I.O.D.E. William Hamilton Merritt Chapter fonds

1955-2016, n.d.

RG 575
Brock University Archives

<table>
<thead>
<tr>
<th>Creator:</th>
<th>I.O.D.E. William Hamilton Merritt Chapter</th>
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<tbody>
<tr>
<td>Extent:</td>
<td>50 cm of textual records (1.5 boxes)</td>
</tr>
<tr>
<td>Abstract:</td>
<td>Fonds contains material about the activities of the William Hamilton Merritt Chapter of the I.O.D.E.</td>
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<tr>
<td>Materials:</td>
<td>Minutes, correspondence, reports and promotional material.</td>
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<td>Repository:</td>
<td>Brock University Archives</td>
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<td>Processed by:</td>
<td>Chantal Cameron</td>
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<td>Last updated:</td>
<td>November 2016</td>
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<tr>
<td>Acquisition info.:</td>
<td>Donated by Sandra Easby on behalf of the I.O.D.E. William Hamilton Merritt Chapter in August 2016.</td>
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</tbody>
</table>

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Administrative history:
The Imperial Order Daughters of the Empire was founded by Margaret Polson Murray in 1900 following the outbreak of the second Boer War. The organization gave charitable aid to soldiers and it assisted the dependents of deceased soldiers. The federation of women was formed to promote patriotism, loyalty and service to others. The mayors of Canada’s major cities were urged to call together the prominent women of their communities to join in this endeavor.

In 1979, the name I.O.D.E was officially adopted. The organization is federally chartered not-for-profit. The focus is on improving the quality of life for children, youth and the underprivileged through educational, social service and citizenship programs.

The William Hamilton Merritt Chapter was chartered in 1957 in St. Catharines, Ontario. The group was disbanded in 2015.

**Scope and content:**

Fonds contains material related to the activities of the William Hamilton Merritt Chapter of the I.O.D.E. Materials include meeting minutes, correspondence, reports, and promotional material. Duplicates were removed and discarded. Within folders, material is arranged chronologically.

**Organization**

The records were arranged into three series:

**Series I: Administrative, 1955-2016, n.d.**
- Sub-series A: Minutes
- Sub-series B: Constitution & Guidelines
- Sub-series C: Membership
- Sub-series D: Correspondence

**Series II: Reports, 1958-2015**
- Sub-series A: Services Reports
- Sub-series B: Annual Reports
- Sub-series C: Report of Elected Officers
- Sub-series D: Education Reports

**Series III: Promotional material, 1994-2007, n.d.**
Inventory

**Series I: Administrative, 1955-2016, n.d.**

**Sub-series A: Minutes, 1966-2015**

1.1 Minute book, 1966-1973. Contains minutes of monthly meetings, as well as some financial reports, correspondence and news clippings. Annual meeting minutes can be found in the back of the book.

1.2 Minute book, 1974-1980. Contains minutes of monthly meetings. Annual meeting minutes can be found in the back of the book.

1.3 Minute book, 1980-January 1986. Contains minutes of monthly meetings. Annual meeting minutes can be found in the back of the book (1981-1986). Some citizenship, membership and secretary’s reports are also included with the annual reports.


1.5 Minute book, December 1990-November 2005. Contains minutes of monthly meetings, some photocopied. Annual meeting minutes can be found in the back of the book (1991-2005). Reports included with these minutes were removed and filed with the reports.

1.6 Minutes, 2003-2005. Contains the original handwritten minutes of monthly meetings and the annual meeting minutes for 2003 and 2005.

1.7 Minutes, 2006-2007. Contains minutes of monthly meetings and annotated meeting agendas.

1.8 Minutes, 2008-2010. Contains minutes of monthly meetings and annotated meeting agendas.
1.9 Minutes, 2011-2012. Contains minutes of monthly meetings and annotated meeting agendas.


1.11 Minutes, 2015. Contains minutes of monthly meetings.


**Sub-series B: Constitution and Guidelines, 1955-2013, n.d.**


1.16 Guidelines for Communications Officer, 1994-2003.


1.18 Guidelines for Membership Officer, 1994-2003.

1.19 Guidelines for Secretary, 1999-2013.

1.20 Guidelines for Services Officer, 1996-2010.


**Sub-series C: Membership, 1957-2016, n.d.**


**Sub-series D: Correspondence, 1958-2015, n.d.**

1.30  General correspondence, 1979-2015, n.d.

1.31  Correspondence—Services, 1958-1979. Contains correspondence from the I.O.D.E Provincial headquarters to chapters regarding services provided by the organization at home and abroad.

1.32  Correspondence—Services, 1989-1999. Contains correspondence from the I.O.D.E Provincial headquarters to chapters regarding services provided by the organization at home and abroad.

1.33  Correspondence—Services, 2003-2008. Contains correspondence from the I.O.D.E. Provincial headquarters to chapters regarding services provided by the organization at home and abroad.


Series II: Reports, 1958-2015

Sub-series A: Services Reports, 1958-2015

2.1 Services reports, 1958-1975 (non-inclusive). Contains annual reports of services at home and abroad.

2.2 Services reports, 1977-1999.

2.3 Services reports, 2000-2005.

2.4 Services reports, 2012-2015.

Sub-series B: Annual Reports, 1965-2013 (non-inclusive)

2.5 Public relations annual report forms completed by the William Hamilton Merritt Chapter, 1965-1967, n.d.


2.20 Annual reports, 2006-2013. Contains primary chapter composite annual reports, with sections on membership, citizenship, education and services.


Sub-series D: Education Reports, 1993-2015


2.24 Education reports, 2010-2015. Contains annual education reports and adopted schools annual reports. Also contains related correspondence.

2.25 Education, Labrador, 1993-2007. Contains correspondence with teachers from an adopted school in Davis Inlet, Labrador, regarding donations made to the school and the conditions in Davis Inlet. Also contains an issue of Maclean’s magazine featuring an article on the plight of Innu residents there.


O.1 Posters, n.d. Contains a colour poster of the I.O.D.E. crest and a black and white poster for the William Hamilton Merritt Chapter, with a matching negative.

Related material

McComb, Isabel. Isabel McComb Brighty Fonds. 17 RG. 1876-1941.


Imperial Order Daughters of the Empire. Who Called? 1949. Special Collections FC 3164.2 N85 1949

Imperial Order Daughters of the Empire. Who Called? 1946. Special Collections FC 3164.2 N85 1946

