

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

1955-2016, n.d.

RG 575

Brock University Archives

**Creator:** I.O.D.E. William Hamilton Merritt Chapter

**Extent:** 50 cm of textual records (1.5 boxes)

**Abstract:** Fonds contains material about the activities of the William Hamilton Merritt Chapter of the I.O.D.E.

**Materials:** Minutes, correspondence, reports and promotional material.

**Repository:** Brock University Archives

**Processed by:** Chantal Cameron

**Last updated:** November 2016

**Acquisition info.:** Donated by Sandra Easby on behalf of the I.O.D.E. William Hamilton Merritt Chapter in August 2016.

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**Preferred citation:** RG 575, I.O.D.E. William Hamilton Merritt Chapter fonds, 1955-2016, n.d., Brock University Archives, Brock University.

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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.

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**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.

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**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.

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## 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.
- 1.4 Minute book, May 1985-November 1990. Contains minutes of monthly meetings. Annual meeting minutes can be found in the back of the book (1986-1990).
- 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.
- 1.10 Minutes, 2013-2014. Contains minutes of monthly meetings.
- 1.11 Minutes, 2015. Contains minutes of monthly meetings.
- 1.12 Provincial Chapter meeting agendas and minutes, 1978, 2006-2007. Contains meeting agendas (1978, 2007) and minutes (2006).

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

- 1.13 Constitution, 1955-2013. Contains the Constitution and By-laws of the Imperial Order Daughters of the Empire (Junior Branch), 1955; the Constitution and By-Laws of the I.O.D.E and endowment fund resolution, First War Memorial Act rules of order, 1969); and the I.O.D.E. Constitution (1988), including financial statements for 2013.
- 1.14 President's Handbook, 2003.
- 1.15 Guidelines for Citizenship Officer, 1995-2003.
- 1.16 Guidelines for Communications Officer, 1994-2003.
- 1.17 Guidelines for Education Officer, 1991-2003. Contains guidelines for Ontario adopted class/school program and procedures for adopting a class in Labrador.
- 1.18 Guidelines for Membership Officer, 1994-2003.
- 1.19 Guidelines for Secretary, 1999-2013.
- 1.20 Guidelines for Services Officer, 1996-2010.
- 1.21 Guidelines for Standard Bearer, 1997-2003, n.d.
- 1.22 Guidelines for Treasurer, 1998-2002.
- 1.23 Other Guidelines, 1993-2001. Contains guidelines for the installation of officers, welcoming members, and a sample death notice.

- 1.24 I.O.D.E National Funds, 1997-2001. Contains lists of the I.O.D.E national funds, including Citizenship fund, Education fund and Services fund.

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

- 1.25 Membership list, 1957-2015. Contains a list of chapter members from 1957-2015, as well as a list of chapter officers from 1958-2015.
- 1.26 Membership forms, 1957-2003. Contains completed membership forms.
- 1.27 Membership lists, 1973-2015. Contains annual lists of chapter members.
- 1.28 Membership Policies and Procedures, 2014-2016.
- 1.29 Provincial & National Officers, 2007-2015, n.d. Contains lists of provincial and national nominees and elected councilors and officers.

**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.
- 1.34 Provincial correspondence, 2006-2007. Contains correspondence from the Provincial Chapter of Ontario I.O.D.E., mostly concerning upcoming workshops and events.
- 1.35 National correspondence, 2006-2008. Contains correspondence from the National Chapter of Canada I.O.D.E., mostly concerning upcoming meetings and conventions.

**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.
- 2.6 Annual reports, 1990. Contains a public relations report, membership and organizing report, citizenship report, and financial statement.
- 2.7 Annual reports, 1991. Contains a report of newly elected officers for 1992, secretary's report, membership and organizing report, education report, citizenship report, communications report, and services report.
- 2.8 Annual reports, 1992. Contains a financial statement, membership and organizing report, education report, services report, citizenship report, and communications report.
- 2.9 Annual reports, 1993. Contains a financial statement, citizenship report and communications report.
- 2.10 Annual reports, 1996. Contains a report of newly elected officers (for 1997), report of the Chapter secretary, financial statement, communications report, citizenship report, and education report.
- 2.11 Annual reports, 1997. Contains an education report, communications report, membership report, citizenship report, services report, and report of newly elected officers (for 1998).

- 2.12 Annual reports, 1998. Contains a report of newly elected officers (for 1999), an education report, standard bearer report, services report, communications report, citizenship report, financial statement, membership report, standard bearer report, and services report.
- 2.13 Annual reports, 1999. Contains a report of newly elected officers (for 2000), services report, financial statement, standard bearer report, education report, communications report, membership report and citizenship report.
- 2.14 Annual reports, 2000. Contains a membership report, education report, services report, citizenship report, communications report, standard bearer report, and report of newly elected officers (for 2001).
- 2.15 Annual reports, 2001. Contains a report of newly elected officers (for 2002), financial statement, services report, communications report, education report, citizenship report, and standard bearer report.
- 2.16 Annual reports, 2002. Contains a membership report, financial statement, services report, citizenship report, communications report, education report, and report of newly elected officials (for 2003).
- 2.17 Annual reports, 2003. Contains a report of newly elected officials (for 2004), financial statement, citizenship report, services report, membership report, communications report, education report, and standard bearer report.
- 2.18 Annual reports, 2004. Contains a report of newly elected officers, services report, education report, citizenship report, communications report and membership report.
- 2.19 Annual reports, 2005. Contains an education report, membership report, standard bearer report, communications report, services report, citizenship report, financial statement, and report of newly elected officers (for 2006).
- 2.20 Annual reports, 2006-2013. Contains primary chapter composite annual reports, with sections on membership, citizenship, education and services.
- 2.21 Provincial Chapter of Ontario Annual Report, 2001.

**Sub-series C: Report of Elected Officers, 1966-1980**

- 2.22 Report of newly elected officers, 1966-1980.

**Sub-series D: Education Reports, 1993-2015**

- 2.23 Education reports, 1993-2007. Contains annual education reports and adopted schools annual reports.
- 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.
- 2.26 Education, Maywood Public School, 2011-2015. Contains a banner for a donation made to the school in 2011 and a yearbook for 2014-2015.

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

- 2.27 Brochures, 2007, n.d. Contains brochures for the I.O.D.E. Also includes a photograph of chapter members and a photograph of the National Officers (2007-2008) and the Provincial Presidents (2007-2008).
- 2.28 News clippings, 1994, n.d. Contains news clippings about Davis Inlet, violence against women, and a park dedication to the I.O.D.E in St. Catharines.
- 2.29 Provincial Chapter of Ontario I.O.D.E. newsletter, 1998-2007 (non-inclusive).
- 2.30 The I.O.D.E. National News, 1998-2007 (non-inclusive).
- 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.

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**Related material**

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



Earl Mountbatten Chapter. I.O.D.E. Earl Mountbatten Chapter Fonds. RG 311. 1945-2007.

Second Dragoons Chapter. I.O.D.E. Second Dragoons Chapter Fonds. RG 310. 1967-1983.

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

Duke of Kent Chapter. I.O.D.E. Duke of Kent Chapter Fonds. RG 311. 1934-1980.

Stamford Chapter. I.O.D.E. Stamford Chapter Minute Books. RG 550. 1991-1994, n.d.

Niagara Rangers Chapter. I.O.D.E. Niagara Rangers Minute Books. RG 549. 1991-1994, n.d.