languages of the Association.
 - C** The organization shall be carried on without purpose of gain for its members and any profits or other gains to the organization shall be used in promoting its objectives.
- 4** The Association shall:
 - A** promote the diffusion of knowledge through the organization of an Annual Conference coinciding with the Annual General Meeting, where members may have the opportunity to present their current research;
 - B** encourage the formation of local associations;
 - C** make arrangements for lectures and meetings in various centres;
 - D** publish two national journals of Classical Studies;
 - E** maintain a website;
 - F** publish a monthly newsletter;
 - G** administer and fund an awards programme;
 - H** administer and fund competitions for undergraduates and high school students.
- 5** There shall be an annual meeting of the Association. The annual meeting shall elect the officers of the Association, receive the Treasurer's report, the Auditors' report, the Secretary's report and the Editors' reports, and transact the general business of the Association. At least thirty days notice of the annual meeting shall be given to members of the Association.
- 6**
 - A** The officers of the Association shall be:
 - The Immediate Past President
 - The President
 - The Vice-President
 - The Secretary

- The Treasurer
 - The Editor or Editors of each of the Association's national journals, *ex officio*
- B** The Vice-President shall hold office for a term of two years, and, on completion of his or her term, automatically succeed to the office of President without further election for a term of two years. On completion of this term the retiring President shall continue to serve on the Council for a further two-year term as Immediate Past President.
- C** The Secretary and Treasurer at the time of their election shall each have served for at least one term as a member of the Council. They shall each hold office for a term of three years from the date of their election, and, on completion of their first term, shall normally be eligible for re-election for a second three-year term.
- 7 A** The Council of the Association shall consist of the officers specified in Section 6A, nine other members elected at the annual meeting of the Association, and one member representing the Graduate Student Caucus.
- B** The Council shall include representation at all times from the Atlantic Provinces, Quebec, Ontario, and the Western Provinces, with an overall representation that reflects the national character of the Association. One member of the Council shall represent the locality chosen for the annual meeting of the Association. One member of the Council shall represent secondary school teachers and pre-university professors of Classics in Canada. The member representing the Graduate Student Caucus is chosen by the latter at its Annual General Meeting.
- C** All members of the Council not serving as officers of the Association shall normally be elected for a single term of three years, but they may be eligible for re-election for additional terms, provided that their candidature is approved by the Nominating Committee.
- D** A representative to the International Committee of the *Thesaurus Linguae Latinae* (TLL) and to the Fédération internationale des associations d'Études classiques (FIEC) shall each be designated by the President in consultation with the Council from current or past members of the Council, to serve for a term of five years. Representatives will report to Council once per year, normally at the Fall council meeting, through a written report submitted to the Secretary of the Association. There is no limit on the number of terms a representative may serve.
- E** From time to time the Council may:
- 1** invite an esteemed retired colleague of longstanding membership in the Association to serve as Honorary President for a term of three years, not normally renewable. The Honorary President may attend Council Meetings as a non-voting member;
 - 2** invite an esteemed Canadian from outside the Association to serve as Patron for a term of three years.
- F** The Editor of the *Canadian Classical Bulletin* is a non-voting member of Council for an indefinite term (as long as he/she wishes to take in charge this official publication of the Association and enjoys the confidence of the Executive). In the course of his/her indefinite term, the Editor of the CCB may hold concurrently another office (e.g. member of Council, Secretary, etc.), which confers on him/her a voting right during the aforementioned period.
- 8** Two auditors who are members of the Association residing in the same location as the Treasurer shall be appointed by the Council on the recommendation of the Treasurer and shall audit the Treasurer's accounts for the year following the annual meeting.

- 9 The Constitution of the Association may be amended by the vote of at least two-thirds of the members attending an annual meeting, provided always that notice of the proposed amendment be given to members of the Association at least thirty days before the annual meeting.
- 10 The By-Laws of the Association may be amended by the vote of a majority of the members attending an annual meeting, provided always that notice of the proposed amendment be given to members of the Association at least thirty days before the annual meeting.

Last amended 9 May 2019

By-laws

- 1 The Annual Conference and Annual General Meeting of the Association shall normally be held at a date in the first half of May, or at such other date as the Council may determine.
- 2 The Annual Conference and Annual General Meeting of the Association shall normally be held at the invitation of one or more Canadian universities with a Classics programme in a place of its/their choice, or, in special circumstances, in such other place as the Council may determine.
- 3 The quorum of the Council of the Association shall consist of eight of its members.
- 4 **A** An executive committee of the Council shall be established, composed of the Immediate Past President, President, Vice-President, Secretary and Treasurer. This committee will report its actions directly to the Council and act on urgent matters that must be resolved before the next meeting of the Council. The committee shall have the authority to coopt new members to fill vacancies.
- B** A standing Awards Committee of the Association shall be established from the membership of the Council, composed of the Vice-President as Chair, the Treasurer, and three other members of the Council. Vacancies arising from the retirement of Council members shall be filled by the President in consultation with the Council. This Committee shall act as fiduciary trustee of the Conacher Scholarship Fund and whatever scholarship funds may be established in the future; shall administer competitions for existing scholarships; and shall propose fund-raising strategies to create new awards.
- C** A standing Equity Committee of the Association shall be established with a mandate (1) to promote equal opportunity, diversity, and equity in all aspects of the profession in Canada and, in furtherance of these goals, (2) to track and report on the social, ethical and professional contexts of the discipline of classical studies in Canada, by supervising the collection of data concerning equity in the social, ethical and professional contexts of the discipline of classical studies in Canada (especially in connection with faculty, graduate studies, and research). The Equity Committee shall be composed of the Vice-President as Chair, a member of the Council, the President (or President's delegate) of the Association's Women's Network, a graduate student member of the Association, and a member at large of the Association. At least one member of the committee will normally be francophone. The Equity Committee shall report the results of its data collection annually to Council, to the annual meeting of the Association, and via the Association's electronic bulletin (CCB) following each annual meeting.

D A standing Investment Advisory Committee shall be established and be composed of the Treasurer as Chair, one member of Council, and two members at large from the membership of the Association. Tenure for the members at large shall be renewable every three years. Vacancies shall be filled by the Treasurer in consultation with Council Executive. This committee will advise the Treasurer on investment strategies to perpetuate the Association's financial stability and growth.

5 A Before each annual meeting, the Council shall appoint a Nominating Committee to draw up the following year's slate of officers and other members of Council as described in the constitution.

B The Nominating Committee shall consist of a Chair chosen from the Past Presidents of the Association (normally the Immediate Past President) and two other members of the Association appointed by the Council. The composition of this committee shall be reported promptly to the annual meeting, at which time a maximum of two other members may be duly added upon passage of motions (if any) from the floor.

C After the annual meeting, the regular nomination of a member in good standing may be submitted to the Secretary at any time until the announced deadline, which will normally be January 31st of the following year. A summary of nomination procedures, a list of Council vacancies, and a formal call for nominations shall be mailed to members well in advance of the deadline.

D Each regular nomination shall be submitted in writing and signed by two members of the Association. It must be accompanied by the signed consent of the nominee.

E The Secretary shall forward all valid regular nominations to the chair of the Nominating Committee; that Committee shall draw up its slate as soon as possible after the announced deadline. Members duly nominated by the foregoing procedures shall be given prior consideration for vacant positions on Council, but the Nominating Committee shall be empowered to consider further names of its own choice. Due regard must be given to Section 7B of the Constitution, a requirement that may render some nominees ineligible in any given year.

F The slate chosen by the Nominating Committee shall be mailed to members along with other advance agenda materials for the annual meeting, and will be presented for election at the annual meeting. Additional special nominations may be made after the regular deadline, provided that the Secretary has received written notice at least two weeks before the annual meeting. Such nominations must in each case be supported by at least five members of the Association, and must be accompanied by the signed consent of the nominee. The names of special nominees will be placed on appropriate ballots for election at the annual meeting, in addition to the slate of the Nominating Committee.

6 The Association shall include six categories of members: Life Members, Regular Members, Retired Members, Student Members, Classics Enthusiast Members, and PreCollegiate Teacher Members. Anyone interested in the objectives of the Association shall be eligible for Life Membership, Regular Membership, or Classics Enthusiast Membership. Anyone retired from full-time employment shall be eligible for Retired Membership. Any student formally enrolled in a school, high school, college or university shall be eligible for Student Membership. Any educator who teaches curriculum related to the discipline of Classics at the pre-University level is eligible for Pre-Collegiate Teacher Membership. Each membership shall receive the journals.

7 A Fees shall be set as follows, as of January 1st, 2020:

Life Member	\$ 2,400
Joint Life Members	3,600
Regular Member	150
Joint Regular Members	240
Regular Member, earning less than \$40,000	75
Retired Member	90
Joint Retired Members	170
Student Member	30
Classics Enthusiast	30
Pre-university Teacher	30

B Fees shall become payable on January 1st of each year.

C Membership in the Association is annual from January 1 to December 31. Any member who does not pay the membership dues by December 31 of the current year will be removed from the membership list. New members will receive the journals upon publication after the payment of membership dues.

D Departments and programs in colleges and universities may become members of the Association, but not life members. The member departments are listed on the website of the Association. The schedule of dues is as follows:

PhD-granting Department	\$ 200
MA-granting Department	150
BA-granting Department	75

8 The fees to be paid by non-member subscribers to the journals, including libraries and other institutions, shall be set by the editorial board of *Phoenix* and the editor(s) of *Mouseion (Échos du monde classique / Classical Views)* and confirmed by the Council.

9 A A provincial or regional association or a local society which desires affiliation with the Association shall make petition through the Secretary. This petition shall be dealt with at the Annual Meeting on the recommendation of the Council.

B A national or international society which desires affiliation with the Association shall make petition through the President. This petition shall be dealt with at an Annual Meeting on the recommendation of the Council. When an affiliation includes a voting membership, the voting member will be the President or a designate decided upon by Council.

10 A The names of the Journals shall be *Phoenix* and *Mouseion (Échos du monde classique / Classical Views)*.

B A percentage of the income received from annual membership fees shall be paid to the journals in each year. The percentage shall be determined by the Council every three years, to be valid for the next three-year period.

C The official publications shall also include a website with an electronic bulletin.

D The website of the Association is supervised by the President who is in charge of the relations with the public. A competent person from the professional environment is annually hired by

the Association as webmaster. He/she works in association with the President and the members of the Executive (according to the responsibilities of each) to maintain the site up to date and bilingual.

11 A The policy of *Phoenix* shall be established by an Editorial Board.

B The Editorial Board shall consist of:

- 1** the Editor;
- 2** one or more Associate Editors, the Reviews Editor, the Editor of the Supplementary Series, and the Secretary-Treasurer. These officers shall be nominated by the Editor and appointed by the Council for a three-year term and shall be eligible for reappointment;
- 3** not more than fifteen members nominated by the Editor and appointed by the Council of the Association for a three-year term. No member may serve consecutively for more than two terms.

C *Phoenix* shall be administered by an Editorial Committee, consisting of the Editor, the Associate Editor(s), the Reviews Editor, and the Secretary-Treasurer.

D A number of correspondents shall be appointed by the Council of the Association on the nomination of the Editor. These shall be chosen from distinguished scholars residing abroad, and it will be their responsibility to promote the interests of the journal in the countries where they reside. They shall serve for a three-year term and shall be eligible for reappointment.

12 A The policy of *Mouseion (Échos du monde classique / Classical Views)* shall be established by the Editor(s).

B *Mouseion (Échos du monde classique / Classical Views)* shall be administered by the Editor(s).

C A number of correspondents may be appointed by the Council on the nomination of the Editor(s). These shall be chosen from distinguished scholars residing in Canada and abroad, and it will be their responsibility to promote the interests of the journal.

13 A The Association shall administer an Award of Merit in order to recognize a member's longstanding and meritorious efforts in fulfilling the goals of the Association (as defined in Article 2 of the Constitution). The Award shall consist of a citation and certificate presented at the Annual General Meeting. The Award is an opportunity for the Association to acknowledge outstanding service to the discipline, such as, but not limited to, excellent or innovative teaching, mentoring of students and faculty colleagues, promoting knowledge of the ancient Greek and Roman world among the general public, and service to the Association.

B The Award of Merit shall be made according to the following procedure. Each year before October 15th, the Association shall issue a call for nominations to all members, with a deadline for submissions of February 15th. Each nomination shall be signed by a nominator and a seconder, and shall include a statement of the specific reasons for the nomination. At or before its Fall meeting the Council shall strike a committee consisting of one ordinary Council member, two regular members of the Association, and the Past President as chair. This committee shall report its recommendation(s) to the Council at its spring meeting. One or more awards may be made in any year. The Committee shall compose citation(s) to be presented at the Annual General Meeting of the Association.

Last amended 15 May 2020