

# ALGONQUIAN STUDIES ASSOCIATION

## Preamble

The Algonquian Studies Association (referred forthwith as the “Association”; abbreviated as “ASA”) was established in 2024 as a forum for Indigenous and Non-Indigenous scholars and community members to share research relating to Algonquian peoples, and support the sustainability and revitalization of Algonquian languages together with Algonquian communities and individuals. The Association’s fields of interest include, but are not limited to, anthropology, archaeology, art, biography, education, ethnography, ethnobotany, folklore, geography, history, language education, linguistics, literature, music, Indigenous studies, political science, psychology, religion, and sociology. Throughout its activities, the Association will adhere to and apply the guidelines laid out in its *Statement of Principles & Practices*.

## Goals

1. The Association will establish and coordinate conferences, workshops, and other events relating to the Association’s focus (currently the annual *Algonquian Conference*).
2. The Association will publish research and other works concerning the Association’s focus (currently *Papers of the Algonquian Conference [PAC]*).
3. The Association will facilitate connections and communication within the Association and the broader community with an interest in the Association’s activities.
4. The Association may seek funds to support the Association’s activities from appropriate organizations, granting agencies, and individuals.

## Bylaws

### 1. Governance

- a. The Association serves its Membership, whose will is represented through the Annual General Meeting, Extraordinary General Meetings, and through Elections or Polls which may take place in conjunction with the Meetings or at other times, and which are arranged according to principles laid out in paragraph N.x and possible separate Policies.
- b. The day-to-day activities of the Association are directed by an Executive Board.
- c. The Association will also have an Indigenous Advisory Council to provide guidance to the Board and the Association on how the Association may best serve Algonquian language communities. The members of the Indigenous Advisory Council will be selected by the Indigenous Caucus of the Membership of the Association.
- d. The Annual or Extraordinary General Meeting or the Board of the Association may recognize or establish other Caucuses for representing the interests and co-ordinating the activities of one or more groups within its Membership.
- e. The Annual or Extraordinary General Meeting or the Executive Board or the Indigenous Advisory Council of the Association may establish Committees to co-ordinate or organize specific activities of the Association, such as an Organizing Committee for arranging the annual conference or an Editorial Committee for publishing the proceedings of the conference.
- f. Beyond what is specified in these Bylaws, the Annual or Extraordinary General Meeting or the Board of the Association may create Terms of Reference or Policies to govern the specific details

of any of its activities, such as the functioning of its Committees; these may also be created through Polls of the general Membership. If a Term of Reference or Policy has been created by the Annual or Extraordinary General Meeting or by a Poll of the general Membership, changes to such Terms of Reference or Policy are to be approved in an Annual or Extraordinary General Meeting or by the general Membership, unless they delegate such modifications to the Board.

## 2. *Association Membership*

### a. Becoming a member

- i. Membership in the Association is open to any individual who professes an interest in Algonquian languages and communities. The Association may decide to have different membership types.
- ii. An individual becomes a Member upon applying for membership and having their application approved and registered by the Association, according to a Policy specified by the Association.

### b. Remaining and ceasing to be a member

- i. An individual will remain a Member as long as they renew their Membership regularly, normally annually unless otherwise specified, or until they terminate their Membership.
- ii. Membership will be terminated on request, or automatically if no reply is received within a reasonable time, normally sixty (60) days, of a Member's regular membership renewal date, following a renewal confirmation request sent on behalf of the Association. Such requests are to be communicated by the medium, and to the electronic address, last notified to the Treasurer.
- iii. Membership of an individual may also be terminated for a serious or repeated breach of the Association's Statement of Principles, according to a Policy to be specified by the Association.

### c. Membership fees

- i. The Association may collect annual membership fees, and may have different fees for different membership types. The Association may choose not to collect a membership fee.
- ii. Any membership fees will be proposed by the Executive Board of the Association and approved by the Annual General Meeting of the Association.

### d. Voting privileges

All individual members of the Association in good standing will have equal voting privileges in the various Meetings, Elections, and Polls of the Association.

## 3. *Annual General Meeting and Extraordinary General Meetings*

- a. Every year, typically but not necessarily in conjunction with the annual Conference, there will be an Annual General Meeting declared in advance. Failure to hold an Annual General Meeting for two (2) consecutive years will result in the dissolution of the Association.

- b. An Extraordinary General Meeting may be called by the Executive Board, or by five (5) Members of the Association requesting this for an explicitly stated purpose from the Executive Board or the Chair.
- c. The location and date of the Annual General Meeting and an Extraordinary General Meeting must be declared and called by the Executive Board at least fourteen (14) days in advance for a meeting taking place between September and April, and thirty (30) days in advance for a meeting taking place between May and August.
- d. An Annual or Extraordinary General Meeting of the Association may be held in person, virtually, or in a hybrid format.
- e. At the Annual General Meeting, the annual activity reports of the Association and its Officers and Committees will be presented, the financial statement and forecast, if appropriate, will be considered, plans and programs for the coming year will be reviewed, and recently elected or appointed members of the Executive Board and Committees will be presented.
- f. The Chair of the Executive Board of the Association, or another Member they have designated, will call an Annual or Extraordinary Meeting to order and conduct the election of the chair for the meeting.

#### 4. *Executive Board*

##### a. *Membership*

- i. The Executive Board will consist of the Officers, one to three Members-at-Large selected in an Election governed by these Bylaws or in a Policy approved by the Membership of the Association, and any *ex officio* members as defined in these Bylaws.
- ii. The Chairs of Committees and the Chair of the Indigenous Advisory Council are *ex officio* members of the Executive Board. The Chairs of Committees and the Chair of the Indigenous Advisory Council may designate another member of their Committee or Council as an alternative representative to the Executive Board in their stead.
- iii. Members of the Executive Board must be Members of the Association in good standing.

##### b. *Terms of Office*

- i. The appointment of Executive Board members will be normally for two (2) years, unless otherwise specified, and will begin on January 1 following the year of Election, and may be renewed. In any event, Executive Board members and Officers will remain in their positions until their successors have been duly elected.
- ii. Terms of Office may be staggered to maintain continuity of membership from year to year.
- iii. Immediately preceding Past Officers of the Association may be invited to participate as non-voting members in the meetings of the Executive Board, at the pleasure of the Executive Board.

##### c. *Meetings of the Executive Board*

- i. Meetings of the Executive Board will be held at least once a year. These meetings can be held in person, virtually, or in a hybrid format.

- ii. Any Meeting of the Executive Board may be called by the Chair or by two or more members of the Executive Board, provided notice is given electronically to each member of the Executive Board at least seven (7) days in advance of the meeting. If all members of the Executive Board agree to it, a meeting can be held at shorter notice.
- iii. All members of the Executive Board have equal voting privileges in the Executive Board meetings.

#### 5. *Officers*

- a. The Officers of the Association shall be the Chair, the Secretary, and the Treasurer. The offices of Secretary and Treasurer may be combined.
- b. Unless specified otherwise in separate Terms of Reference or a Policy, the Chair will represent the Association and convene and chair the meetings of the Executive Board, the Secretary will keep minutes of the meetings of the Association, issue calls to the Annual and Extraordinary General Meetings of the Association, as well as administer the Elections and Polls of the Association, and the Treasurer will manage the finances of the Association and maintain its Membership records.
- c. When the Chair is temporarily not available, the Secretary, or when they also are unavailable, the Treasurer, will act as the Chair.

#### 6. *Committees*

Each Committee will be chaired by one or more Officers or Members-at-Large of the Executive Board, or other Members of the Association, as designated by the Executive Board, unless otherwise specified. A Committee Chair will be an *ex officio* member of the Executive Board, unless already elected as an Officer or Member-at-Large to the Executive Board. Unless specified otherwise, the Committee Chair may invite Members of the Association or other individuals to serve on their Committee for a period of one year at a time, which may be renewed.

#### 7. *Elections, Appointments, and Polls*

- a. All members of the Executive Board who are not *ex officio* members are to be selected by the Membership in Elections according to a separate Policy approved by the Membership.
- b. The Executive Board may make interim appointments to fill vacancies in any elective Office until the next regularly scheduled Election.
- c. In order to learn the opinion of the Membership concerning any major questions concerning the Association, including but not limited to approving or modifying the Bylaws or Terms of Reference or Policies for specific activities of the Association, the Association may hold a Poll of its Membership. The details of running a Poll will be specified in a separate Policy approved by the Membership.

#### 8. *Quorum*

Unless specified otherwise, any Executive Board Meeting, Annual General Meeting, or Extraordinary General Meeting shall be deemed to have quorum, if it has been duly declared and convened.

#### 9. *Conduct of Meetings*

Unless otherwise specified in a Policy, in the event of a procedural dispute or impasse during a Meeting of the Executive Board, or the Annual General Meeting, or an Extraordinary General

Meeting, the chair of the meeting will aim to find an equitable solution, but in the end the decision of the chair of the meeting will be followed.

*10. Finances*

The details of managing the finances of the Association may be specified in a separate Policy. Unless otherwise specified, the following will apply:

- a. The Chair and Treasurer, independently, will have signing authority for the Association.
- b. The Executive Board or the Membership of the Association may set a minimum value above which any expenditure will require the approval of the Executive Board.
- c. The Treasurer will prepare an annual financial statement for presentation at the Annual General Meeting.

*11. Review of Finances and/or Activities of the Association*

- a. The Annual General Meeting may appoint one or more Reviewers or Ombudspersons, who must be free of conflicts-of-interest with the Members of the Executive Board, to examine the finances and/or activities of the Association and submit a report on their conclusions to the Membership, normally at the next Annual General Meeting, unless otherwise specified.

*12. Changes in Bylaws*

Changes in the Bylaws may be made from time to time as considered necessary or desirable and will require the approval of at least two-thirds of votes cast in a duly organized Poll.

These Bylaws were approved [unanimously] by the Annual General Meeting on October 18, 2025. [They were modified by the Annual General Meeting on Month Date, Year.]

**Algonquian Studies Association – Policy for Elections**

- a. The Association shall have a Nominating Committee consisting of the three (3) previous holders of each Officer position of the Association who are not running to be newly elected on the Executive Board for any Office. For each round of Elections, the eldest member of the Nominating Committee will act as its convenor, until the Committee chooses one of its Members to chair their meetings.
- b. Sixty (60) days in advance of the end of the term of an Officer or Member-at-Large of the Board, the Nominating Committee will solicit from the Membership nominations or self-nominations to serve as the Officer or Member-at-Large; the Nominating Committee may reach out to individual Members who agree to be nominated. Any Member of the Association who is qualified to vote is qualified to serve as an Officer or Member-at-Large.
- c. Thirty (30) days in advance of the end of term of an Office or Member-at-Large, the Nominating Committee will announce Elections to these positions based on the nominations or self-nominations. The Elections can be run as an electronic poll of the Membership of the Association. The duration of the voting period shall be set by the Nominating Committee, but should normally be no longer than fourteen (14) days from the announcement of the Elections.
- d. Once the voting period is over, the results of the Elections will be announced. If there are two or more candidates to a position, the candidate(s) receiving the most votes cast by the end of the voting period shall be considered as elected to the position. In the case of a tie, the winner shall be determined by a toss of a coin. If there is only one candidate to the open position, that candidate will be deemed to be elected by acclamation.
- e. The terms of newly elected Officers and Members-at-Large will start immediately upon the announcement of the results of the Election(s), unless otherwise specified.

**Algonquian Studies Association – Policy for Polls**

- a. A Poll may be initiated by the Executive Board of the Association or by five (5) members of the Association upon an explicit request to the Chair or the Executive Board. A Poll may contain one or more proposals or questions, addressed to the entire Membership or the relevant Caucus of the Association.
- b. Unless otherwise specified, the Poll, including its announcement and all the associated communication with, and voting by the Membership or relevant Caucus, will be co-ordinated by the Executive Board and the Secretary.
- c. Depending upon the nature of the proposal or question, the Poll may be preceded by a discussion period set by the Executive Board, normally no longer than thirty (30) days from the announcement of the Poll to the Membership.
- d. The discussion period, if any, will be followed by the voting period, which can be run as an electronic query of the Membership or the relevant Caucus of the Association. The duration of the voting period shall be set by the Board, but should normally be no longer than fourteen (14) days from the announcement of the Poll to the Membership.
- e. Once the voting period is over, the results of the Poll will be announced. In the case of proposals concerning the modification of the Bylaws of the Association, the proposal will be deemed to have passed, if it receives two-thirds or more of the votes cast. For all other proposals and questions, they will be deemed to have passed, if they receive the majority of the votes cast (at least one vote beyond half of the votes cast).
- f. The consequences of a Poll will come into effect immediately upon the announcement of the results, unless otherwise specified.